

VISION STATEMENT

We are committed in guiding the spirit, mind and body of the Divine Mercy Catholic Academy community by

- fostering an environment rich in faith and academic excellence
 - committing to the development of the whole person
 - equipping our students to be true witnesses of Christ

Mission Statement

The mission of Divine Mercy Catholic Academy is to:

engender a strong sense of the Roman Catholic identity,
a deep reverence for the sacraments, and
a lifelong commitment to reflect the teachings of Christ
throughout their lives;

enrich each child's development by requiring academic excellence
and providing opportunities that challenge students
and recognize individual achievement;

develop with parents, moral values which guide students
to love all of God's creation and to be witness to the world
with Christ as their model.

History of DMCA

Divine Mercy Catholic Academy was incorporated July 1, 2007. It was formed as a result of the merger of Nativity Blessed Virgin Mary and St. Stanislaus Bishop and Martyr Schools. In September 2006 the above schools were merged as Nativity/St. Stanislaus School with two campuses. Elementary grades, Nursery to Grade 5, were housed in the Nativity building with Sister Marguerite Torre as principal, and St. Stanislaus became the middle school for Grades 6 to 8 with Sister Francis Marie Wysteppek as principal. In the spring of 2007, the decision was made to close both schools and re-open as Divine Mercy Catholic Academy. The school was no longer a parish school but an academy with a board of directors and S. Francis Marie Wysteppek as principal. The two campuses were reunited into one building when the enrollment dropped to one of each grade in 2010.

Nativity School opened in 1920, staffed by the Ursuline Sisters of Tildonk to minister to Italian immigrants. St. Stanislaus School opened in 1925, staffed by the Sisters of the Holy Family of Nazareth to minister to Polish immigrants. Today, DMCA ministers to all ethnic groups, races, and religions.

Dear Parents/Guardians and Students,

This handbook is a guide to acquaint all parents/guardians and students of Divine Mercy Catholic Academy with the **procedures** and **regulations of the school**. The faculty, staff, and I believe that they are needed to maintain an environment that is conducive to learning, and whereby we can all work together. You are therefore asked to familiarize yourself with its contents by reading it with your child in its entirety and **retain it for the year for handy reference**. If any questions still remain or any information is unclear, feel free to contact me.

The administration reserves the right to amend this handbook if necessary.

Sister Francis Marie, C.S.F.N.

Principal

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Faculty and Staff 2019-2020
Divine Mercy Catholic Academy

Pastor	Father John Tino
Chairman of the Board	Mr. Joseph Cristiano
Principal	Sister Francis Marie Wysteppek, C.S.F.N.
Secretary	Mrs. Mary Lods (extension #3)
Nursery	Ms. Alisha Barron/Mrs. Tina Perez
Pre-K-A	Mrs. Karen Friscia/Mrs. Dina Dimatteo
Pre-K-B	Mrs. Kristina Perretta/ Ms. Diana Ramirez
Kdgn.	Ms. Cara Lynch/Mrs. Michele Scarpelli
Grade 1	Mrs. Josephine Maruca
Grade 2	Ms. Coleen Daly
Grade 3	Mrs. Dani McAdam
Grade 4	Ms. Rosalia Gattuso
Grade 5	Ms. Sandra DeMarco
Grade 6	Ms. Briana Massarro
Grade 7A/8A	Mrs. Ann Marie Spies
Grade 7B/8B	Ms. Amanda Gillespie
Advanced Math/ Computer 6-8	Ms. Kathy Koczela
Spanish	Ms. Maria Suarez
Literacy	Mrs. Carolann Buonocore
Computer PK-5	Mr. Michael Napolitano
Gym	Ms. Patricia McGlinchey
Art	Mrs. Veronica Boggiano
Music	Mr. Eric Petrucci
Office Staff	Mrs. Michele Bernabo (extension #5)
/ After-School	Mrs. Lisa Ponce
Pre-K Director	Sister Francis Marie Wysteppek, CSFN
School Nurse	Ms. Louisa Raghunandan

Academy Board

Mr. Joseph Cristiano, Chairperson	Dr. Sonia Martinez
Ms. Diane Piwinski, Co-chair, Facilities	Mr. Michael Contino
Mrs. Maria Mingione, Treasurer	Councilman Eric Ulrich

Academics/Curriculum

The academic curriculum includes the study of Catholic Doctrine and Faith Formation, Language Arts/Reading, Math, Science, Social Studies, and Spanish in Grades 5-8. The program also includes instruction in Computer, Physical Education, Music and Art.

The curriculum follows New York State New Generations Standards and is supplemented by the Diocesan Office of Catholic Education. The purpose of the New Generations Standards is to develop higher level thinking skills.

It is the goal of each teacher to provide instruction for each child to learn and to reach his/her potential.

Admission Policy

Divine Mercy Catholic Academy welcomes students of all backgrounds to share in the Catholic education experience. DMCA admits students of any race, color, national origin and ethnic origin.

New admits and transferring students are required to meet with the principal. Records and required materials will be reviewed in order to determine admission.

After-School Program

A program for students is provided from dismissal until 6p.m. A separate fee is charged based on the hours and days a student attends. If payment is behind for two weeks, student/s will not be allowed to stay in after-school. If a student is not picked up when the building closes at 6p.m., an additional fee will be charged.

The program for Nursery to Grade1 and Grades 6 to 8 is a paid program. The program for Grades 2 to 5 is free and is funded by a grant through Greater Ridgewood Youth Council (GRYC) Parents/guardians interested in either program should inquire at the school office.

Arrival/Dismissal

Students in Nursery – Kdgn. enter the building through the schoolyard door at 7:45 a.m. and go directly to their classrooms.

Students in Grades 1 - 6 gather in the school basement until 7:45 a.m. and will then be sent to their classrooms. Grades 7 & 8 go to the school basement between 7:30 and 7:45.

If necessary, early drop-off supervision begins at 7:15a.m. Only with the principal's permission can a student be dropped off between 7:15 and 7:30 a.m.

Students in Kdgn. – Grade 6 will be marked late after 8a.m. Students in Grades 7&8 are late after 7:45 a.m. If a student will be late, the school should be called.

Dismissal is at 3:00 p.m. for K-8 and 12 p.m. or 2:45 p.m. for N.

Early dismissal days will be 12:30 p.m. for K-8; 12:15 for N.

Nursery-Grades 6 will be dismissed in the schoolyard.

Grades 7-8 will be dismissed on 92nd Street.

Students are not to return to classrooms after dismissal for left-behind items.

Once students are dismissed parents are responsible for their behavior and safety in and around the schoolyard.

If a student is not picked up 5 minutes after dismissal, he/she will be sent to the after school program and a fee will be charged.

Attendance

Regularity of attendance and punctuality are of prime importance to a student's success in school and are a part of the student's permanent record. New York State requires each school to maintain an attendance policy, as well as to keep accurate records. Mandatory attendance is required by the state starting with Kindergarten. Please adhere to the following:

- 1- Call the school office by 8:00a.m. if a child is absent.
- 2- After more than three consecutive days of absenteeism or a contagious disease, a doctor's note is required.
- 3- The day a student returns, **a written note** must be given to the homeroom teacher stating the date/s and reason for the absence and parent/guardian signature. If a note is not provided, the student will be marked illegally absent in the attendance register according to New York State regulations, even if the school was called.
- 4- Absence from school should be minimal: **it does not excuse students from homework and tests**. Appointments with doctors and dentists should be made outside of school hours when possible. If the need arises to take a student during the school day, the school and child's teacher should be notified by 8 am.
- 5- When a student is absent, arrangements should be made with a classmate to obtain homework. For an absence of more than two days, a parent/guardian may request work through the school office and pick it up at the **end of the school day**.
- 6- Absences due to family **vacation** or business are considered **illegal absences** by the state. Permission to do so cannot be granted by the principal, and teachers cannot be expected to anticipate the work a student will miss. It will be made up upon his/her return to school, and the mastery of the work is the responsibility of the parent and student.
The day of a class trip is a regulation school day. Any student not attending is required to be in school in uniform.
- 7- "Take Your Child to Work Day" is a legal absence **only** if the business has a set program and verification of the student's presence and work for the day is provided.
- 8- A student is not permitted to leave the school before the regular or designated dismissal time except in cases of sickness or an emergency. At these times, **a parent or an adult designated by the parent must pick up the student at the school office and sign him/her out**. No student will ever be permitted to leave alone.
- 9- Students who are late (enter the building after 8 a.m. or 7:45 for Grades 7&8) are to stop in the office for a late pass to be given to his/her teacher. Lateness disrupts the learning of both the child who is late and the class that is interrupted. Unexcused lateness is subject to disciplinary action, depending upon the grade level. Excessive lateness may warrant a parent/teacher/principal conference. Students may serve detention for such unexcused lateness. Excessive illegal absences/latenesses will keep a student **off the honor roll**.

Birthdays

A student is welcome to celebrate his/her birthday according to the following guidelines: for all grades - Nursery to Grade 8 - only a goody-bag, munchkins or cupcakes may be sent in for the class. (Due to allergies – no peanut products or products made in a peanut environment are to be included.) Parents, etc. are not permitted in the classroom, unless doing lunch supervision.

NO SPECIAL LUNCHESES ARE PERMITTED, nor is lunch for other than your child.

Bullying/Harassment

In accordance with our school philosophy and goal as a Catholic school, we have a No Tolerance Policy toward bullying, harassment, and violence. The following will not be tolerated: belittling remarks/actions made toward school personnel, a student or a student's family member, or physical actions toward another person. Verbal, written or on-line bullying, harassment, or teasing will also incur severe disciplinary measures. Parents/guardians will be notified and appropriate action with the approval of the principal will be enforced. Please refer to the **Diocesan Bullying Policy** in the appendix.

Bus Service/Transportation

Eligibility for the yellow school bus and Metro Cards is dictated by the Department of Transportation and depends upon the student's grade level and distance between the school and home.

For safety purposes, students are expected to use proper behavior on school buses, public transportation, and when on a school trip. Failure to behave responsibly will result in disciplinary actions and may include removal from the bus.

Calendar

A yearly school calendar in the back of this handbook with major school events is distributed at the beginning of each school year. This will be supplemented by a more detailed monthly calendar. Each family is requested to refer to them for early dismissals, days off, school events and deadlines.

Cell Phones/Smart Watches

Cell phones are allowed to be carried, but are **NEVER** used during the school day. They are to be turned off on entering the school grounds and are to be left out of sight, in the schoolbag or backpack until the student is dismissed. In Grades 5-8 cell phones will be collected by the homeroom teacher each morning, stored securely, and returned at dismissal. If a cell phone is used in any capacity (call, text, play game, check e-mail, etc.) during the day by its owner or another student, it will be confiscated and returned only to a parent/guardian. A second occurrence will ban the student from bringing a cell phone into school, or with the principal's permission, it can be brought to school, but left in the office each day. The school is not responsible for lost cell phones. Students are not permitted to wear Smart Watches in school. Students should not expect to charge cell phones in school.

Church Attendance

All students who are Catholic are expected to attend Mass on Sundays/Saturday Vigil in the parish in which their family is registered and participates. Students of other religions are encouraged to attend their house of worship.

Students will visit Nativity B.V.M. Church during the school year for Mass, prayer services, stations of the cross etc.. It is essential that students of all faiths maintain an attitude of reverence in Church and respect the House of God. **All** students attend these services. No one is left in school.

Communication

A child's success in school depends on the frequent and regular communication between home and school. This will take place in various ways. Students are responsible to take home all notices handed out in school. Parents/guardians are responsible to ask for them, read them and respond to them, especially if a response is needed or if there is a deadline.

All students have a specific communicator folder that is to go home each day and be returned to school each morning. School-wide notices are posted on the school website. Parent alerts are sent via phone, text, and email through Option C. Parents are responsible to keep the school updated with any change of information.

Parents and teachers may also communicate through the teacher's school e-mail address.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/guardians will be promptly notified of teacher concerns.

Crisis Management

According to government directives, a Crisis Management Plan is on file in order to provide an environment that is safe and responsive to all the students. The faculty and staff are informed to execute the components of the plan should the need arise.

Discipline/Detention

All students are expected to maintain a Christian atmosphere within the school.

This means, first and foremost, respect for others, for self and school property. It also includes cooperation, good manners, and abiding by the rules and regulations established by the school administrators and the teachers. Necessary disciplinary action will be taken by the teachers depending on the grade level. Students will serve detention during lunch time. Parents/guardians will be sent a referral slip to be signed if detention is to be served.

Detentions are not optional nor are they at the discretion of parents/guardians. They are an administrative decision.

Each student is a DMCA student at all times. A student who engages in conduct, even outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. (refer to Student Code of Conduct in Appendix)

Dress Code

Students are expected to present a neat and clean appearance and maintain good hygiene. Each student in Kindergarten to Grade 8 is expected to wear the complete uniform unless otherwise notified. Pre-K3 wears the school gym uniform and is optional for Pre-K4.

Boys	Navy blue dress pants and belt in grades K - 5	(Dockers are not regulation uniform pants.)
	Gray dress pants and belt in grades 6 – 8	
	White dress shirt, school tie, and red vest	
	Regulation school shoes and dark socks	
Girls	Plaid school jumper and tie in grades K - 5	
	School skirt and red sweater vest in grades 6 -8	
	White blouse (peter pan in K - 5 and pointed collar in 6 - 8)	

(School uniform pants may be worn from November- March)

Regulation school shoes and navy blue knee socks or tights
(Regulation schools are navy//black tied shoes or ankle strap and loafers in Gr. 5-8)

Options for both boys and girls:

School logo polo shirt and/or navy shorts in Sept.- Oct. and May- June
Turtleneck with **school logo** from November-March

In the event any part of the uniform, including shoes, is lost or outgrown during the year a note is to be sent to the homeroom teacher, and the uniform is to be replaced as soon as possible.

The following are also part of the school dress code:

1- On gym days, students come to school wearing the school gym uniform (shorts and tee shirt or sweats), white socks, and closed athletic sneakers with shoelaces or velcro closing. Sneakers that light-up are not permitted at any time.

2- The red school sweater or school fleece is the only item to be worn in the classroom in cooler weather. No other items are acceptable. Long-sleeve shirts are never worn under a short-sleeve shirt.

3- Girls' jumpers or skirts are not to be shorter than the top of the knee. Boys' pants are not baggy or worn below the waist. Shirts/blouses (not polos) are always to be tucked in. Only a **plain white tee-shirt** may be worn under the school shirt/blouse, and its sleeves cannot be longer than the shirt /blouse.

4- Hairstyles, clips, hairbands, etc. are to be appropriate for a school uniform, not to exceed the top of the collar. **NO BOWS, FLOWERES, EARS, ETC.** No elaborate styles, designer cuts, shaved patterns, or fad styles are permitted. Hair color is to remain its natural color with no highlights, streaks or tips. Boys' hair is not to exceed the top of the collar.

5- Boys may never wear earrings. Girls may wear one set of small earrings.

Other jewelry that may be worn is a watch, a ring, and a chain with a religious symbol. School is not the place for elaborate jewelry, make-up, bright-colored nail polish, or artificial nails. No other body-piercings or tattoos are acceptable.

6- When there is a dress-down day or a student uses a N.U.T.(No Uniform Today) card, dress is casual, but still **appropriate** for school. Jeans are not to be ripped, torn, or too tight, spandex pants, leggings, and pajama bottoms are never worn to school. Students should never wear immodest clothing or shirts which display inappropriate, offensive pictures or words. No short shirts or tank tops are permitted. Capris or knee-length shorts are permitted in warmer weather, **as determined by the principal.**

7- During winter months, boots are not worn in class. School shoes are to be brought to change in the classroom. On a dress-down day or during warmer weather, shoes or sneakers are worn. Gym sweatsuits will be allowed on extremely cold days when the temperature is **32 or below.**

Sandals, open-toe shoes, flip-flops, shoes without backs, canvas shoes, light-up sneakers, or heels are never permitted in school. For safety reasons, a parent will be called to bring a change of shoes, or the student will be held in the office if any of the above is worn.

If for a serious reason, a student is unable to come to school on a particular day wearing the

regulation uniform, the student should arrive at school with a signed note of explanation from his/her parent/guardian. On such a day, the student does not have a dress-down day, he/she should dress appropriately for a school day, not in sneakers, T-shirts, etc.

A student not in compliance with any part of the uniform will receive a warning slip. After three warnings a lunchtime detention will be served.

Drug/Alcohol/ Policy

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Cigarettes and vapors are not permitted. Minimum penalty for violation of this policy will be suspension from school. However, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

Electronics/Inappropriate Items

Electronic devices such as ipods, ipads, ds/psp and video games and toys of all kinds are not to be used or seen during the school day, unless permission is granted on special occasions. If they are brought to school, they will be confiscated and returned only to a parent/guardian. The school is not responsible for the loss of these items, nor will a class be held up to search for a missing item. (Items brought in for After-School Program are to be left in the office upon arrival and will be given to the after-school staff for distribution.)

Cameras/phone cameras are used only with the permission of the teacher. Absolutely no pictures are to be taken of any student or staff member without their knowledge and/or consent.

Students are not to arrive at school on bikes, roller blades, scooters or skateboards, nor will such items be brought into the building.

Any items brought to school that can be harmful or used in a harmful manner will be confiscated, and the parent/guardian will be notified immediately to discuss proper disciplinary measures that may include suspension/expulsion. The police department will be notified if necessary.

Emergency Closings

The school notification system (Parent Alert) will be used to announce closings. In the event of inclement weather you can also listen to the radio or check the internet for WCBS(880) and WINS(1010), or cable TV Channel 1 and CBS Channel 2 announcing that “Schools of the Roman Catholic Diocese of Brooklyn” or “Divine Mercy Catholic Academy” is closed. The school or rectory should **not** be called. If the school is not closed, but travel is difficult, parents should use their judgment. The school website will also announce emergency closings, as well as parent alerts.

Emergencies/Accidents

An emergency card must be properly completed, signed and **updated as needed throughout the school year**. Any change in name, address, phone number or emergency contact should be sent in writing immediately to the school office and the homeroom teacher.

If a student is sick or injured during the school day and needs to go home, a parent/guardian will be notified by the school nurse. A student should **never** use his/her cell phone to contact the parent

without permission. No student is permitted to leave the building unless a parent or designated adult comes to sign him/her out.

If the emergency warrants calling 911, the decision will be made at the discretion of the principal or designated staff member, and the parent/guardian will be notified.

If a parent needs to notify a student, the school office is to be called, and the message will be passed on. Parents should not call a student's cell phone. This should only be done in case of an emergency.

Evaluation/Grading

A student's grade is a comprehensive evaluation using a variety of measurement tools, which include:

- classwork/formative assessment
- homework
- tests and quizzes
- class participation
- projects/writing assignments

The marking code is based on diocesan regulations:

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

The grades for each trimester are averaged for a final grade that are recorded on the student's permanent record card. Students who fail a subject for the year are required to attend summer school.

Field Trips

Educational trips will be planned during the year by the teachers with the approval of the principal. They are part of the school curriculum; and all students are expected to attend. Chaperones, who are *Virtus* trained, will accompany the class, and no student will attend without a proper **signed** permission slip. Since field trips are a privilege and not a right, students can be withheld from a trip with the permission of the principal because of misbehavior, missing work, or outstanding tuition or fees. The student is expected to be present in school in uniform if not attending a field trip. This also pertains to a student whose parent has not given permission for the trip. A substitute assignment will be given. (Students in N/Pre-K and Kdgn. not going on a trip are to stay at home.)

A sample of the Field Trip permission slip can be found in the appendix of the handbook and on the website..

Fire Drills/Lock-Down Drills/Evacuation

Fire drills are conducted throughout the school year according to New York State Law. They ensure that every student will be familiar with emergency signals so that they can respond appropriately if the need arises. Thus, a student is to maintain silence and be ready to listen to staff instructions during fire drills and lock-down drills.

Misbehavior could result in an in-school suspension or detention. The evacuation site is St. Stanislaus B.M. Church Hall on 103rd Ave. and Rockaway Blvd. See appendix for Security Protocol.

Fund Raising

Part of a family's financial obligation is the support of fund raisers. The **mandatory fundraising per family** depends on the number of children enrolled in the school: **\$250 for one child, \$350 for two children, and \$450 for three or more children.**

Support of other events throughout the year is appreciated. Information, dates, and deadlines for fundraisers will be sent through the youngest child in the family. Parents/ guardians are expected to read and adhere to the dates and directives.

Events are also posted on the school website and announced by parent alerts.

Graduation

Graduation is the culmination of the school's academic and spiritual formation of its students. All activities are planned with this in mind.

All 8th grade students are required to display the mastery of all subject areas through the achievement of passing grades. Graduation and the rewarding of diplomas are determined by the requirements of the State Education Department of New York in conjunction with the Diocesan Office of Catholic Education and Divine Mercy Catholic Academy. If an 8th grader fails one or two subjects, he/she will not receive a diploma at graduation and will be required to attend summer school. The diploma will be given after a written report of successful summer school completion. If more than two subjects are failed, the student will have to repeat the grade at another school and may not take part in graduation exercises. This decision is made in conjunction with the teachers and principal.

Graduation and all related activities are a privilege, not a right, and participation in them is dependent on acceptable behavior throughout the year. All financial responsibilities must be met for the student to participate in graduation activities.

Grievance Procedures

Parents/guardians are to take questions and concerns first to the teacher involved. If a satisfactory agreement has not been reached, then the parent should contact the principal, and a parent/teacher/principal conference will be arranged.

Homework

Homework is neither a reward nor a punishment - it is a necessity. Homework is assigned to supplement and reinforce class work as well as to develop certain skills. Written assignments are only one part of homework; students should spend time after every school day in study, review, reading and mental enrichment. **Lack of completion of homework will be reflected in the subject grade on the report card.**

1- The average student should be able to complete written homework assignments in the specified time:

Grades 1 and 2	20-25 minutes
Grades 3 and 4	30-40 minutes
Grades 5 and 6	40-60 minutes
Grades 7 and 8	60-90 minutes

2- Homework is to be recorded and signed according to each teacher's directives. In Grades 2-8 students are to record homework in the assignment planner, and a parent signature is required each night.

3- Regular homework is not given on weekends, but reading may be assigned, incomplete assignments can be made up, or work can be done on long-term assignments. Grades 4, 6, and 7 preparing for state tests may be given required work on weekends and/or during vacation breaks.

4- In order to encourage a sense of responsibility phone calls and return visits to the school are not permitted for forgotten books or assignments.

5- Parents/guardians should check to see that all homework and assignments are neatly completed and that all materials and books are brought to school each day.

(Refer to page 4, #5 under Attendance for homework policy for absentees.)

Honor Roll

Grades 5-8 will be eligible for the honor roll based on the following criteria:

Principal's List - 95-100 in the all major subjects: Religion, Language Arts, Math, Science, Social Studies, 90 or above in Spanish, and satisfactory (3 or 4 on report cards) in all special content subjects.

First Honors- 90-94 in subjects as stated above and 85 or above in Spanish

Second Honors - 85-89 in subjects as stated above and 80 or above in Spanish

Effort Award - based on excellent effort in all subjects

Grade 4 honors is based on the following criteria:

Principal's List - A+ in all major subjects as stated above

First Honors - B+ and above in subjects stated above

Second Honors - B and above in subjects stated above

In order to achieve any category on the honor roll, a student must receive at least satisfactory (3 or 4 on report cards) in personal progress, and satisfactory conduct (3 or 4) and effort in all subjects. Excessive absences (unless there is a doctor's note) and more than 5 latenesses will affect eligibility for honors.

Immunizations/Medical Records

New York State and New York City laws require a physical examination for every new student and at certain grade levels. Immunizations must be updated regularly, and a student will not be permitted to remain in school without the required immunizations. Notification with a doctor's note should be sent to the school office for any medical condition a child may have to keep medical records up to date.

Insurance

All students are covered under the school accident insurance program.

Extended accident insurance is offered at the beginning of the school year. The cost is reasonable, and families are encouraged to take advantage of this offer that is sent directly to the insurance company.

Internet Use

Students are expected to follow the **Acceptable Use Policy** for computer use in school that's found in the appendix. In addition, students whose profile or postings on the web tarnish the reputation of the school or any member of the school community or whose postings threaten or harm another individual will be required to remove the offending material and will be subject to suspension or expulsion. This includes use of pictures, names, initials or identifying information of the school

and its members. Law enforcement officials will be notified if necessary.

Legal Issues

If there are existing court restrictions in reference to parents and their children, it is imperative that proper and current documentation is filed with the school office.

A student's name may not be changed unless the school receives legal notification or a re-issued birth certificate. The name on the birth certificate is the child's legal name and must be used in school.

Lunch Program

All students remain in school for a supervised lunch program and recess. Each student is expected to eat lunch and/or a snack each full day of school. The food should be healthy and nutritious.

From October to May, students have the opportunity to be provided with lunch through the city lunch program. Lunch is free for ALL students, but the B.O.E. form is needed for ALL students.

Funding for other government programs is based on this B.O.E. form.

Special lunches, such as pizza, are offered for purchase periodically.

Parents/guardians/adult family members who are *Virtus* trained and have background checks are encouraged to help at lunch time. This time is put toward M.O.P. hours.

Parents are asked **not** to drop off lunch, especially McDonalds or pizza, **unless absolutely necessary**, and are asked to not bring lunch for one or two other students. No lunch delivery from Uber Food, GrubHub, etc. is allowed.

Medication/Illness

A student needing an inhaler for asthma, an epi-pen for allergic reactions or any medication should bring it with him/her the beginning of the school year with a doctor's note/instructions as to how it is to be administered. These are brought to the nurse and will be kept in the nurse's room for the year. **No one on the school staff is ever permitted to administer any type of prescription medication or over the counter medicine at any time.**

If a student is running a fever/ran a fever in the past 24 hours, or is showing other signs of an illness, rash or eye infection, the student should not be sent to school.

In order to be excused from a gym class a note from a parent/guardian is required. A doctor's note is required if a child cannot participate in gym or have limited activity.

Memos/Fliers/Permission Slips

Information is sent home via students regularly. A copy is given to each student and it is his/her responsibility to use the communication folder to bring it home and return any necessary response. The office is not responsible to provide additional copies.

Parent/Guardian Meetings

In September a meeting is planned to inform parents/guardians of school policies and procedures. A general meeting is hosted by the principal, followed by a meeting with the student's homeroom teacher and subject teachers. This sets the tone for the year in regards to the teachers' requirements and curriculum.

In December and March a time is set for parents/guardians to pick up their child's report card and to

conference with the teachers.

If a parent wishes to meet with a teacher at another time, a note should be sent and the teacher will arrange a convenient time for both. No parent/guardian is permitted to go directly to the classroom.

Parking

Space is designated in front of the school building for the school bus and should not be blocked by double parked cars. Utmost care should be taken by all adults for the safety of our children and surrounding vehicles. Students should be dropped at the curb; cars are not to drive into the schoolyard or parking lot.

Progress Reports/Academic Referral

During the middle of each trimester, progress reports/academic referrals will be issued depending upon the grade level. This will be an **approximate grade** of the student's progress or lack of progress in a particular curriculum area. It will be brought home by the student, and a parent/guardian signature is required. When the signed copy is received, a copy will be sent home with the student. In the first trimester all students will receive a progress report. In the second and third trimesters, in Kindergarten thru Gr. 3 only students who are failing a subject or whose grades have changed significantly from the last marking period will receive a progress report, depending on the discretion of the teacher in consultation with the principal. All students in Gr. 4 -8 will receive progress reports.

In January, the report will indicate if there is a possibility of retention.

Promotion/Retention

A student is promoted to the next grade level when he/she has adequately demonstrated mastery of grade level work.

A student is retained if he/she has not mastered the subject material in three or more subjects. This decision will be made by the principal and teacher and made known to the parent/guardian in a timely manner.

Registration/Re-registration

New students are admitted according to stated procedures available in the office.

Re-registration takes place each spring for present students by completing a form and paying the designated fee. Re-registration will not be accepted unless all tuition and fees are current. If re-registration does not take place by the deadline, there will be no guarantee of a seat for the student for the coming year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw or transfer a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Report Cards

Report cards are distributed three times a year - December, March, and June as set by the Diocesan Office. (Refer to Grading/Evaluation above for its contents.)

Report Cards are issued to inform parents/guardians of their child/children's progress. It is an estimation of the student's performance in school. Parents should study this report carefully, pay

close attention to those areas in need of improvement, and encourage their child to continue their good work or improve to work to their potential.

It is the parent/guardian's responsibility to keep the copy of each report card if needed for another program or a transfer to another school. There will be a \$2 fee for a request of a another copy.

Sacrament Programs

Students in Grade 2 will receive instruction for the celebration of the sacraments of Eucharist and Reconciliation. The immediate preparation, rehearsals, and actual celebration will take place in the parish in which the student's family is registered and worships regularly on Sundays. A Baptismal certificate from a Roman Catholic Church must be on file for the reception of these sacraments. Confirmation preparation for eligible students in Grade 8 will take place on the parish level, beginning in Grade 7.

Students who are new to these grade levels will not be eligible to receive sacraments until there has been at least two years of religious instruction.

Any family wishing to have a child baptized should inquire at the church office.

School Property

The school and all materials are to be treated with respect. Due to the destructive nature of gum, there is absolutely no gum chewing in school or on school property, including lunchtime and all after school activities and classes. Lunch time detention will be served for gum chewing.

Any destruction: including graffiti, theft of school property, or misuse of Smartboards will warrant disciplinary actions. These may include detention, suspension, or expulsion as the principal deems necessary. Along with the disciplinary action, replacement of the property will be the sole responsibility of the student and his/her parents/guardians.

Suspension/Expulsion

Physical harm to a student or staff member, as well as other serious actions, such as bringing dangerous items, as deemed by the principal, will incur suspension. The length and place (in-school or at home) will depend on the seriousness of the action. A written statement explaining the suspension will be sent to the parent/guardian to be signed. Suspensions are not optional nor are they at the discretion of the parent.

If the action is extremely serious, or if there have been several previous suspensions, a student will be expelled. This decision will be made only after a conference is held with the student, parent/guardian, principal, teacher and other involved parties.

Suspensions are an administrative decision and are not at the discretion of parents/guardians.

Teacher Appreciation

To acknowledge the dedication of our teachers the school office will collect a monetary donation at Christmas and the end of the school year. This is optional for families but participation is encouraged. The teachers work hard and their work should be recognized.

Testing - State/Standardized/Trimesters

Teacher-made tests are a regular part of classroom evaluation. The teachers will announce their schedule, and parents/guardians are expected to sign them when returned to the student.

Trimester exams/projects in selected subjects may be scheduled at the end of the final marking period in Grades 4-8 and will count as two test grades. The grades will be shared with parents, but the tests are kept on file for a year. Students absent for a trimester exam will take a scheduled make-up. If there is not a valid medical reason or a proven family emergency the make-up test will be graded starting with a 90% or at the discretion of the principal.

Standardized achievement tests are administered in Grades 3-8 in the fall as set by the Diocese. The results from the Terra-Nova tests are shared with parents in the beginning of the second trimester with a written report.

New York State requires testing in the following subjects and grade levels:

Gr. 4 - ELA, Math, Science; Gr. 6 - ELA and Math; Gr.7 - ELA, Math, and Gr 8 Science.

Parents/guardians will be informed if students have not achieved proficiency in these areas, and schools are required to provide remediation.

Terra Nova and state tests are part of instruction, are used for diagnostic purposes, and **cannot be opted out**. Parents can go to engageny.com to view standards and sample test questions.

Textbooks/Workbooks/Supplies

Each teacher will provide his/her class with a list of needed supplies and materials.

Textbooks and workbooks are supplied by the school, some of which are purchased through NYS funds. Each student is responsible for the care and use of these books. Lost or damaged books will have to be replaced and the restitution paid before June report card is distributed.

Textbooks are a learning resource; they are not the curriculum. Therefore, not everything in a textbook will be taught at that grade level.

Tuition/Fees/Monies

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

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

Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.

The tuition payment/ fee schedule is to be followed according to the directives given at the time of registration/re-registration. Monthly tuition payments are made August through May. Questions about tuition payments can be made at the school office. According to diocesan policy, **tuition payments are to be made thru FACTS**, direct withdrawal from a checking account. A check or money order is the acceptable form of payment to the school.. The purpose of the check should be written on the memo line and the child's last name and grade, if different from the check name. Tuition Payments/Fees can be sent to the school office as long as it is in an envelope with the

child's name, grade, purpose and amount indicated on the envelope. This also applies to any monies sent to school during the year. Please do **not** staple or tape money to tear-offs. **Exact change** should be enclosed as much as possible.

Report cards, field trips, or extra activities may be withheld until all payments are current. See appendix for Tuition Policy promulgated by the academy's board.

Virtus (Safe Environment Training)

This is required diocesan training for all adults who will have contact with students during school hours or school activities, e.g. lunch duty, field trips. For further information or to register, go to www.virtus.org – then scroll to Diocese of Brooklyn. A background check is part of the requirements and no one can volunteer until the school receives their clearance .

Volunteers/M.O.P. Hours

In order to service the needs of our school and execute fund raisers and special events, parents/guardians are required to give 20 hours of service throughout the year. (Parents whose child attends the half-day session of Pre-K3 are required to do 10 hours of service or pay \$100.) There will be many opportunities to meet this obligation. Possible service opportunities are sent home via memos and [parent alerts](#). If a parent signs up for an event, he/she is expected to show up. If a parent chooses to waive this obligation or cannot fulfill it, a fee of \$200 must be paid before the end of May. If the total obligation of hours is not fulfilled, a fee will be due for the remaining hours (\$10 an hour)

**Divine Mercy Catholic Academy
School Calendar 2019-2020**

**This calendar will be supplemented by a monthly school calendar.
Some dates are subject to change.**

September - second monthly tuition payment due

- 3 - Faculty/Staff Meeting
- 4 - School begins
- 9- Full days begin
 - World's Finest Candy sale begins
- 13 - Opening school Mass at Nativity Church at 9:00 a.m.
- 17 - Parent Orientation Meeting for Gr. 7 & 8 at 7 p.m
- 20 - Parent Orientation Meeting for Kdg. To Gr. 6 at 7 p.m.
- 21 Car Wash
- 26 - Virtus Training 6:30pm – DMCA – Room 106
- 27 - Candy Sale ends
- 30 - BOE school lunch program begins

October - third monthly tuition payment due

- 1 - Perfect Presents - Fund Raiser starts
- 4 - Sr. Francis Feast Day celebrated at 10:45 A.M. Mass in Nativity Church
 - - Dismissal 12:30pm - faculty meeting
- 8 - School Pictures - Individual, class and graduates - all students in full uniform
- 12- Confirmation for 8th Graders Nativity Church 12:00noon
- 14 - School closed** - Columbus Day observance
- 15- Diocesan standardized testing (Terra Nova) begins for grades 3-8
- 26 - Specialized Public High School test for 8th Graders
- 28 - Holiday pie orders begin
- 31 - Halloween

November - fourth monthly and 2nd Plan B tuition payment due

- 1 - All Saints' Day – Holyday of Obligation – **School is Open** – 9 am Mass
 - Dismissal 12:30pm - faculty meeting
- 4 - Kids Stuff sale begins
- 7 - Holiday pie orders are due
- 8 - **School Closed** - Faculty Professional Day N, K - 8
- 9 - TACHS test for Catholic high schools for 8th graders
- 11 - **School closed** for Veterans' Day observance
- 26 - Thanksgiving Prayer Service in Nativity Church
 - Pick up holiday pies

27 - Thanksgiving recess begins- Dismissal 12:30pm NO AFTERSCHOOL PROGRAMS

28 -29 - **School closed** - Thanksgiving recess

December - fifth monthly tuition payment

5 - 12:00pm dismissal - Report cards/parent conference

6 - Regular school day - First Friday Mass
- Decorating Christmas wreaths, 7pm school basement

7 -8 Selling Christmas wreaths outside of church

9 - Feast of the Immaculate Conception

13 Decorating for lunch with Santa, church hall 7pm

14 - Lunch with Santa 11am - 2:00pm

19 - Christmas Show 7pm Church hall - NO AFTERSCHOOL PROGRAMS

20 - Christmas recess begins - Full day of school

25 - Christmas Day - Holy day of obligation

January - sixth monthly tuition payment

1 - New Year's Day – Feast of the Solemnity of Mary- Holyday of obligation

6 - School resumes

– School mall magazine drive begins

10 – Dismissal 12:30 – Faculty meeting

15 - Catholic high schools mail acceptance notification to 8th graders

16 - Ring Day - Gr. 8

17 - **School closed** – Faculty Professional Day

20 - **School closed** - Martin Luther King Jr. observance

26 - Catholic Schools Week begins with 11:30 a.m. Mass at Nativity Church

February - seventh monthly and 3rd Plan B tuition payment due

3 - Niagara - Easter Candy sale begins

7- First Friday Mass at 9a.m.- Dismissal 12:30pm - Faculty Meeting

7 - Talent Show 7pm Church hall

14 - Niagara sale ends

17-21 - **School closed** - mid-winter recess

24 - Classes resume

26- Ash Wednesday +

March - eighth monthly tuition payment

6 - Dismissal 12:30pm - First Friday Mass at 9a.m. - Faculty Meeting

19 - Dismissal at 12:00pm – Report cards and parent conference

25-26 NYS ELA tests - Gr. 4, 6,7

Fashion Show at Roma View TBA

Pop Corn Sale TBA

April - ninth monthly tuition payment

3 - First Friday Mass at 9a.m. Full Day

4-5- Selling of Palm crosses outside church

- 8 - Easter recess begins at dismissal
- 9 - Holy Thursday
- 10 - Good Friday
- 12 - Easter Sunday
- 13-17- Easter recess
- 19- Divine Mercy Sunday – Mass at 11:30 a.m. at Nativity Church
- 20- - School resumes - Yankee Candle Sale begins
- 21-22- NYS MATH tests Gr. 4, 6, 7

May - last monthly tuition payment

- 1 Dismissal 12:30pm - First Friday Mass at 9a.m. and faculty meeting
 - 2-3 - First Communion (Tentative)
 - 6 - May Crowning at Nativity Church
 - 14 - Bowl-A-Thon
 - 15- Professional Day - No School N, K-8
 - 16 - Car Wash
 - 21- Ascension Thursday - holyday of obligation – School is open – 9am Mass**
 - 25- School Closed - Memorial Day**
 - 28 -- Graduation Dinner dance at Roma View for Grade 8 and Faculty
 - 29 - Last day for B.O.E Lunch
- NYS Science Performance Test to be given between 5/22 -31 - for Grades 4 and 8

June

- TBA - related Graduation activities on monthly calendar
- 1 - NYS Grades 4 and 8 Science Written Test
 - 5 - Dismissal 12:30pm -First Friday Mass 9am and faculty meeting
 - 6 - Graduation Mass at St. Stanislaus at 9am and family breakfast
 - 12 - Eighth Grade Graduation 7 pm, Nativity Church
 - 17 – Pre-K3 Stepping-Up and Kindergarten Graduation
 - 22-26 - school will close for summer between these days depending on snow days and emergency closings during the school year – the June calendar will indicate the last day of school

Please Note: Some of the above dates, especially for fund raisers, are subject to change and will be updated on the calendar that is sent home monthly and posted on the school’s website, www.dmcacademy.com.

Acceptable Use Policy for Computers/Technology

Divine Mercy Catholic Academy is dedicated to the utilization of technology today to provide moral, innovative, and creative leaders for tomorrow. Existing and emerging digital technologies present new opportunities and challenges for DMCA. This Acceptable Use Policy (AUP) shall apply to all students, faculty, administrator, staff and volunteers who are allowed access to the school's technology resources.

In certain instances this policy may also apply to personal use outside the Academy. When personal outside use of technology causes a disruption to teaching, harms or interferes with the rights of others in the DMCA community or otherwise violates all or part of this AUP, these users may be subject to disciplinary measures.

All students in Grades 3-8 are required to read and sign an **Acceptable Use Policy** at the beginning of each school year. No student will be allowed to use the Internet at school without a completed (**AUP**) (signed by both the student and his/her parent/guardian). Access to all forms of technology is a privilege, which entails responsibility on the part of the user. Student access to, and use of, the Internet as well as all other computer-related technology, will be supervised at all times.

Although there are safeguards in place to protect all users from inappropriate content, DMCA is 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 person involved should turn off the monitor/system and report it immediately to a teacher or the principal.

Unacceptable Uses of Technology:

1. Any type of vandalism to hardware, software, furniture, etc.
2. Sending/posting inappropriate, obscene, discriminatory, offensive, harassing, threatening, embarrassing, profane, threatening or annoying e-mail, and sexting
3. Visiting inappropriate web sites or chat rooms or attempting to circumvent system security
4. Plagiarism or violation of copyright by reproducing or distributing copyrighted material
5. Downloading programs of any kind to the computer's hard drive or disc or to iPad
6. Removing technology hardware or software from the school without permission
7. Transmitting personal information about other students including, but not limited to, student names, addresses, and phone numbers or posting false information about them
8. Accessing social networking sites such as Twitter, YouTube, Facebook, etc. and gaming sites except for educational purposes under teacher supervision
9. Creating any offensive video both inside or outside the school, or posting photos of any member of the DMCA community except with the express permission of that individual and the principal.

As stated by the Diocese of Brooklyn: "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 the Divine Mercy Catholic Academy community."

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 consequence deemed appropriate.

Policy Violations: Violations 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 principal: 1) loss of use/privileges of academy technology; 2) Disciplinary action including, but not limited to, detention, suspension, expulsion, and/or legal action by the academy, civil authorities, and/or other involved parties; 3) Compensation for damages, both physical and punitive, incurred due to actions in violation of the Acceptable Use Policy.

Divine Mercy Catholic Academy

Media Permission

Divine Mercy Catholic Academy realizes the importance of marketing to advertise the school. Marketing can consist of pictures, video or broadcasts that can present important religious, academic or extracurricula activities of the school. There is no better advertising than seeing the children themselves in school-related activities.

Media Permission grants permission for your child to participate in any video, pictures, broadcasts, etc. that Divine Mercy Catholic Academy and those acting pursuant to its authority to:

- a) make such recording/ image public via yearbook, broadcast, cable cast, webcast and dvd, etc. without restrictions.
- b) exhibit or distribute such recording/image in whole or part without restrictions or limitations for any educational, promotional advertising or marketing companion

which Divine Mercy Catholic Academy those acting pursuant to its authority deem appropriate.

**APPENDIX
TUITION POLICY
2019-2020 ACADEMIC SCHOOL YEAR**

DUE DATE: Tuition payments are due by the 25th each month or however deemed by the FACTS tuition plan. Tuition payments are made August through May. Tuition payments beginning in September become a nine month plan (total tuition divided by 9). **All tuition payments are to be concluded by May.**

LATE PAYMENT FEE: Any tuition payment received after the 25th of the month shall incur a \$25 late fee. The late fee will be applicable for **each month** the tuition payment is late. Late fee payment must be separate from the tuition payment.

Delinquent Tuition Payments:

After one month of non-payment- A written notice that tuition is in arrears will be mailed and the late fee will be added to your account.

After two months of non-payment- An additional late fee will be added to your account. A phone call will be made by the Tuition Secretary to discuss resolution of the arrears. The call will be followed-up with a letter memorializing the resolution or non-resolution thereof.

After three months of non-payment- No report card will be issued if tuition is in arrears more than two months. The student will be excluded from class, class trips, and activities. A telephone call will be made for you to meet with the Academy's Board Tuition Committee to discuss and resolve the issue. If a resolution cannot be reached, you will be asked to withdraw your child/ren from the academy.

Early Withdrawal Penalty: If a parent voluntarily withdraws their child/ren from the school before the end of the academic year, the early withdrawal fee will be 20% of the total tuition per student of each month of non-enrollment through June. Full payment will be required for the month the child/ren are withdrawn from the school. This withdrawal fee is necessary because tuition was based on Budgeted Tuition Revenue for the entire year.

Past Due Tuition: Payment of any outstanding tuition must be paid by August 15th in order for your child to be considered enrolled for the upcoming year.

Catholic Tuition: means you are **Baptized** and **registered** at your parish church, that your child/ren have or are in preparation to receive the Sacraments and you have signed Parish Certification Form that you are an active/contributing member of the parish.

All families are encouraged to use the FACTS tuition program of direct withdrawal from a checking account. This is in keeping with diocesan policy.

NOTE:

No report cards will be issued to students with outstanding balances beyond 60 days.

All 8th grade students must have tuition and graduation fees paid by May 1st. Students who are not paid

in full will not be allowed to participate in graduation activities.

STUDENT CODE OF CONDUCT

To maintain a Christian, academic atmosphere as a student of DMCA I will:

- Treat others as Jesus would treat me.
- Respect my teachers, staff, volunteers and fellow students.
- Obey the rules of my school, home and community.
- Strive to be honest with myself and others.
- Never use obscene language and gestures.
- Develop good study habits and work to the best of my ability.
- Maintain good sportsmanship.
- Take proper care of personal, school, and classmate's property.
- Observe the dress code.
- Refrain from chewing gum on school property.
- Refrain from fighting.
- Refrain from cheating and copying homework.
- Refrain from smoking, using alcohol, drugs, and narcotics.
- Refrain from leaving school without permission.
- Cover all text books.
- Observe bus regulations.
- Not carry or use a weapon which could cause bodily harm.
- Never use a cell phone during school hours.

Regarding classroom manners I will:

- Be on time.
- Upon entering the classroom, go directly and quietly to my seat and prepare for the school day.
- Perform assignments completely and on time.
- Comply with the teacher's directives.
- Use my time wisely for my own growth and that of others.
- Obtain the owner's permission before borrowing anything.
- Be courteous at all times.
- Share the responsibility for keeping my classroom clean.
- Cooperate with my teacher, making the teaching-learning experience creative and pleasant.
- Be prepared with necessary covered books and all materials needed for class.
- Use communication folder to bring papers to and from school in a timely fashion.

Regarding the Church and school and church basement I will:

- Walk to and from liturgies and assemblies in an orderly, quiet, and respectful manner.
- Be attentive, reverent, and prayerful in church.
- Show politeness and respect toward speakers and performers at all times.
- Participate in assemblies, liturgies, and school functions by actions such as singing, listening, responding, and praying appropriately.

Regarding bathroom facilities I will:

- Use the facilities with care and consideration of others.
- Tend to my needs quickly without loitering.
- Bring no objects that will cause damage to the property.
- Conduct myself properly and respect the rights of others.
- Help to maintain the facility.

Regarding lunch I will:

- Walk to and stand calmly in line for school lunch.
- Remain seated while eating.
- Use a conversational tone of voice.
- When directed, leave my place clean with the chair in its proper position.
- Dispose of trash and line up to proceed to recess (Gr. 5-8) or stand to be ready for prayer (K – 4).
- Bring the proper clothing for outdoor recess (in the winter months a hat, gloves, and coat are recommended.)
- Obey and respect the teachers, principal, and parent volunteers at all times.

Regarding recess I will:

- Observe free play with everyone.
- Stay in the play area assigned to my class.
- Avoid fighting and pulling on clothing.
- Refrain from throwing any objects.
- When the bell rings to end recess, stop playing and line up quietly in the assigned area.
- Walk to and from recess quietly.

Purpose: The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community in turn, have an obligation to promote mutual respect, tolerance and acceptance.

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

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors.

Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Reporting Procedures:

School Staff who believe that bullying has occurred should report the incident to the principal.

- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that the bullying has occurred, the child who bullied is to be subject to consequences per the school's disciplinary code.

Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.

- Referral to counseling should be made for all parties if deemed necessary
- The principal must follow up to see that the offering conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

“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.”

DIVINE MERCY CATHOLIC ACADEMY

Please return the entire sheet

Parent/Guardian/Student Contract

We have **read** the parent /guardian/student handbook for Divine Mercy Catholic Academy. We agree to follow the policies, procedures, and responsibilities detailed in this handbook. We agree to work with the administration, faculty, and staff for the purpose of education.

We also understand and agree to the rules and regulations of the school's computer program and the use of the internet services as stated in the Acceptable Use Policy.

We also agree to the photographing and/or videotaping of our child for the use of marketing and publicity in the form of the yearbook, brochure, website, newspapers, etc. as stated in the media permission policy.

We are aware that when deemed necessary, changes can be made to this handbook by the administration, and we will be notified.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Grade

Date

(**Each** student in a family is to return this form to his/her homeroom teacher.)