



HOLY FAMILY SCHOOL

2023 - 2024

Parent / Student Handbook

Diocese of Syracuse Catholic Schools

***“For I know well the plans I have in mind for
you.....plans for your welfare and not for woe, so as to
give you a future of hope.”
(Jeremiah 29:11)***

Dear Parents,

Welcome to the 2023-2024 school year at Holy Family School! Thank you for choosing Holy Family School for your child's Catholic education.

We are partners in your child's education. The faculty and staff at Holy Family School are committed to this mission. At this time we wish to provide you some helpful hints to help guide you through this school year:

1. Ask your child about school; have them share their day with you.
2. Be sure to check your child's work, planner, or other school papers, some of which may need to be returned to school.
3. It's important to provide a quiet work space and a special time for homework each day. Setting up a daily homework routine will promote excellent work and study habits for your child.
4. Be conscientious about the use of television, computers and other electronics on school nights.
5. Enjoy reading to or with your child for 15-20 minutes each night.
6. Feel free to write comments or questions in your child's planner for his/her teacher to respond to. If you want the teacher to call you or set up an appointment, this is a great place to indicate your wishes. You may also call the school office or email your child's teacher to set up an appointment with your child's teacher.
7. Make sure your child goes to bed early. A tired child does not learn as well. Also provide a healthy breakfast for your child before he/she leaves home in the morning. A hungry child has difficulty concentrating.
8. Learning and practicing our Catholic faith is an important part of each school day. Modeling this at home will further enhance your child's faith experience.

I trust that you will find these suggestions helpful.

Our *Parent/Student Handbook* contains the Diocese of Syracuse Catholic Schools Code of Conduct and Technology Policies. These rules and policies apply to all who are affiliated with at Holy Family School. Please sign and return the agreement on page 30. Your signature indicates that you have received, read, and discussed the contents with your child.

Please do not hesitate to contact me at 487-8515 (or by email at darylhall@syrdiocese.org) with your questions or concerns. I am looking forward to working with you and your child(ren) this year.

Sincerely,

Daryl Hall
Principal

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Catholic School Office Administration and Staff

Mrs. Amy Sansone	Superintendent of Schools
Mr. Don Mills	Assistant Superintendent
Mr. John Ramin	Associate Superintendent of Leadership and Mission

HOLY FAMILY 2023-2024 FACULTY AND STAFF

Rev. John Manno, Pastor
Ms. Daryl J. Hall Principal

Nursery – M - F	Mrs. Kelly Lambert	Kindergarten	Mrs. Christine Isbell
Nursery – M - F	Mrs. Nicole Kraus	Grade 1	Mrs. Johanne Grasselli
Pre-K 4 – M - F	Mrs. Kathy Schwerdt	Grade 2	Mrs. Relly Tebanno
Pre-K 4 - M-F	Mrs. Regina Vanderhoff	Grade 3	Miss Abigail Fletcher
Pre-K 4 - M-W-F	Mrs. Sharon Brown	Grade 4	Mrs. Kathy Isgar
AIS/ Gr 1 / 2 / 3	Mrs. Sharon Brown	Grade 5	Mrs. Jennifer Treasure
UPK M - F	Mrs. Mary Lannon	Grade 6	Mrs. Susan Heitzman
UPK M - F	Miss Katie Collins		

Physical Education
Librarian
Art
Technology
Music
AIS Reading (K-6)/Common Core Facilitator
AIS Math
Counseling
Speech
Band Director
Before/After Care/Summer Camp
School Admin. Assistants

Development/Marketing
Cafeteria

Maintenance

Nurse
Pre-K Aide
Pre-K Aide
Pre-K Aide
Pre-K Aide
Pre-K Aide
UPK Aide
UPK Aide
Kindergarten Aide
First Grade Aide

Mr. Frank Alesci
Volunteers
Mrs. Mary Babbles
Mrs. Colleen Rosenthal
Mr. Nicolas Trinca
Mrs. Denise Clark
Mrs. Loretta Bouchard
Mrs. Debbie Melvin
Ms. Melissa Rachfal
Mr. John Rhode
Mrs. Emily Dalton
Mrs. Anne Colon
Mrs. Leah Hall
Mrs. Mary Babbles
Mrs. Debbie Tarbell
Mrs. Carol Micheals
Mr. Steve Burns
Ken Ramsey
Mrs. Kelly Ferrara
Mrs. Madelyn Thomas
Mrs. Lissette De La Roca-Regalado
Mrs. Shanna Szewczyk-Michael
Mrs. Ghadir Hussein
Ms. Alexys Belles
Mrs. Kasey Bochinno
Mrs. Desiree Davis
Mrs. Michele Murphy
Miss Hailey Vanderhoff

HOLY FAMILY SCHOOL MISSION STATEMENT

Holy Family School is a Roman Catholic elementary school serving students in Nursery/Pre-K through Gr 6. Inspired by faith, and rooted in the Gospel message and the teachings of the Catholic Church, Holy Family School is a ministry of Holy Family Parish under the guidance of the Diocese of Syracuse dedicated to excellence in Catholic education.

In partnership with each family, and neighboring parishes in our Pastoral Care Area, our principal, faculty and staff endeavor to instill in each child a life-long commitment to learning, service to others and trust in God.

Continuing in the Franciscan tradition, Holy Family School provides the foundation for each child to grow in spiritually and intellectually forming well-rounded, faithful citizens to meet and respond to the needs of today's world.

PHILOSOPHY

Christ is the reason and inspiration for Holy Family School. We welcome all students in His name and strive to build a true family by encouraging our families, our church and our Catholic community to actively participate in supporting our catholic school. Inspired by Jesus, we try to provide a caring atmosphere which helps each child to grow in "wisdom, age and grace," and develop their potential spiritually, academically, physically, emotionally and socially. We strive to help each child to become a responsible, productive citizen who will engage in life long learning following in the footsteps of Christ. The following goals reflect this philosophy in the planning, curriculum design and programs offered at Holy Family School.

SPIRITUAL - Children will attain knowledge of the goodness of God and will love and serve Him according to the teachings of His Church. They will grow spiritually through participation in Mass, the sacraments, daily prayer, and service to others.

EDUCATIONAL - Children will learn necessary academic skills, realize their developmentally appropriate potential and be prepared to successfully continue their education beyond their elementary years at Holy Family School.

PHYSICAL - Children will attain their developmentally appropriate physical potential and follow good health and safety practices.

SOCIAL - Children will experience a life of loving service, will respect the dignity of others, all of whom have been created in the image of God, and will learn to care for God's creation.

EMOTIONAL - Children will develop an emotionally healthy personality.

SPIRITUAL LIFE/FAITH

The spiritual life of your child is of paramount importance and requires nurturing in many ways. We cannot stress enough the importance of weekly family Mass attendance to give praise and worship to the God who loves us. School liturgies are celebrated each month, and confession will be available on a regular basis. Students also participate in Stations of the Cross during Lent. Religious sisters, priests and deacons make frequent visits to our classes. We strive to instill in our students a sensitivity to the needs of their classmates, schoolmates, and to those in our world who are less fortunate. Parents are encouraged to affirm these practices in their family's daily lives as well.

TUITION POLICY AND APPLICATION PROCESS

Holy Family School provides a tuition-based education. Tuition is set by the Catholic School Office and is subject to change from year to year. Parents must sign a tuition agreement as part of the application process. Please see attachment with an explanation of the policy.

A non-refundable \$70.00 per child application fee per child is necessary to secure consideration of your child's placement in our school. We realize that tuition is a financial challenge for many of our families. This is why we offer the FACTS TUITION payment plan (\$ 50.00 annual fee per family), which divides tuition into equal payments over a set number of months.

All new applicants must submit the following information to school when registering:

Birth Certificate
Baptismal Certificate
Record of Immunizations with corresponding dates
History of any medical illness, surgery, physical or speech handicap
IEPs or 504 Plans

As part of the school services being offered to incoming Kindergarten students, a developmental profile of each child will be prepared. This will enable teachers to identify in advance your child's needs, thus providing a comprehensive school program.

INITIAL ACCEPTANCE

The initial acceptance of all students for their first year in the school is a conditional acceptance. This means that the student must meet both the academic and conduct standards of the school. Failure to do so may result in the student not being able to continue at the school.

SCHOOL HOURS

School for Kindergarten through 6th grade begins at 8:00 AM with dismissal at 2:00 PM;
Nursery and Pre-kindergarten begin at 8:30 AM with dismissal at 2:30 PM

BEFORE/AFTER SCHOOL PROGRAM/ SUMMER PROGRAM

- **Before and After School Care Program** operates Monday-Friday from 6:30 am- 9:00 am (includes public school children) & 2:00 pm -6:00 pm; PreK /Nursery 2:30 – 6:00 pm
- **Summer Program** operates Monday-Friday for Grades K-6 from the last week of June until the last week of August from 7:00 am until 5:30 pm.

For more information about the Before/After School, please contact the program director at (315) 484-7852

ARRIVAL AND DISMISSAL

In order to insure the safety of all students, please do not drop off your child before 7:45 AM. At that time, students are to proceed to their classrooms. Children arriving after 8:00 AM are considered to be tardy and **MUST BE SIGNED IN BY A PARENT/GUARDIAN** in the school office. A note of explanation is Required by law unless tardiness is caused by the District Transportation office. Pre K students report directly to their classrooms.

We ask that transportation be arranged for student pick-up promptly at 2:00 PM./2:30 PM-Nursery /Pre-K.

NO PARKING IS ALLOWED IN THE SCHOOL PARKING LOT IN THE MORNING (AFTER 7:30 AM) OR AT DISMISSAL. These spaces are reserved for buses. There are ample parking spaces available in the parking lot across the street from the school. Adults, other than parents, who pick up children after school, will be asked to show identification the first time. Parents must submit the names of these adults in writing prior to pickup.

REPORTING ABSENCES

New York State Law requires that a parent or guardian write a note of excuse each time a student is absent or late. Please call the school nurse at 487-3111 to report your child's absent on the day of the absence. Notes must be written in addition to the phone report. Generally, a child who is absent or late for any reason other than illness or death in the family will be marked as an illegal absence.

Kindly arrange vacations around the school calendar. Regular attendance is necessary for success in learning. Absences due to vacation are considered to be illegal absences.

If it is necessary for any child to be excused from school during the day, a written excuse must be presented to the school office the morning of the request for early dismissal stating the reason and time of dismissal. If your child is absent from school on the day of a school-sponsored activity, please contact the school administrator prior to the event to clarify/confirm your child's eligibility to attend the event.

SCHOOL DELAY/CANCELLATION

Holy Family School follows West Genesee School District for delays or cancellations of school for weather related reasons. Students bussed by West Genesee (K-6), as well as all nursery and pre-k students, should follow the length of delay indicated by the media. The principal will also alert parents to delays and cancellations via a text or email message. Students being driven to school on a delay day should not be dropped off more than 15 minutes before the end of the designated time delay.

EXAMPLE

DELAY	NURSERY/PRE-K DROP OFF TIME	K-6 DROP OFF TIME
1 HR.	9:15 AM	8:55 AM
2 HR.	10:15 AM	9:55 AM

Students being bussed by districts other than West Genesee on delay days should follow the schedule of delays, if any, as indicated by their respective school districts.

Before school care will be open at the regular time (unless otherwise announced by the media/and or phone call/text for those students registered for before school care.

EARLY DISMISSAL

The decision to have early dismissal due to inclement weather or other emergency is made by individual School Districts. Your child will be dismissed according to the District in which he/she resides. PLEASE make sure your Emergency Contact Form is up-to-date and on file at all times. Once again, please listen to the radio and television for early dismissal information. Please be sure your child knows where to go. If you have any special instructions for us, please inform the school office in writing.

SCHOOL DISTRICT BUSING INFORMATION

We have several school districts that provide transportation to and from Holy Family School. Their phone numbers are listed below:

FIRST STUDENT	423-5385	SOLVAY	487-5842
BALDWINSVILLE	638-6097	SYRACUSE	435-4262
NORTH SYRACUSE	218-2107	MARCELLUS	673-1561
JORDAN-ELBRIDGE	689-3922	WEST GENESEE	487-4576
WESTHILL	478-4183	ONONDAGA CENTRAL	492-1734

Bus, continued

Bus requests must be submitted by parents in writing prior to April 1st each year. The district in which you reside prepares schedules for pick-up and drop-off times. Bus children will not be allowed to walk home with anyone or ride home in a friend's car unless we have received a written note from his/her parents. A child who walks home will not be allowed to ride a bus to go to a friend's house without written parental permission. This is a district rule due to insurance coverage. Some districts do not allow any student who does not reside in their district to ride the bus regardless of parental permission. It is the parent's responsibility to verify with the district whether or not this is allowed.

SCHOOL NURSE AND MEDICATION

We have the services of a School Health Nurse five days a week. If a child should become ill or injured and needs medical attention, parents will be notified immediately. Parents should make arrangements to pick up their child from school as soon as possible. We ask parents to sign the dismissal book in the Office whenever a child is taken home due to illness/injury.

If your child is on medication (prescription or over the counter, including cough drops) and must take it during the school day, a parent must submit a written request and written instructions from the prescribing physician. The medication must be in the original container and clearly labeled with the student's name and dosage instructions. The nurse will dispense the medication. Written permission from both parent and physician is necessary for the nurse to dispense medication.

New York State Immunization requirements for school entrance and attendance are:

1. Diphtheria, toxoid containing vaccine, (DtaP, DTP) 3 doses
2. Polio (OPV)—3-4 doses and (IVP) 3 doses
3. Measles, Mumps, Rubella (MMR) 2 doses by age 7
4. Hepatitis B 3 dose series or 2 dose series or 2 dose series for students ages 11 – 15 years of age.
5. Haemophilus influenzae Type b (Hib) – for daycare, Nursery or Pre-K students – 3 doses or 1 dose administered on or after 15 months of age.
6. Varicella – 2 doses entering kindergarten or 6th grade.

PHYSICALS

All students entering Nursery, Pre-Kindergarten, Kindergarten, Grade 2, and Grade 4 must provide the school with a current updated physical form signed by a physician. In addition, all new students entering Holy Family School must have a current physical. A physical is also required if your child plans to participate in our sports program. Children in Grade 6 are required to begin their hepatitis B shots, which are required to enter Junior High School.

LIBRARY

Attendance in the school library is regularly scheduled. Each class has a scheduled library time. Books may be borrowed for one week and renewed for an additional seven days.

While in the library, children are asked to demonstrate consideration for others by reading and working quietly. Quiet conversation is a help to some library activities such as browsing for a book to read or when students/teacher may offer suggestions for appropriate books.

PLEASE NOTE: LOST OR DAMAGED BOOKS MUST BE EITHER REPLACED OR COST REIMBURSED.

PHYSICAL EDUCATION

Physical Education is mandated by New York State. All students are to participate in gym classes, and students will not be excused from gym without a written medical excuse by a physician. Once a medical exclusion has been written by a physician the student will not be allowed to return to gym until the physician provides a statement that the student is able to return to class.

Students who forget to wear their gym clothes and/or sneakers will not be allowed to report to the gym. These students will be given a written physical education assignment to be completed in the school office. Please read requirements for gym uniform under **UNIFORM POLICY**. **Sneakers MUST be worn on gym floor.**

LUNCH PROGRAM

With the cooperation of West Genesee School District, we provide a hot lunch program at our school. Information regarding free or reduced lunch was enclosed in your opening school packet. If you need a new form, please contact the office. Do not combine lunch payments with other payments (field trips, after-school, supplies, etc.). If your child is absent on a day he/she has ordered lunch, a credit will be applied to the following week. Please follow these procedures to insure we have enough food for each day. Students not buying lunch are expected to bring a lunch from home. In fairness to all children, please **DO NOT BRING YOUR CHILD A LUNCH FROM McDONALD'S, BURGER KING, PIZZA HUT, ETC.** Absolutely, no soda is allowed as a drink for lunch.

HOMEWORK/TEST POLICY

Homework is important in helping your child achieve academic excellence. It also keeps you informed of what your child is studying. Homework may be assigned Monday through Thursday. Please check your child's planner daily to ensure homework is being completed. Notification of upcoming tests will also be indicated in the planner. Realizing that family time is important, no homework will be assigned over weekends and normally there will be no tests given on Mondays (or the first day back after a vacation). However, long-term projects may have a due date on a Monday; so, please plan accordingly. Homework time will vary according to grade.

Suggested Homework Time *(Does not include reading time)*

Kindergarten & Grade 1at least 10 – 15 minutes
Grades 2 & 3 at least 20 – 30 minutes
Grade 4.....at least 40 minutes
Grades 5 & 6at least 50 – 60 minutes

The purpose of homework is to reinforce and provide drill in subject matter that has been taught. It can be in the form of written assignments, projects, review, studying or reading. We encourage all parents to take an interest in what your child is learning. Reading to or listening to your child read each night is strongly encouraged.

Homework takes precedence over extra curricular activities.

DISCIPLINE

Mutual respect and kindness towards one another are qualities that are taught and reinforced in every aspect of school life at Holy Family School. In this Christian environment children will learn the importance of respecting each person and how to treat each other in a Christ-like manner as children created in the image of God. Discipline is vital to maintaining an educational and religious climate at Holy Family School. Our school endeavors to create a Catholic Christian educational community where the pursuit of academic excellence, enlightened and enlivened by faith, is shared by the administration, faculty, staff, students, and parents. Any individual or group behavior that would interrupt the normal operation of our school community will be considered serious and will be dealt with as such. (See Diocesan Code of Conduct, page 22.)

SPORTS

Students in grades 4 – 6 are eligible to play inter-scholastic basketball.

A separate sports policy will be sent home once your child decides to participate. Both student and parent must sign the sports policy. No student will be allowed to participate in a sport unless a current physical is on file with the school nurse.

Participation in the athletic program is a privilege for students who are in good academic standing and are cooperative with the teachers, staff, and parent volunteers at Holy Family School. Students who wear our uniform must remember they are representing our school. Students who are not “good ambassadors” for our school or are having difficulty in the areas of academics or discipline may lose the privilege of participating in the athletic program.

VIRTUS TRAINING FOR STAFF AND VOLUNTEERS

All children have the right to be safe and protected from harm in all environments: home, school, religious institutions, neighborhoods, and communities. The Diocese of Syracuse utilizes VIRTUS and the *Protecting God's Children for Adults* Program. All adults having contact with children in the Diocese of Syracuse as employees or volunteers are required to complete the VIRTUS training within 60 days of assuming duties within the school or parish. The Diocese of Syracuse expects that all persons and entities under its auspices will comply with this policy.

All clergy, employees, staff, and volunteers at Holy Family School are required attend the VIRTUS training session and submit to having a criminal background check. There are no exceptions to this rule.

VISITORS

All visitors, including parents, must use the front office entrance. Access to the building can be gained by ringing the doorbell. Upon entering the building, it is necessary to report to the school office and sign in. This is a legal requirement for the specific protection and safety of children as well as visitors! Before leaving, visitors are asked to return to the main office and sign out. **PARENTS MAY NOT GO DIRECTLY TO THEIR CHILD'S CLASSROOM IN THE MORNING OR DURING THE SCHOOL DAY.** This can be disruptive for the class and the teacher, especially in the younger grades where it is important that the teacher give his/her full attention to the children to set the tone for the day. Parents are held to the same standards of respectful behavior as students on school grounds, at school related functions and when interacting with school personnel. (See page 25 of the Code of Conduct.)

COMMUNICATION

The faculty and staff consider communication to be one of the most important factors in educating your child. Please make yourself aware of what is happening at school. Notices are frequently sent home; please check your child's folder and your email daily. You are encouraged to contact your child's teacher as necessary to discuss your concerns and questions. You may call the school office and leave a message for your child's teacher to contact you for an appointment or you may email your child's teacher. Please refrain from coming in unannounced to talk to your child's teacher, as he/she may not be available to give you the necessary time you need to discuss your concerns. Since teachers are generally busy with their classes during school hours, it is best to call ahead to assure you will be given the necessary time to discuss your concerns.

Non-custodial parents will be mailed all notices only if requested. Request must be submitted each school year. Please fill out the Non-Custodial Information Form and return it to school as soon as possible in order to insure that you are informed of upcoming events. It is our commitment to do our very best to see that both parents are informed of the child's educational activities.

TELEPHONE NUMBERS AND ADDRESSES

An Emergency Information Form **MUST** be on file in the office on the first day of each school year. It is extremely important that we have your correct telephone number and address on record at **ALL** times. If your phone number or address changes, please notify the school immediately so your Emergency Information form can be updated. Emergency contacts are also necessary. Contacts will be notified in the order in which you list them on the form.

FIELD TRIPS

Field trips are coordinated with learning experiences in the individual classroom. They are purposeful in that they meet specific objectives in the related field of study. Most trips require a fee. Each student is responsible for returning the Parental Request Form and fee prior to the trip. Students not complying with this procedure will remain at school. **FIELD TRIP FEES ARE NON-REFUNDABLE.** Consent of one parent is sufficient to authorize the student's participation.

Chaperones are sometimes needed for field trips. If you are asked to chaperone a field trip, you will be reassigned to help supervise children other than your own. Due to insurance concerns parents must not bring siblings along on field trips. Also, please provide the school office with your cell phone number prior to chaperoning the field trip. **All chaperones must be VIRTUS trained and certified.** Field trips are a privilege, not a right. Students choosing to be a consistent behavior problem in school will be denied this privilege.

MEDIA COVERAGE

During the school year the media will report on special activities that occur in our school. Please indicate in writing if you **DO NOT** wish your child to participate in any media coverage each school year. Students and parents may not speak to the media on behalf of the school. Please contact the Principal if you have any questions.

PERSONAL PROPERTY

Any personal property must be clearly marked with the student's name. The school cannot assume responsibility for lost or stolen articles. Each year, an overabundance of clothing and personal effects (all of which are missing the owner's name) are left in our lost and found. Please make sure you label everything.

Students may have cell phones in school but they must be turned off and remain in backpacks and used only in the case of an emergency. The determination of an incident as an emergency is solely the judgment of the school. The use of cell phones after the school day is not permitted without staff permission.

Any additional student owned electronic equipment may or may not be allowed at the discretion of the school principal.

DRUG AND ALCOHOL ABUSE POLICY

The overall health of a student is everyone's concern. Use of illegal substances adversely affects the physical and emotional health and educational progress of the student.

The purpose of the following is to make students and parents aware of the consequences of certain actions. This list is neither to be restrictive nor all-inclusive.

When a staff member finds a pupil selling, distributing, in possession of or under the influence of drugs taken inappropriately, defined but not limited to alcohol, prescription drugs, illegal drugs, chemicals, OTC's, food supplements, and inhalants, on school property or at a school-supervised function, the staff member shall notify the school principal immediately. The principal shall notify the superintendent, parents or legal guardian and the appropriate police department that has jurisdiction, when applicable. The pupil will be suspended. When the sale, distribution, possession or influence of illegal drugs (including alcohol) by a pupil has been established by reasonable evidence, the pupil involved shall not be readmitted without approval of the building principal or designee.

As a condition for returning to school, it is required that the student have an appointment scheduled for a chemical abuse assessment with a professional. The administrator will provide some possible referral resources. Also, as a condition for returning to school, parents will sign an authorization for the release of information to permit the results of the chemical abuse assessment to be shared with school officials. (See Diocesan Code of Conduct, page 24.)

As an avenue to promote substance use prevention efforts, our policy also includes:

1. **Prevention:** education that promotes development of a healthy self-attitude and provides students with information and intervention needed to make responsible decisions regarding substance use.
2. **Intervention:** a progressive, incremental approach to intervention that emphasizes the importance of student learning following each infraction.
3. **Aftercare:** an active support for the student returning after an infraction and continuing support for the recovering substance dependent, or co-dependent student.

SEXUAL HARASSMENT

It is the policy of the Diocese of Syracuse and Holy Family School that all students be free from all forms of sex discrimination, including sexual harassment, in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another, will be fully investigated. If the allegations are determined to be valid, appropriate discipline will be imposed.

Sexual harassment may occur in a number of ways including (1) verbal or physical conduct of a sexual nature; (2) situations where a student's submission to or rejection of such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment; or (3) when such conduct creates a hostile, intimidating, or offensive learning environment. Any student who believes he or she has been subjected to sexual harassment should immediately report the incident(s) to the building principal so that the matter may be investigated and the student's welfare protected. All information gathered furthering an investigation will be kept confidential to the fullest extent permitted by law.

REPORT CARDS

Report cards are distributed four times a year (approximately every ten weeks) for grades 1 – 6, three times for Kindergarten beginning the third marking period. Report cards will be sent home with your child, except for any report designated by the school administrator, which must be picked up by a parent during formal parent/teacher conference. In addition, you have the right to contact your child's teacher at any time during the course of the year to check on his/her progress.

RELEASE OF STUDENT RECORDS

The Catholic schools of the Diocese of Syracuse voluntarily comply with the provision of the Family Educational Rights and Privacy Act of 1974, no part of a student's record will be divulged to any person, organization or agency without the written consent of the student's parent or legal guardian (or consent of the student, if the student is 18 years of age or older), unless: disclosure is to school officials, including teachers, who have a legitimate need for access to educational records; disclosure is to comply with a judicial order or lawfully issued subpoena; or disclosure is in connection with a health or safety emergency.

Prior to any disclosure in the case of a judicial order, lawfully issued subpoena, health or safety emergency, the school will make a reasonable effort to notify the parent/guardian (or eligible student) in advance of its disclosure.

When a student transfers to another school, a copy of the student's records will be forwarded by the principal to the new school upon official written request from the receiving school. In addition to such a request, the consent of the parent/guardian (or eligible student) is required to authorize the transfer. If a student is expelled, a copy of the records will be forwarded to the public school district where the student resides, unless directed otherwise.

PARENTAL INSPECTION OF RECORDS

Parents/legal guardians and non-custodial parent(s) of a student under eighteen, whose rights are not limited by court order or formal agreement, may inspect and review official records, files and data including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school. These rights transfer to a student upon reaching eighteen years of age. Parents, guardians or eligible students may inspect and review the student's educational records by requesting access in writing directed to the school principal. Upon receipt of the request, the school principal, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any day which school is open. No student records shall be removed from school premises.

If a parent, guardian, or eligible student believes the student record contains inaccurate or misleading information, he/she may ask the principal in writing to amend the record. The principal within a reasonable time shall either: (1) amend the record as requested; or (2) inform the parent, guardian or eligible student of his/her decision not to amend the record and advise the requesting party how to appeal such a determination.

CHILD CUSTODY

The school assumes that each parent has full parental custody and residential custody of their child(ren). If this is not the case, it is the responsibility of the parents to provide the school with legal documentation. This may be obtained by receiving a certified photocopy of the applicable section of the separation agreement or divorce decree; only that section dealing with the custody of the student need be provided. In other cases, a statement of custody extracted from the separation agreement or divorce decree may be accepted if it is on attorney's stationery and signed by the attorney. Only the residential parent may sign documents such as permission forms for field trips, etc.

Current laws allow equal access by both parents to educational information about their children. The non-residential parent will be sent, on request, any school mailings and a copy of the student's progress. The non-residential parent may talk with teachers about the student's progress. This may be done without the permission of the residential parent.

NON-CUSTODIAL PARENTS ACCESS TO RECORDS

Holy Family School will presume that the non-custodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we will provide the non-custodial parent with access to records. It is the custodial parent's responsibility to obtain and present to the school a court order or other legally binding instrument that limits or denies access to the non-custodial parent.

POLICY OF NON-DISCRIMINATION

Holy Family School will admit students of any race to all rights, privileges, programs and activities generally accorded or made available to students enrolled in our school. Holy Family School will not discriminate on the basis of race or sex in the administration of educational policies; employment of personnel, admission policies, assistance programs, athletics, and other school administered programs.

**HOLY FAMILY SCHOOL K-6 UNIFORM CODE
2023 - 2024
EXCLUSIVE VENDOR: LANDS' END**

BOYS

PANTS/SHORTS: Khaki with brown or black belt
SHIRT: Short or long sleeve green or white mesh polo with logo

Boys may wear shorts Sept./Oct. and May/June.

SOCKS: Navy, Tan, Green or White (parent choice of vendor)

SWEATER: Evergreen drifter vest with logo
SHOES: Black or brown

Hair should be neat and not touching the collar.
Shirts must be tucked in.

GIRLS

PANTS/SHORTS: Khaki with brown or black belt
SHIRT: Short or long sleeve green or white mesh polo with logo

OR

PLAID SKORT: only may be worn with green or white mesh short or long sleeve polo with logo

OR

PLAID JUMPER/ white Peter pan collar polo
SOCKS (knee socks or ankle) OR TIGHTS: Green, white or navy (parent choice of vendor)
SWEATER: Evergreen cardigan with logo or Drifter vest with logo
SHOES: Black or brown

Girls may wear earrings with posts; no dangling earrings or makeup;
Solid black, green or navy headbands are permitted;
shirts must be tucked in.

GYM UNIFORM (EXCLUSIVE VENDOR: LANDS' END)

BOYS

SHORTS: Green mesh shorts with logo
SWEAT PANTS: Green with logo

(local vendor—not Lands' End); must be ordered at the school office)

SHIRT: Short or long sleeve gray shirt with logo
SWEATSHIRT: with logo

The complete gym uniform is to be worn all day on gym days.
The sweatpants are to be worn over the shorts except Sept/Oct and May/June.
Sneakers and socks (must be worn above the ankle) are required.

GIRLS

SHORTS: Green mesh shorts with logo
SWEAT PANTS: Green with logo

(local vendor—not Lands' End); must be ordered at the school office)

SHIRT: Short or long sleeve gray shirt with logo
SWEATSHIRT: with logo

Please note that any uniform questions/issues/decisions are under the sole determination and discretion of the principal.

IF YOUR CHILD IS NOT IN COMPLIANCE WITH THE UNIFORM POLICY, YOU WILL BE NOTIFIED. IF YOU HAVE ANY QUESTIONS CONCERNING THE UNIFORM POLICY, PLEASE CALL THE SCHOOL OFFICE.

PLEASE NOTE: Out of Uniform Days (clothing other than uniform) may be periodically announced by the principal. Out of Uniform attire must be neat and appropriate at all times and approval of appropriate clothing is always at the discretion of the principal. On Mass Days, students must wear uniforms/shoes to Mass.

DIOCESE OF SYRACUSE CATHOLIC SCHOOLS CODE OF CONDUCT

I. PURPOSE OF THIS CODE

This Code of Conduct defines Holy Family School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affect the school's spiritual or educational mission.

II. PHILOSOPHY

Holy Family School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good. Student discipline is an integral part of a Catholic education. As such disciplinary measures will be implemented in order to provide a comprehensive spiritual and academic formation.

I. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

A. *Student Rights.*

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development to the fullest potential.
4. Constructive discipline for the development of good character, conduct and habits.
5. Personal security while on property associated with the school and at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in choosing a career or college.
9. A safe and orderly classroom environment that will provide the opportunity for optimum learning.
10. Wholesome extracurricular activities.
11. Referral to health and psychological services to assist in physical, mental and social development.
12. Appropriate education and/or remediation to serve special needs within the limits of the school's program.
13. Consideration as an individual within the educational environment.
14. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

C. *Parents of Students*

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. Know and understand the rules and regulations their child is required to observe at school.
4. Strive to keep their child in good health.
5. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
6. Encourage their child to learn and respect the rights of others.
7. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
8. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
9. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
10. Encourage and support their child in completing homework assignments.
11. Recognize that primary responsibility for their child's welfare and development rests with the parent.
12. Satisfy financial obligations to the school.

IV. VIOLATIONS OF THE CODE OF CONDUCT

A. *Acts of Misconduct Defined*

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in Section VII of this Code after compliance with the procedures set forth in Section VIII hereof.

- 1 **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
- 2 **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
- 3 **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
- 4 **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
- 5 **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
- 6 **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.
- 7 **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.

8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.
11. **Dress Code Violation:** The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
12. **Drug or Alcohol Violation:** The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.
13. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
14. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
15. **Fighting:** Combative physical contact or other violent encounters between two or more persons.
16. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
17. **Harassment:** The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
18. **Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
19. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property
20. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
21. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.
22. **Parking Violations:** The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
23. **Plagiarism:** The unauthorized use of another's material that is represented as one's own work.
16. 24. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an explosive.

- 17 25. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a weapon.
- 18 26. **Reckless Endangerment:** The commission of any act that has the likely potential to cause
- 19 bodily harm to another individual or oneself.
27. **Repeatedly Disruptive Conduct:** Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.
28. **Sexual Harassment:** The act of threatening bodily harm or repeatedly tormenting another person based on gender. Sexual harassment may take the form of comments, jokes, name calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another's clothes, pinching, whistling or other noises, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.
29. **Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.
30. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school or another.
31. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
32. **Tobacco Violations:** The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
33. **Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
34. **Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
35. **Truancy:** The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
36. **Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
37. **Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected.)

A. *The School's Dress Code.*

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions. Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year.

B. *.Conduct on School Bus*

When riding the school bus, the student is responsible to comply with all of the rules and regulations established by the public school district providing the transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department. When riding vehicles owned or rented by the school, all of the provisions of the school's discipline policy and code of conduct apply.

(b) Delegation of Responsibility to Conduct the Disciplinary Conference: The superintendents, principals or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedure outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.

(c) Personal Liability: The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.

(d) Police Notification: In cases involving criminal conduct, school authorities may refer the matter to appropriate law enforcement authorities.

4. Academic Sanctions

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

5. Progressive Discipline

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation should merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction, every effort will be made to impose progressive discipline. In the event of a serious infraction, the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration. Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

B. Penalties for Specific Violations.

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence ²	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion
Arson ¹	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault ²	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Bomb Threat ¹	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Cheating	Minimum Maximum	Detention Suspension with Parent Conference	Suspension with Parent Conference Expulsion
Chronic Violation Of School Rules ²	Minimum Maximum	Parent Administrator Conference Expulsion	Suspension Expulsion
Destruction of Property ²	Minimum Maximum	Detention and Liability for Damages Suspension and Liability for Damages	Suspension and Liability for Damages Expulsion and Liability for Damages
Disorderly	Minimum	Verbal Warning	Detention

Conduct	Maximum	Suspension	Expulsion
Disruptive Conduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Dress Code Violations	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Drug or Alcohol Violation ³	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Extortion ²	Minimum Maximum	Suspension Expulsion	Expulsion
False Alarm ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Fighting	Minimum Maximum	Detention Expulsion	Expulsion
Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning Suspension	Written Warning Signed by Parent Expulsion
Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Parking Violations ⁴	Minimum Maximum	Parent Notification Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of An Explosive ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of A Weapon ¹	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Verbal Warning Suspension	Parent Notification Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Threat to Well Being ⁵	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with Evaluation Expulsion
Theft	Minimum Maximum	Parent Conference Suspension	Suspension Expulsion
Tobacco Violation	Minimum Maximum	Detention Suspension	Suspension Expulsion
Traffic Violation ⁴	Minimum Maximum	Parent Notification Suspension	Written Warning Signed by Parents Expulsion
Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion

Truancy	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Vandalism	Minimum Maximum	Detention – Liability for Loss Expulsion	Suspension – Liability for Loss Expulsion
Violation of Technology Policy ²	Minimum Minimum	Verbal Reprimand Expulsion	Suspension Expulsion

Notations:

- 1 The school will notify police.
2. The school may notify police.
3. Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure.
4. In addition loss of driving privileges may result.
5. The student will be suspended until he or she is evaluated by a mental health professional to determine that the student his not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

C. Minimum Penalties for Students.

1. Students who Bring a Weapon to School

The minimum period of suspension from school for any student found guilty of bringing a Weapon onto School Property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required to determine if additional punishment is indicated.

2. Students who are Repeatedly Disruptive

The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of from the classroom on five or more occasions during a semester, shall be one day.

3. Reports by Teachers

All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

D. For Misconduct at a School

The principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code. When an individual is committing prohibited conduct that, in the judgment of the principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

E. For School Employees.

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

F. For Visitors:

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants. The authorization of visitors who violate this Code to remain on school property or at the School Function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties by law.

VI. DISCIPLINE PROCEDURES

A. For Students.

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

☞ For Detentions

Teachers, principals and the Superintendent may use after-school detention as a penalty for student misconduct.

2. For Suspensions from Athletics or Extra-curricular Activities

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.

3. For Short-Term In-School Suspensions and Out-of-School Suspensions

School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension."

A student subjected to a short-term in-school or out-of-school suspension is not entitled to a full Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty.

Any conditions for reentry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.

4. Long-term Suspensions

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a Discipline Conference at which the students and parents will be informed of the charge against the student, as well a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

5. For Expulsions

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the student and parents will be informed of the charge against the student, as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

6. Education is a partnership between the school and its students' parents. If in the view of the school that partnership is no longer viable, it may be necessary to withdraw students.

B. *Waivers of Disciplinary Conference.*

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

C. *School Employees.*

Administrators, teachers and support staff members are subject to the provisions the Code as well as the provisions of their respective *Personnel Policies Handbook* and contracts and *Faculty Handbook*, if any. Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

D. *For Visitors.*

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The principal has the authority to enforce these rules and regulations. The principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

VII. APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS

A. *Appeals to the Assistant Superintendent for the Region of the Diocese.*

Appeals from all decisions of the principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall arrive made no later than ten (10) business days from the date of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so. The Assistant Superintendent for the Region or a delegate will review the case and render a written decision.

B. *Appeals to the Superintendent of Schools.*

Final decisions of the Assistant Superintendent for that Region of the Diocese may be appealed by parents to the Diocesan Superintendent of Schools within 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. This decision is binding.

III. REFERRAL TO AUTHORITIES

A. *To Law Enforcement.*

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

B. To Juvenile Justice Agencies.

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any questions as to whether the student in question does qualify for juvenile offender status.

C. To Human Services Agencies.

The Superintendent, principal, or delegate shall make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

VIII. ALTERNATIVE EDUCATION PROGRAMS

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

A. For Suspended Students.

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction.

IX. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Programs.

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building Faculty Meetings.
4. Assertive Discipline Programs and films presented at the building.

X. INTERPRETATION

A. Calculating Time Limits.

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

B. "Time Out" Techniques.

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

C. Authority to Suspend.

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

D. Inconsistent Provisions.

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook, Faculty Handbook* and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook* shall be controlling

E. Not Exclusive.

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

Addenda Enclosed

**Terms of Enrollment
Technology Policy
Sexual Harassment Policy**

Please sign and return the bottom of this page and the attached Agreement for Internet Access by Students to your (oldest) child's teacher on or before Monday, September 16, 2019. Thank you!_

Holy Family School

PARENT/STUDENT HANDBOOK AGREEMENT

I, _____, have read and discussed this Parent/Student Handbook with my child(ren).

We understand the procedures, rules and regulations of Holy Family School and the Diocese of Syracuse Catholic Schools Code of Conduct and agree to abide by them.

I understand that this handbook can be amended at any time for any reason. Written notice will be provided promptly by the school administrator.

Parent's Signature _____ Date: _____

B. Student Responsibilities.

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

II. DEFINITIONS

A. Definitions of Key Words and Terms.

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

Controlled Substance: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.

School Function: Any school-sponsored extra-curricular event or activity.

School Property: Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District.

Explosive: An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.

Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

Illegal Substances: Alcohol, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."




In-School Suspension: The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for reentry must be satisfied for the student to be readmitted to classes.




Out-of-School Suspension: The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for reentry must be satisfied for the student to be readmitted to classes.




Parent: The biological, adoptive or foster parent, guardian or person in parental relation to a student.

   **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.

   **Expulsion:** The permanent removal of a student from the school program.

   **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

   **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.

   **Weapon:** A firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, as any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

III. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

A. *Teachers and Other Professional Staff.*

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct and require that there be observance of the same.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Use available resources to bring about positive behavioral changes in the classroom before seeking assistance from the administration for discipline problems.

B. *The Administrative Staff.*

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendents.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.