Holy Family School Student Family Handbook

2026-2027

"In addition to instructing their minds we also educate their hearts, we will instill in them the religious principles of honesty, with the result that they grow to be good Christians and good citizens." Mother Cabrini

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Catholic School Office Administration and Staff

Mrs. Amy Sansone ~ Superintendent of Schools
Mr. Don Mills ~ Assistant Superintendent
Dr. John Ramin ~ Associate Superintendent

HOLY FAMILY SCHOOL
2026-2027 FACULTY And STAFF

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

Nursery ~ M-F Mrs. Lambert	Kindergarten Mrs. Isbell
Nursery ~ M-F Mrs. Kraus	Grade 1 Mrs. Graselli
Nursery ~ M-F Mrs. Voynov	Grade 2 Mrs. Boronczyk
Pre-K 4 ~ M-F Mrs. Swerdt	Grade 3 Mr. McNall
Pre-K 4 ~ M-F Mrs. Vanderhoff	Grade 4 Mrs. Isgar
Pre-K 4 ~ M-F Miss Papini	Grade 5 Mrs. Treasure
Pre-K 4 ~ M-F Mrs. Jennings	Grade 6 Miss Sgroi

Physical Education	Mr. Alesci
Music	Ms. James
Art	Mrs. Babbles
Technology	Mrs. Rosenthal
Librarian	Miss Vita
ELA/Math AIS	Mrs. Clark
Math Resource	Mrs. Zimmerman
AIS/ELA	Mrs. Lannon
Counseling	Mrs. McCarthy
BASC & Summer Camp	Mr. Alesci
Nurse	Mrs. Ferrara
Pre-K Assistant	Mrs. DeLaRoca
Pre-K Assistant	Mrs. Thomas
Pre-K Assistant	Mrs. Bushnell
Pre-K Assistant	Miss Abert
Pre-K Assistant	Mrs. Huessein
Pre-K Assistant	Mrs. Bocchino
Pre-K Assistant	Miss Ibrahim
Kindergarten TA	Mrs. Murphy
1st grade TA	
HFS Admin. Asst.	Mrs. Colon
HFS Part-time Asst.	Mrs. Chan
Maintenance Director	Mr. Burns
Maintenance	Mr. Ramsey

General Contact Information

- **School Website:** Holyfamilyschool@syrdiocese.org
- **Main Office:**
  - **Phone: 315-487-8515**
  - **Mail: 130 Chapel Drive, Syracuse, NY 13219**
  - **Email:**
- **Principal: Daryl J. Hall**
- **Phone: 315-487-8515**
- **Email: darylhall@syrdiocese.org**
- **Nurse's Office: Mrs. Kelly Ferrara**
  - **Phone: 315-487-3111**
  - **Email: Kferrara@syrdiocese.org**
- **Before/After-School Child Care:**
- **Director - Frank Alesci**
  - **Phone: 315-487-8515**
  - **Email: FAlesci@syrdiocese.org**

Family Portal

Our Family Portal is your go-to resource for important information. To access it:

1. **www.factsmgt.com.**
2. **Select Parent Log In from the menu bar and then FACTS Family Portal from the Go to drop-down menu.**
3. **Enter the district code HF-NY.**
4. **Type in your username and password. If you've forgotten them, please click the provided link.**

Diocesan Mission Statement

Inspired by the evangelizing mission of Jesus Christ, the Catholic Schools of the Diocese of Syracuse partner with families, communities, and parishes to nurture academic excellence rooted in Gospel values. We empower students to develop a strong moral conscience informed by the teachings of the Roman Catholic Church, and to live their faith with compassion, integrity, and respect for all life. Preparing them for a diverse world, we cultivate lifelong learners who are witnesses to Christ's love through service to others.

Most Rev. Douglas J. Lucia, Bishop of Syracuse August 14, 20

Diocesan Belief Statements

Spiritual

We believe that...

- Jesus is the Master Teacher, serving as the role model for all educators, parents, and students.
- Parents are the primary educators of their children, and Catholic schools partner with them to pass on our Catholic faith and values.
- Teachers in our schools are evangelizers, bringing the Good News of God's love and salvation to all within our communities.
- Catholic schools share in the educational and evangelical mission of the Roman Catholic Church and seek to develop and nurture relationships with parishes.
- Schools within the system embrace the common mission of Catholic schools in our diocese; our Catholic Identity is the foundation of a Catholic school education.

Academic

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.
- Students learn at different rates and in different ways; each is unique, made in the image and likeness of God.
- Academic excellence is an essential and achievable goal.
- Quality athletic, fine arts, and extracurricular programs are essential components of a comprehensive educational program.
- Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.
- Our school cultures should promote the continuous development of individual programs.
- Schools within the system should be aligned with educational programs while adhering to national, state, and diocesan standards.

Stewardship

We believe that...

- Our students develop leadership skills that enable them to be responsible and educated citizens who serve others, especially those in need.
- Our Catholic schools teach students to be stewards of the gifts and talents God has given them.
- Students have a sense of responsibility for caring for the environment and all of God's creation.
- Our schools practice sound fiscal and responsible stewardship.

Social

We believe that...

- Our schools are called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those in need.
- Our students are taught to view all people as members of the family of God; we value and respect diversity within our schools.
- School communities, in partnership with parents, foster the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.

Diocesan Profile of a Graduate

Graduates of the Catholic schools in the Diocese of Syracuse will:

- Live their faith by:
  - Knowing, understanding, and promoting the principles of the Catholic faith.
  - Protecting and nurturing human life at all stages.
  - Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control, and concern for others.
  - Serving God through service to others in society and the Church.
  - Respecting the dignity of others, including people of other cultures and traditions, as modeled by Jesus by extending acceptance, empathy, compassion, and love toward others.
  - Being responsible stewards of all of God's gifts.
  - Continuing to devote attention to their own ongoing faith formation and evangelization.
  - Providing leadership enhanced by moral considerations to the Church, local communities, their families, and future generations.

- Use their educational experiences by:
  - Mastering a rigorous academic program with conscientious work habits and study skills.
  - Continuing to build on a strong academic foundation provided in Catholic schools as principled lifelong learners dedicated to academic excellence.
  - Being effective communicators orally, in written form, and in the use of technology.
  - Using technology in an ethical manner to create, access, and share information.
  - Demonstrating the acquisition of life skills that promote collaboration, creativity, critical thinking, self-reflection, and problem-solving in a variety of settings.
  - Taking active roles as responsible community leaders in order to make significant positive contributions.
  - Demonstrating an understanding and appreciation for the development of the whole person — spiritually, academically, physically, emotionally, and socially.

Holy Family School Mission Statement

Holy Family School is a Roman Catholic elementary school serving students in Nursery through Grade 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, 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 spiritually and intellectually, forming well-rounded , faithful citizens to meet and respond to the needs of today's world.

"If in addition to instructing their minds we also educate their hearts, we will inspire in them the religious principles of honesty, with the result that they will grow to be good Christians and good citizens." Mother Cabrini

Holy Family Belief Statements

Spiritual ~ We believe that:

***Jesus is the Master Teacher. We teach as Jesus did, he is the role model for all educators, parents and students.**

***Parents are the primary educators of their children: Holy Family School works in partnership with parents to pass on our Catholic faith and values.**

***Teachers in our school are evangelizers: they bring the Good News of God's love and salvation to all those in our communities.**

***Holy Family School shares in the educational and evangelical mission of the Roman Catholic Church and seeks to develop and nurture relationships with our students' parishes.**

Academic ~ We believe that:

***Christ-centered environments support healthy growth of the whole person: physically, emotionally, spiritually and academically.**

***Students learn at different rates and in different ways: each is unique, made in the image and likeness of God.**

***Holy Family School believes that working hard to do well in school is important, and that all students have the ability to succeed.**

***Quality athletic, fine arts, and extracurricular programs are essential components of a comprehensive educational program.**

***Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.**

***Our school culture promotes the continuous development of individual programs.**

Holy Family School adheres to national, state and diocesan standards.

Stewardship ~ We believe that:

***Our students develop leadership skills that enable them to be responsible and educated citizens who serve others, especially those in need.**

***Holy Family School teaches students to be stewards of the gifts and talents God has given them.**

***Students have a sense of responsibility for caring for the environment and all of God's creation.**

***Holy Family School practices responsible stewardship practices.**

Social ~ We believe that:

***Holy Family School is called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those people who are in need.**

***Our students are taught to view all people as members of the family of God: we value and respect diversity within our schools.**

***Holy Family School, in partnership with parents, fosters the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.**

Summary Statement of Relationship Parents, Students and Catholic Schools of the Diocese's Syracuse, New York

students attend the School at the School's invitation, and not pursuant to any right possessed by a student or the student's parent(s). Admission and continued enrollment at the School require students to behave consistent with the Code of Conduct, all of the School's other rules and regulations, and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, and relative to any off-campus behavior that negatively affects the School's operations or educational environment. The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. It will allow both students and parents to clearly understand their rights and obligations while attending the School and minimize the potential for misunderstanding in this regard. It is

understood that by seeking enrollment in and attend the School, the applicant-student and his/her parents/guardians understand and agree to the following statements regarding the rights and obligations of students and parents, and this statement is an integral part of the School's enrollment contract.
To ensure a safe and appropriate educational environment, the student and his/her parents understand that students must obey the School's Code of Conduct, observe its rules and regulations, and perform the required academic work to result in appropriate academic progress while attending the School. It is also understood and agreed that the School's
To protect its standards of academics, discipline and character, the School reserves the right to require a student's withdrawal at any time, for any reason deemed sufficient in the sole discretion of the School's administrators. Through their application to and enrollment in the School, all students and their parents/guardians acknowledge, agree, and concede that the School has this right. Moreover, by a student's enrollment in the School, he/she and his/her parents acknowledge the important obligations and restrictions contained in the School's Parent-Student Handbook and agree to be bound by its terms.

Students attending the School and their parents understand and agree that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's Code of Conduct are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Students also acknowledge and agree that School officials have the right to search their person or property if they reasonably believe that the student may have violated a School rule, the School's Code of Conduct, or the law and the search may . The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or

any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student Handbook may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the Student handbook.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The Student Handbook contains the School's Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action. *Our School is pleased to welcome you to the School community and looks forward to your participation in its academics and activities.*

Family Covenant

The philosophy of the Holy Family School Catholic School community is to proclaim the Gospel message of Jesus, educate the total child, guide students in the love and service of God and others, fit the uniqueness of each student so that they grow in a nurturing and loving environment, and integrate Catholic virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child(ren) at Holy Family School , parents/guardians become members of a school community — students, faculty, and staff — that recognizes its mission to build a Christ-like presence in our neighborhoods by instilling Christian values in our young men and women who will shape our future. This membership obligates all of us to share in the responsibilities for the education of Holy FamilySchool children by agreeing to the following:

- We fully understand the importance of guiding our children's faith development, acting as a good Christian role model, actively participating in church membership, and attending weekly Mass or church services.
- We fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support our child(ren).
- We understand the importance of reviewing our child(ren)'s homework daily.
- We support and work with the staff to ensure a good learning environment.
- We agree to consider volunteering for a specific event(s)/project(s) within the school year.

This covenant is designed to implement the blessings of the Church-Family-School relationship. A successful Catholic school relies on a partnership between parents and the school. There is an expectation that parents are active participants in the education of Holy Family School students. The Catholic school fosters a faithful atmosphere through the interaction of students, parents, teachers, and support staff.

Superintendent's Message

Dear Students & Families,

It is with great pride and joy that we welcome you to our school community! The Diocese of Syracuse has a long and proud history of faith-centered, academically excellent education that truly forms the entire child. We are proud to partner with you, the primary educators of your child, in working together to foster growth and learning. Please do not hesitate to reach out to the leadership of this school, or our office, if you need support at any time.

In the words of Pope Benedict XVI in his 2008 address to Catholic teachers, "Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth" (cf. Spe Salvi, 4).

Amy Sansone, EdD
Superintendent of Schools

Pastor's Message

Dear Holy Family School Families and Students,

Thank you so much for choosing Catholic education and thank you for choosing Holy Family School, Fairmount, New York. I am so happy you are part of our family!

Holy Family School strives to provide a faith-based education, a place where students can excel academically, and help every student to become good, well-rounded, young adults that understand their God-given gifts and talents and use them for the good of others.

This Family/Student Handbook for the 2025-2026 Academic Year will equip you with everything you need to know regarding our school, programs, and rules and regulations. Overall, it will give families and students a framework for how our school operates and the necessary means for students at Holy Family to thrive!

Holy Family School has been a blessing to this local area for over sixty years and I am certain that you, our current families and students, will add to the value of our school and make it a place where all will grow in wisdom and holiness.

In the peace of Christ,
Reverend John D. Manno
Pastor

Principal's Message

Dear Holy Family School Families and Students,

Welcome to Holy Family School! Thank you for choosing Holy Family School for your child's Catholic education. We are partners in your child's education and as you may know Holy Family School has a long tradition of academic excellence rooted in strong Catholic values. This tradition exists because of the efforts of our students and their families, along with a knowledgeable, caring staff and supportive community, all working together to achieve success.

You're receiving this Student/Family Handbook because students are most successful when they and their families know what to expect, understand school policies and procedures, and are involved members of the school community. I hope this school year is one of the most rewarding for you and your family. *Feel free to contact me with any questions or concerns. I am looking forward to working with you and your children this year. God Bless!*

Daryl J. Hall, Principal

The policies and procedures included in this handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at Holy Family School, students and their families agree to abide by this handbook, and parents agree to assist their children in following the school's policies and procedures.

This handbook is available on the school website, and parents can obtain a print copy in the Main Office. The Principal reserves the right to make changes to this handbook. Any changes will be communicated through the Principal's Newsletter, the school website, and subsequent editions of the handbook.

School History

~On August 12, 1957, Bishop Foery broke ground for the new Holy Family Elementary School.
~On September 2, Bishop Foery blessed the new Holy Family School prior to its opening.
~On September 4, 1958 Msgr.James E. Callaghan succeeded Rev. Michael J. Lyons as Pastor of Holy Family.
~September 8, 1958, Holy Family School was officially opened with 184 students. The principal was Sr. Mary Roch.
*****For a full history of the efforts put forth to build Holy Family School, please ask for a copy of the chapters from a book written about Holy Family Parish from 1955 - 1968.**

Admissions ~ 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.

Holy Family School currently offers programs for students in Nursery (3yrs. old), Pre-K 4, and Kindergarten through 6th grade. For application and registration information contact the school office (315-487-8515). Please note that in addition to completing an admissions application, a FACTS Tuition Payment Plan Form must also be completed. Students in Kindergarten through Grade 6 should also complete a FACTS Financial Aid form.

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 immunization 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 of 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.

For the most current information or application for admission information please contact the school's main office at: (315) 487-8515.

Student Privacy

A request form for parents and legal guardians to examine their child's education records is available at the Main Office. The school requires at least 24 hours' notice for this request. Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without their written consent in certain circumstances. In this regard, the School generally follows the prescriptions of the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"). The Principal or another authorized person must be present when records are viewed to provide necessary interpretation.

The school generally and voluntarily abides by the provisions of FERPA regarding the rights of non-custodial parents. In the absence of an order from a court or other authorized agency to the contrary, Holy Family School will provide the non-custodial parent with access to academic records and other school-related information about the child. If there is a court order specifying that no information should be given, it is the custodial parent's responsibility to provide the School with an official copy of that order. Divorced or separated parents must file a court-certified copy of the custody section of their divorce or separation decree with the Principal's office. The school is not responsible to enforce or interpret custody and visitation orders, but will make reasonable efforts to help facilitate such orders, assuming it receives timely notice of such an order and its requirements.

Holy Family School 2026-2027 School Year Calendar

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day
9 First Day of School

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day

30 ½ Half Day for Students

NOVEMBER 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 ½ Day Students
11 Veteran's Day No School

24-27 Thanksgiving Recess No School

DECEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 -31 Christmas Break No School

JANUARY 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School
8 ½ Half Day Students

18 MLK Jr. Day No School

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15-19 Winter Break No School

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 Staff Dev Day No School
25-29 Easter Break No School

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12-16 Spring Break No School

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 PLC - 1/2 day for Students
31 Memorial Day No School

JUNE 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 Juneteenth No School
22 Last Day of School

Key:

No School
First Day of School
Half Day Students
Last Day of School

Personnel Access to Student Records

The following personnel have access to student records without the previously noted consent:

- **Professional personnel employed by the School, including independent Contractors and their employees who provide services to the School.**
- **School officials at an educational institution to which the student is transferring or seeking admission.**
- **Authorized personnel of Diocesan or State Education Departments.**
- **Those processing a court order or subpoena, or in other circumstances in which distribution is permitted by FERPA without parental authorization.**
- **Individuals or entities to which a parent or guardian has authorized the School to release student education records.**

<u>School Hours:</u> Grades K-6: 8am-2pm / Nursery & PreK: 8:30am-2:30pm

<u>Before School and Drop off Procedures:</u> It is very important for all families to understand that there is NO Parking in our school parking lot between the times of 7:30-8am at the beginning of our day, and between 1:30pm and buses 2:45pm. We have at least 14 buses dropping off and picking up our students. There is ample parking across the street in the larger parking lot of Holy Family Parish. We also have a Stop and Drop program for drop off at the end of the building for students in grades K-6. Cars will line up on the school side of the street according to the signs on the street. Cars will then move ahead, one at a time and drop their student(s) off at the final drop off. A staff member will be at the door to let them in. The student will go up the back stairs and right to their classroom. It works very well.

Students in grades K-6 who ride the bus to school every day will be dropped off at our front entrance every day. We begin to call buses at 1:50pm every day. The buses are called in the order they arrive.

After School and Pick-up Procedures: All students who are "walkers" will begin dismissal after all the buses have been dismissed. They with K, 1, and 2 being called first, followed by 3 and 4, and finally 5 and 6 are dismissed.

Visitors Policy

All parents and visitors must enter the School through its front doors, report to the Main Office, identify themselves, sign in, and wear a visitor's badge while in the building.

Any forgotten items should be dropped off at the Main Office. Please do not deliver them directly to your child's classroom. Parents are welcome to visit a class in session after making an appointment through the Main Office and with the Principal's approval. Teachers are unable to speak with parents during school hours when they have classroom responsibilities, as their primary obligation is to the children in their classroom and their safety. If you wish to speak with a teacher(s) or the Principal about your child, please send an email/note or call to schedule an appointment. Teachers will return your email/call within 24 hours.

Visits by parents, potential students, and tours are arranged through the Principal or designee. Please contact the Main Office to make an appointment.

General Parent Information

Tuition Non-Payment Policy

Families with a single payment delinquency will be notified by FACTS as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director, and Principal are also notified of this past due status. Families with balances more than 90 days past due will not be permitted to return to school until the outstanding balance is resolved. When necessary, the school will pursue every avenue to obtain tuition and before/after-school care payments, including collection agencies and legal options. We encourage you to talk to the Tuition Management Office and/or School Administration at any time if you're experiencing difficulties paying your tuition bill. Your situation will be reviewed with confidentiality and compassion, and a mutually agreeable settlement should be possible.

Continuing Enrollment for the Following School YearStudents with past due balances will not be allowed to begin the next school year until outstanding balance is paid.

Transfers to Another Catholic School

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Syracuse until the past due amount is resolved.

Clubs and Activities...And so much more!

Choir	**Ice Cream Social**
Piano Lessons	**Halloween Party**
Chess & Soccer	**Breakfast with Santa**
Girls & Boys Basketball	**Christmas Little Shoppers**
STEM til 5 (5th & 6th gr)	**Fun in the Sun Day**
School Musical	**Daddy Daughter Dance**
Student Council	**Mother Son Event**
Community Service Projects	**Rosary Making (5th gr)**

School Closings

Our school follows the *West Genesee School District* closing decisions. We will send a text message to our families announcing school closings, delays, and cancellation notices. However, this should not be your sole source of information, as access to our computers may be delayed or disrupted due to weather. We also announce school closings and delays on social media and local TV stations.

Students attending our school often travel several miles, and weather conditions can vary dramatically from location to location. The decision to close or dismiss school early is made with the safety of our students and staff in mind. If school is scheduled to be open and you feel this decision puts your child at risk, you may choose to bring your child to school yourself or keep them home for the day. This will be recorded as an unexcused absence. If your child is unable to attend due to your home district being closed and not providing bus transportation, an excused absence will be recorded. You will still need to send in an excuse with your child as normal whenever they are absent from school.

Field Trips: Field trips are an integral part of the learning process and a privilege afforded to students. A student may be denied participation in a field trip if they fail to meet academic or behavior requirements. Permission forms must be submitted for authorization. Parents reserve the right to refuse to allow their child to participate in a field trip.

Lunch Procedures

Students at Holy Family School have the option to get 1 free lunch each day or to bring their lunch from home. Parents can add money to their child's lunch account and students can purchase extra meals, milk and snacks from their lunch account. Any lunch account owing money will be billed for payment.

We have 2 lunch periods. Grades K, 1, 2, and 3 attend the first lunch period, and grades 4, 5, and 6 attend the 2nd lunch period. Students in our Nursery and preK classes eat their lunch in their classrooms family style. Classroom teaching assistants pick up any lunches ordered from the kitchen, and those who bring their lunch can also order milk from the cafeteria.

Transportation

Each public school district is required to transport children within local transportation guidelines, typically within a 15-mile radius (as the crow flies). Bus transportation must be requested by parents from their public school district of residence prior to April 1 for the following school year. Bus schedules are published by each school district during August. Parents should contact their public school bus transportation department for any questions concerning bus scheduling. All students riding buses are expected to adhere to the rules of conduct pertaining to buses as published by their home district. Since we are concerned with the safety of all bus children, it's important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and/or termination of service for the disruptive child. Bus disciplinary decisions are made by local school districts. If a bus suspension occurs, parents are responsible for student transportation. Parents should encourage their children to obey the bus driver and rules. A student MUST PRESENT a WRITTEN, DATED note if they are NOT to take the bus home on a certain day, with directions as to how they will get home. The main office will call to confirm these notes.

General Policies

Attendance: There is a direct correlation between a student's attendance and academic performance. Pupils are expected to be in attendance every school day. We believe any absence from school is detrimental to a student and strongly discourage it. Children are tardy if they enter the school after 8 a.m. Instances of tardiness and excused absence are part of your child's attendance record.

Absences

- Weather-related (if school is open)
- Late ride
- Family vacation (not aligned with school calendar)
- Traffic
- Non-school trips

The student/ parent is responsible for contacting teachers to arrange to make up work.

When your child is absent for any reason, please contact the [Main Office or Nurse Ferrara}, providing the date, student's name, grade, and reason for absence. The Main Office will contact parents/guardians who fail to notify the school.

Students should bring a written excuse for any period of absence on the day they return to school. This written excuse should be dated, give the reason for and dates of absence, and be signed by the parent/guardian. Any absence without a written excuse is considered an unexcused absence.

Excused Absences:

- Sickness
- Medical or Dental appointment
- Serious family illness
- Court
- Death of a family member or close friend
- Approved school-related program
- Religious
- Participation in a school-sponsored event

Unexcused Absences:

- Oversleeping
- Missing the school bus

Vacations

Please refrain from scheduling family vacations while school is in session. An interruption in a student's instructional schedule can make it difficult for them to catch up. All vacations that do not follow the school calendar are considered unexcused absences. Your student will be expected to make up any work and tests assigned by the teacher during their absence. If your family will be out of

town, necessitating an extended absence, please notify the school at least two weeks prior to the vacation, particularly if you wish assignments to be prepared before your departure.

Participation in After-School Activities

A student who is absent or goes home sick from school is not eligible to participate in after-school activities such as practices, special events, concerts, etc., on that day.

Before/After School Care

If you are interested in the Holy Family Before School/ After School Care program, please go to our website to the pull down menu at the top of the page. Go to "Programs" and then to Before/After School". Links are available there to register and to find further information on the BASC program, options and rates.

Attendance Interventions

The Principal will schedule meetings with the student and parent when attendance interferes with academic progress. Together, the group will formulate an attendance improvement plan. Consequences for unexcused absence/tardiness may result in additional disciplinary sanctions including suspension, probation, dismissal, and exclusion from co-curricular activities. The Principal may request a physician's note for cases of excessive absence.

Tardy Policy

We believe that arriving on time creates a respectful learning environment, builds a strong community, and ensures uninterrupted learning for everyone. When students experience late arrival due to home district bus transportation, we understand the impact on their learning and will work collaboratively with them to ensure they have the necessary support to catch up. We value every student's learning time. If a student arrives after the start of the school day, a note from a parent or guardian is required. This helps us partner together to address any challenges that may be impacting their timely arrival. Also, please have late-arriving students stop by the office so we can help them connect with their classroom.

Truancy

We value every student's presence in class. When a student is frequently late or absent without communication, it suggests they might need additional support. To better understand their needs and collaborate on solutions, we'll facilitate a conversation involving the student, their family, and school staff.

Academic Policy

At Holy Family School we are committed to educate the whole child, forming their spiritual, intellectual, physical, social, moral and religious capacities. It's the shaping of the character and values of each child. This holistic approach to education means your child doesn't excel just academically but also becomes a well-rounded individual ready to make a positive difference in the world.

- Grading process

  The grading process for Holy Family School falls into two systems: a standard based approach and a traditional letter grade (percentage) system. Students in our K - 3rd grade level fall under the standards based grading system. The focus is to communicate what a student knows and is able to do based on a specific learning standard, rather than simply assigning a letter grade based on an average of points.

  Students receive a 1, 2, 3,or 4 for each specific skill or standard. 1 is Needs Improvement/Below Standards, 2 is Progress/Satisfactory, 3 is Meets/Good, and 4 is (Exceeds/Exceptional) scale.

  Students in grades 4, 5 and 6 are graded on a traditional letter and percentage grading scale. This is often tied to a point system where grades are calculated as a percentage of total points earned on assignments, quizzes and tests.

*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, normally no homework will be assigned over weekends and no tests will be given on Mondays. Long-term projects may have a due date on a Monday, so plan accordingly. Homework time varies across grade levels.

Suggested Homework Time (Does not include reading time):

Kindergarten & Grade 1.....at least 10-15 minutes

Grades 2 & 3.....at least 20-30 minutes

Grade 4.....at least 40 minutes

Grades 5 & 6.....at 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. *

III. Intellectual Growth and Learning Habits (Personal Development)

Report Cards

Grades K-6 use a quarterly grade marking system. Report cards are one important vehicle of communication between teachers and parents. Please refer to the school calendar and school communications for specific dates. Report cards will be distributed in the following months:

- November
- February
- April
- June

Student Transfer to Other Schools

Occasionally, parents/guardians decide to transfer a child to another school for a variety of reasons. When a change of school is anticipated, the following steps should be taken:

- The parent/guardian should contact the school administrator regarding the impending change to ensure proper placement in a new setting.
- Arrangements to transfer school records should be made with the principal.
- All student instructional material should be returned.
- Payment of any outstanding financial obligations should be made.

Transfer of Records

Holy Family School maintains confidential, accurate, and current records of the academic achievement, health, and attendance of each enrolled student. Upon leaving Holy Family School, a student's academic records are transferred to the new school upon written request from the parent.

Communication/Grievance Process

As a Catholic school community, we recognize parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care.

Parents/guardians who have questions about their child's education should begin with individual classrooms or specialized teachers. Parents/guardians wishing to schedule a conference should write a note to the appropriate teacher or call the Main Office during school hours. Spontaneous classroom visits are not allowed.

This communication table serves as a guideline to assist parents and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the table below.

Questions/Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Pastor or Board President
Athletics/CYO	Coach	Athletic Director / Program Coordinator	Pastor or Board President
Student Behavior	Teacher	Principal & Counselor (if applicable)	Pastor or Board President
Extra-Curricular Activities	Club Advisor	Principal	Pastor or Board President
Financial Aid	Principal	Pastor or Board President	

Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Pastor
Safety	Teacher	Principal	Pastor/Superintende n
Special Education	Teacher	AIS Teacher / Special Ed Teacher or Principal	K-12th Gr. School District of Catholic School Location; Preschool/ Pre-K: School District of Student Residence
Transportation/Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	Tech Coordinator (if applicable)	Principal
Tuition Payment	Tuition Management Company	Principal	School Business Manager
Use of Facilities	Parish Office	Principal	Pastor/Board Pres.

If an issue or dispute cannot be resolved after the third contact, a conference will be scheduled with the parent, teacher, Principal, and possibly the student. Parents should contact the Principal to schedule this conference. An additional conference with the Principal can occur after this meeting should further discussion be necessary. Secondly, if after the second conference with the Principal further discussion is still requested, a conference with the parents, Pastor, and the Principal will occur. Parents should contact the Pastor to schedule this meeting.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences will be held at the end of the first marking period. These conferences will be held at appointed times on publicized dates, providing an opportunity for discussion regarding individual students' academic,

social, and religious development. Informal parent/teacher conferences are arranged as individual needs arise. Parents may not confer with a teacher during class hours without an appointment.

Due to the confidential nature of a parent/teacher conference, only the parent(s) or legal guardian(s) may attend. Please try to schedule only one conference rather than separate conferences in situations that apply. The child may also be included in a parent/teacher conference at the discretion of both the parents and the teacher(s). In fairness to all involved, conference appointment times should be strictly adhered to so that all parents may be accommodated.

Expectations for Student Success

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment.

As a Catholic school, Holy Family School emphasizes whole child development. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others, and a reverence for each person. The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, rather than imposed control, on the part of students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

All students at Holy Family School are expected to:

I. Conduct and Respect (Behavioral Expectations)

- General Respect and Courtesy:
  - Treat everyone with courtesy and respect.
  - Greet and respond to everyone in a polite manner.
  - Be considerate of the needs of others.
  - Demonstrate respect for teachers, staff, and peers.
  - Treat self and others with respect and kindness.
  - Celebrate the unique gifts and talents of each person, recognizing them as made in God's image.

- School Environment:
  - Demonstrate Catholic values in speech and action.
  - Conduct themselves in a manner that does not interfere with the learning environment.
  - Participate and contribute in a positive manner in the classroom and the school environment throughout the school day.
  - Comply with all policies, rules, and regulations as specified or implied in this handbook, including the uniform policy.
  - Accept responsibility for their own actions.

II. Academic Integrity and Responsibility (Learning Expectations)

- Academic Honesty:
  - Complete all work honestly and ethically.
  - Avoid cheating, plagiarism, and other forms of academic dishonesty.
  - Respect intellectual property.
- Responsibility and Engagement:
  - Take responsibility for their own learning and behavior.
  - Take responsibility for the completion of assigned work both inside and outside of class.
  - Maintain good attendance and arrive at school and classes on time.
  - Engage actively in class discussions and activities.
  - Ask thoughtful questions and seek clarification.
  - Engage in respectful and productive discussions.
  - Listen actively and attentively to others.
  - Collaborate effectively with peers.

III. Intellectual Growth and Learning Habits (Personal Development)

- Curiosity and Growth Mindset:
  - Demonstrate a desire to learn and explore new ideas.
  - Show a willingness to take on intellectual challenges.
  - Embrace challenges and view mistakes as learning opportunities.
  - Persevere through difficulties and maintain a positive attitude.

IV. Technology and Digital Citizenship (Digital Expectations)

- Responsible Technology Use:
  - Use technology effectively and ethically.
  - Practice safe and responsible online behavior.
  - Understand and respect digital privacy.

Statement on the School's Philosophy about Safe and Ethical Generative AI Use

Holy Family School believes in embracing the powerful capabilities of generative artificial intelligence (AI) tools in a manner that is ethical, safe, and aligned with our educational values. Students are expected to recognize that generative AI has the potential to augment human intelligence and creativity in remarkable ways. However, students will learn to understand the risks of misuse, including the potential for generating misinformation, violating intellectual property rights, and amplifying societal biases and harms. Students will learn to recognize that generative AI tools like language models and image generators can be powerful aids for learning across all disciplines.

However, it's important to use these tools ethically and safely. When using AI,it's important to be mindful that outputs can contain inaccurate information, biases, or inappropriate content. As a result, when using AI all students are responsible to:

- Defer to their classroom teacher's directions about appropriate use of AI.
- Double-check important facts from authoritative sources.
- Never use AI tools to produce hate speech, misinformation, or to violate others' intellectual property rights or privacy.
- Attribute any material (text, images, etc.) derived from AI appropriately.
- Use critical thinking when interacting with AI, and do not blindly trust all information AI generates.
- Not humanize AI by attributing human behaviors or characteristics to it.
- Follow the "Ground Rules for Using AI" document.

Ultimately, students are responsible for the ethical use of these tools and the integrity of your work. Students who violate the acceptable use policy or rules specific to plagiarism will be subject to disciplinary consequences. If you have any concerns, consult a teacher or trusted adult for guidance.

Ground Rules for Using AI

1. Understand AI's Role: AI is a tool to assist in learning, not a replacement for critical thinking or personal effort. Students should use AI to enhance their learning process and not rely on it to do their work for them.
2. Respect Academic Integrity: AI should not be used to cheat, plagiarize, or produce work that students pass off as their own. Students must always give credit when AI assists in generating content or ideas.
3. Be Transparent: If students use AI in any part of their schoolwork, they should disclose how they used it. This includes specifying if AI was used for brainstorming, writing, problem-solving, or any other assistance.
4. Maintain Privacy: Avoid sharing personal, sensitive, or identifiable information with AI tools, as these tools may not guarantee data privacy.
5. Verify Information: AI-generated content should be fact-checked and verified against reliable sources. Students should develop the habit of questioning and validating the information AI provides.

6. Use Age-Appropriate Tools: Ensure that the AI tools used are suitable for educational purposes and appropriate for the students' age group. Always follow age restrictions and link your @mtlstudents.net account to AI tools for official school work.
7. Use AI Ethically: Know that there are many ethical implications of AI, including biases, limitations, and the overall impact of AI on society. Any issues that you encounter while interacting with an AI tool should be brought to the attention of your teacher, counselor, or unit principal.
8. Follow School Policies: Adhere to the Acceptable Use Policy regarding the use of technology and AI in the classroom.
9. Follow Classroom Policies: Each teacher has the freedom to set rules around the use of AI in their classroom. These rules will vary from assignment to assignment and from teacher to teacher. If students are uncertain about how to use AI appropriately or if its use is acceptable, they should ask their teacher for clarification.
10. Do Not Humanize: Remember, AI and Chatbots are not humans; they do not have feelings, consciousness, or desires. Do not attribute human characteristics to AI systems. In addition, avoid emotional attribution and be mindful of the relationships formed with them.

Diocese of Syracuse Catholic Schools Student Technology Use Policy

Introduction

Grounded in the Catholic Church's view of technology as a gift (Aetatis Novae, #2), the Diocese of Syracuse Catholic Schools embraces technology to enhance learning in alignment with Church teachings, safety, and legal requirements. This policy governs all student use of devices (school-owned and personal), internet access, and related services within school settings and at school events. Violations

Violations may result in disciplinary action.

Definitions

1. Acceptable Use Policy (AUP): This policy governing the use of internet services and devices on school premises and at school events.
2. Catholic School Office (CSO): The administrative office of the Diocese of Syracuse Catholic Schools.
3. Code of Conduct: Each local school's established behavioral guidelines.
4. Digital Devices: Any hardware or software used for electronic data creation, receipt, storage, transmission, or manipulation. This includes computers,

laptops, tablets, smartphones, wearables, network systems, and related peripherals and applications.
5. Diocese: The Roman Catholic Diocese of Syracuse, New York.
6. Diocesan/School Resources: Any technology-related property or service owned or provided by the Diocese or local schools, including devices, networks, internet access, email, cloud storage, and software platforms.
7. Educational Purpose: Technology use directly related to the school's curriculum, extracurricular activities, or administration.
8. Electronic Communication: Any digital transmission of information, including email, messaging apps, online forums, social media, file sharing, and web content.
9. Internet/Network: The global network of interconnected computer networks, including school-based (intranet/Wi-Fi) and external access.
10. Local School: Any Catholic school affiliated with the Diocese.
11. School Policy: Any official rule or guideline issued by the CSO or a local school, including the Code of Conduct.
12. School Event: Any school-sponsored or endorsed activity, regardless of location or supervision.
13. School Property: Any physical or digital asset belonging to the Diocese or its schools.
14. Harassment (including Sexual Harassment): Any offensive behavior (verbal, written, visual, physical, or digital) that creates a hostile environment, consistent with the Diocese of Syracuse Catholic Schools Office's Harassment Policy.
15. Student: Any individual enrolled in a Diocesan school.

Acceptable Use Terms

Student use of all technology resources is contingent upon adherence to this AUP, school policies, and all applicable laws.

Specific Terms:

1. Students are responsible for all activity associated with their assigned accounts and must protect their login credentials.
2. School-provided technology is to be used solely for educational purposes.
3. Technology use on school property or at school events, regardless of ownership, must be aligned with the Expectations for Student Success.
4. Technology access is a privilege that may be revoked at any time by the school principal without prior notice or process.
5. Students are prohibited from using another individual's accounts, creating fake accounts or attempting unauthorized access to any system.
6. Students shall not alter system configurations or assigned passwords without explicit permission.

7. Use of personally owned digital devices during the school day, on school property is prohibited unless specifically authorized in writing by the principal.
8. Technology shall not be used in any way that is inconsistent with Church teachings or school policies, including but not limited to:
    - Accessing, viewing, transmitting, or storing inappropriate, offensive, or illegal content (e.g., sexually explicit material, hate speech, illegal activities).
    - Using disrespectful, abusive, or objectionable language in any communication.
    - Engaging in harassment, sexual harassment, cyberbullying, or attacks on others.
    - Unauthorized access, use, or damage to any technology resources or accounts.
    - Wasting limited resources (e.g., excessive bandwidth, printing).
    - Commercial or political activities unrelated to schoolwork, or any activity violating laws.
    - Creating or using fake accounts of any kind.
9. All school-provided technology remains the property of the school and/or Diocese. Students have no expectation of privacy regarding its use.
10. The Diocese, CSO, or local school reserves the right to access, monitor, review, download, print, copy, and delete any material on or transmitted through their technology resources at any time, without cause or notice. This information may be shared with law enforcement or other authorities as deemed appropriate.
11. By acknowledging receipt of the Student Handbook, parents/guardians and students acknowledge that there is no right to privacy, exclusive possession, or access to school technology resources and waive any such rights.
12. Upon suspension or termination of technology privileges, students must immediately return any school-provided equipment and access information.
13. Students must grant immediate access to any school-provided technology upon request.

Consequences and Penalties for Violation of AUP

Consequences for violating this AUP will be determined by the principal, consistent with this policy and the school's Code of Conduct. Examples include, but are not limited to:

1. Parental notification and conference.
2. Penalties outlined in the school's Code of Conduct (e.g., loss of privileges, detention, suspension, expulsion).
3. Requirement to reimburse for damages to technology or property.

4. Legal action to recover damages.
5. Loss of technology access and use privileges (with potential for supervised reinstatement).
6. Notification of law enforcement agencies when criminal activity is suspected, in consultation with the CSO.

The Catholic Schools of the Diocese of Syracuse Student Technology use Agreement

1. I have read and understand the "DIOCESE OF SYRACUSE CATHOLIC SCHOOLS STUDENT TECHNOLOGY USE POLICY (2025)."
2. I agree to abide by the terms of this policy and understand that I will be held accountable for any violations.
3. I understand that all technology access provided by the school is for educational purposes only.
4. As a user of the school network, I agree to comply with all school rules, policies, and applicable laws and to use the network responsibly.

Parent/Guardian Agreement

As the parent/guardian of the student, I grant permission for my child to access school technology resources, including internet and network services. I understand that my child may be held liable for violations of the Technology Use Policy and/or applicable laws. I also understand that while the school takes precautions, some online content may be inappropriate, and I accept responsibility for guiding my child's technology use and setting expectations for selecting, sharing, and exploring information and media. I agree to discuss this policy with my child and ensure they understand its terms. I understand and accept that my child's technology access may be revoked for any breach of this policy.

Cell Phone Policy

Students are required to keep all cell phones powered off and stored securely in their backpacks from morning announcements until dismissal. This policy applies to all parts of the school building, grounds, and during all school-sponsored activities unless otherwise directed by school staff.

Dress Code Policy

Holy Family School K-6 Uniform Code for Lands End - 900027897 (Exclusive vendor)

BOYS~ Dress Uniform
Pants/Shorts:Khaki with brown or black belt - Boys may wear shorts Sept/Oct & May/June
Shirt: Short or long sleeve green or white mesh or rapid dry polo with HFS Logo.
Socks: Navy, Tan, Green, or White,
Sweater: Evergreen drifter vest with HFS Logo
Shoes: Black or Brown
Hair should be neat and not touching the collar.
Shirt must be tucked in.

BOYS ~ Gym Uniform
Shorts: Green mesh/sweat shorts with logo
Sweat pants: Green with HFS Logo
Shirt: Short or long sleeve gray or black or white shirt with HFS Logo
Sweatshirt: With HFS Logo
Sneakers
The complete gym uniform is to be worn all day on gym day.
The sweatpants are to be worn over the shorts except in Sept/Oct & May/June.
Sneakers and socks (socks must be worn above the ankle)are required

GIRLS ~ Dress Uniform
Pants/Shorts: Khaki with brown or black belt
Plaid Skort: Only may be worn with green or white mesh short/ long sleeve polo with HFS Logo
Plaid Jumper: with White Peter Pan collar polo
Shirt: Short or long sleeve green or white mesh or rapid dry polo with HFS Logo
Socks: Knee socks, anklets or tights in green, white or navy
Sweater: Evergreen cardigan with HFS Logo or Drifter vest with HFS Logo
Shoes: Black or brown or navy
***Girls may wear earrings with posts: No dangling earrings or makeup;**
Solid black, green or navy headbands are permitted.
Shirts must be tucked in.

GIRLS Gym Uniform
Shorts: Green mesh/sweat shorts with HFS Logo
Sweat Pants: Green with HFS Logo
Shirt: Short or long sleeve gray or black or white shirt with HFS Logo
Sweatshirt: with HFS Logo
The complete gym uniform is to be worn all day on gym day.
The sweatpants are to be worn over the shorts except in Sept/Oct & May/June.
Sneakers and socks (socks must be worn above the ankle)are required

Out of Uniform Days(clothing other than uniform) may be periodically announced by the principal

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 to speak with the principal. Dress Uniforms are to be worn on all Mass days. Out of Uniform attire clothing must be neat and appropriate at all times and approval of appropriate clothing is always at the discretion of the principal.

Drug and Alcohol Policy

is committed to maintaining a safe and healthy environment for all students. Students may face expulsion if any of the following conditions exist during school hours or at any school-sponsored event:

- A student sells, gives, or deals drugs or alcohol to other students.
- A student is under the influence of drugs or alcohol.
- A student is detected using drugs or alcohol.
- A student is in possession of drugs or alcohol.

Should any of these infractions occur, parents/guardians will be notified immediately. A conference will be arranged with the student, parent/guardian, and administration. Disciplinary action will be taken, which may include probation, suspension, expulsion, or reporting the activity to the local police department. If necessary, counseling will also be arranged.

Parents or family members who come to school grounds or a school event in possession of, or attempt to sell, or are under the influence of alcohol or drugs will be reported to the local police. Such actions may also result in the revocation of the student(s)' enrollment at the school.

Gun-Free School Policy

Holy Family School as a Catholic school within the Diocese of Syracuse, aligns its policy on firearms with the federal Gun-Free Schools Act of 1994. Any school pupil determined to have brought a weapon to school will be expelled and will not be permitted to attend any diocesan school.

Addressing Infractions: Our Approach

When expectations are not met, it is considered an infraction. The overall goal of working with students and their families when an infraction occurs is to help the student make better choices in the future.

Responses to Infractions

The school employs a range of responses to address infractions, including:

- Redirection by teacher/staff
- Verbal warning
- Written warning
- Communication with parents
- Behavior Plan
- Loss of Privileges (e.g., choice of seating, eating lunch with peers, recess choice, early dismissal, late arrival, student parking, honors pass, free periods, choice of where to move through hallways, cell phone on person)
- After-School Detention
- Suspension
- Written and/or verbal apology
- Redo of assigned work
- Expulsion
- Contacting Law Enforcement

Range of School Responses

The Principal has the right and authority to implement school responses for infractions if they conclude that the student's behavior is harmful to the good order and discipline of the school and its religious mission. The Principal is the final authority in all disciplinary situations.

General Disciplinary Guidelines

Pre-K – Grade 12: The classroom teacher is the primary in-school disciplinarian. They will work directly with the student to reinforce and support expected behaviors. Written communication and/or a telephone call to the home will facilitate communication between the teacher and parents. The teacher will consult with the Principal regarding matters that warrant further attention.

Grades 3 – 12: To maintain consistency across all classrooms at this level, the following procedures apply when a student continues to not meet expectations after the teacher has worked with the student and family to improve the situation. Further infractions will result in a referral to the Principal/Assistant Principal, and the following plan of action will be invoked:

- After the third infraction for not meeting the same expectation, a meeting will be scheduled with the Principal, teacher, parents, and student to create an action/behavior plan designed to guide the student toward better choices in the future.
- All subsequent infractions will be communicated to the Principal, who will address the situation with the parents and assign further responses to the infractions.

If a student is unable to transition from externally imposed discipline to self-discipline, the Principal will exercise authority in deciding what is best for all concerned: the school, the student, and the family.

Suspension

When a student continuously disregards school expectations, short-term suspension may result. Parents/guardians will be notified of the charged offenses and given the opportunity to meet with the Principal or the Principal's designee regarding the suspension. During a suspension, the student may be in school or out of school during regular hours. If in-school, academic studies will be pursued in a setting isolated from the classroom. All instructional work during the time of suspension must be completed, and all privileges will be lost.

Out-of-school suspension will be implemented only after other measures have proven ineffective and further parent/guardian communication has taken place or where the conduct in question is of such a nature that, in the Principal's sole discretion, it is deemed likely that the student's continued attendance constitutes a danger to other student, to others, to school property, or of a disruption of the educational process. In keeping with due process, suspended students will be granted a conference with the Principal, with reasonable notice, at which the student may present his/her response to the charged infractions and/or appropriate penalty. If a marked improvement, specifically a positive behavioral change, fails to occur, expulsion may be imminent.

Expulsion

The expulsion of a child from a Catholic school is a serious matter decided by the Principal in consultation with the Catholic School Office. Parents/guardians will be informed of the events leading to the expulsion.

Search and Seizure

School authorities may conduct a search of a student's locker, backpacks, bags, or personal items only when there is sufficient cause to believe that drugs, alcohol, weapons, or other prohibited materials are hidden. Any search must be conducted in the presence of another staff member.

Safe Environment: Our Commitment to a Safe and Respectful School Community

At Holy Family School the safety and well-being of our students are always our top priority. This means we have clear procedures in place to address any concerns about student safety and respectful interactions.

When there is a basis for a reasonable suspicion that a child has been the victim of child abuse or maltreatment, School personnel will contact the State Central Registry through the Child Abuse Hotline to report the matter and, where there is a basis to suspect that a child is in imminent danger of abuse or maltreatment, they will contact Child Protective Services or call 911 to seek immediate assistance.

When an issue, concern, or incident involves a sexual matter—such as sexual abuse, sexual assault, sexual harassment, or inappropriate sexual comments, texts, or pictures between students, students and staff, or students and visitors—schools are required to contact either the Diocesan Safe Environment Office (SE) or the Catholic Schools Office (CSO) to investigate. Representatives from the Catholic Schools Office and/or the Diocesan Safe Environment Office will visit the student's school as a team of two. The team meets with individuals involved, as well as any witnesses. This is done prior to notifying families to ensure unbiased responses and because students are typically more forthcoming with information related to this topic with individuals outside their family. Upon completion of any investigation, the team makes recommendations

to the school's administration. These recommendations could range from calling 911 and/or CPS to being unfounded with no action recommended. Families of all students who have been interviewed will be notified by the school's administration immediately following the conclusion of the investigation.

We believe that this process creates and maintains a safe environment where all students can learn and grow. We are committed to open communication and working together with families to ensure the well-being of every child in our care.

Holy Family School

Morning Prayer

Loving Father, thank you that you are my creator.
You know me better than anyone else.
Help me to use the mind you have given me
to learn and study effectively.
May I learn with humility and grace.
May I grow in wisdom as well as knowledge.

Let me live a life of integrity in everything I do.
May I grow in grace and knowledge of our Lord
and Savior Jesus Christ. To you be glory, both
now and forever.
In the name of the Father and the Son and the Holy Spirit.
Amen

Afternoon Prayer

My God, I thank you for all the blessings you have given me this day.
I offer you my thanks and praise for a good day.
I put myself in your hands and under the mantle of our Lady.
Let you holy Angels stand by me and keep me in peace.
And let your blessings be on me.
Amen.

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: _____