

Table of Contents	Page
Administration	7
Admission Policy	8
Arrival and Dismissal Procedures	13
Asbestos Management	9
Attendance Policy	12
Breakfast/Lunch Program	13
Bus Policy	12
Code of Conduct	15
Courses	10
Current Programs	6
Curriculum	10
Education Council	7
Educational Rights & Privacy Act	19
Emergency Closings	13
Extra Curricular	7
Faculty and Staff	4
Field Trip Policy	11
Grading System	18
Graduations	18
Gym Days	19
Harassment Policy	15
Head Lice	14
Health Services	14
Home School Connection	7
Homework	18
Internet Use Policy	16
Latch Key	13
Letter from the Principal	2
Liturgies	15
Lockers/Desks	17
Lost and Found	14
Mission & Philosophy	5
Parent-Teacher Conference	18
Recess	19
Registration Policy	8
Release of Students	13
Religious Instruction	9
Report Cards	18
School Information	3
Service Units	8
Standardized Testing	18
Textbooks	14
Transportation	8
Tuition	10
Uniform /Dress Code	11
Visitors	14
Ways to Help	19
Acknowledgement and Receipt	20

A Word From the Principal

September 2008 – June 2009

Dear Parents and Friends of Holy Family School,

Another school year challenges all of us - parents, teachers, and students - to work together to maintain a tradition of excellence, an excellence that goes beyond mere academic achievement. Holy Family School strives to provide an environment that nurtures the formation of those Christian values that are first introduced to students in the home. We draw our inspiration from the Gospel and the person of Jesus Christ. Certainly, integrating Christian values both in our teaching and in the reality of our daily lives is more challenging and more necessary than ever before. We know that all our efforts and sacrifices to provide a Catholic education for our children will be richly rewarded.

If you are a new or prospective parent, welcome to our school! As you peruse this booklet, we think you will readily see that Holy Family offers an outstanding educational opportunity for your child or children. Should you have any questions about any topics featured herein, please feel free to consult the teachers, the parents or me at Holy Family School; we would be pleased to offer our assistance!

We are graced by the presence of your children. For that we are thankful. God Bless you and your families.

The proud principal of Holy Family School,



Mrs. Anne Marie Wiseman

SCHOOL INFORMATION

Dedicated: September 7, 1990

Address: 12 Homestead Park
Malone, New York 12953

Phone Number: 518-483-4443

FAX Number: 518-481- 6762

E-mail: hfsp@tweny.rr.com

Website: holyfam.neric.org

Library: hfs@fehb.org

Principal: Mrs. Anne Marie Wiseman
wisemang@verizon.net

Assistant Principal: Mrs. Carol Wood

School Hours: PK – 8:00 a.m. – 10:45 a.m.

K-8 – 7:45 a.m. – 2:15 p.m.

Office Hours:

7:30 a.m to 4:00 p.m

Education Council President: Mr. Jeffrey Scharf

Members:

Christine LaGray

Mr. Cory LaBare

Rev. Francis Coryer

Msgr. Dennis Duprey

Rev. Joseph Wheelock

Rev. Francis Flynn

Aaron Poupore

Dianne Fleury

Sister Mary Elizabeth Looby, GNSH

Sister Sheila Moran, SSJ

Vickie Bashaw

Andrea Savage

Heather LaVigne

Anne Marie Wiseman

Alumni Association

President: Neil Seymour SJA '71

Vice President: Anne Marie Wiseman SJA '64

Secretary/Treasurer: Mrs. Kathy Mongeon SJA '71

Home School Connection

President: Mrs. Tracie Scharf

Vice President: Kelly Petrelli

Secretary: Mrs. Christine Douglas

Treasurer: Mrs. Tammy Brooks

Traffic Flow
Please ENTER via Homestead Park and EXIT via Spaulding Avenue.

Faculty and Staff*

Secretary – Mrs. Kelly LaMay

Bookkeeper – Mrs. Kimberly Shackett

Pre-K/Middle Language Arts/Spanish - Mrs. Carol Wood

Kindergarten – Mrs. Kellie Durant

Grade 1 - Mrs. Deanna Dumas

Grade 2 – Mrs. Laurie St. Hilaire

Grade 3 – Mrs. Jaime Pelkey

Grade 4 – Ms. Amy Gratton

Grade 5 - Mrs. Mary Koes

Grade 6 - Language Arts/French - Mrs. Sharon LaFlesh

Grade 7 - Art/Technology – Mrs. Josie Sprague

Grade 8 - Middle Math & Science – Mrs. Jean Gratton

Librarian – Sister Rita Frances Brady, GNSH

School Nurse – Malone Central School

Music – Mrs. Jillian Besio

Social Studies 6 & 7, Physical Education – Ms. Whitney Smith

Lunch Program – Mrs. Debbie Vaincourt

Lunch Program – Mrs. Rosie Shatraw

Title I – Mrs. Sherry Toohill

Resource Room – Mrs. Kathy Mongeon

Teacher's Assistant – Mrs. Phyllis Trombley

Teacher's Aide/Bingo – Mrs. Laura Tuttle

Fundraiser – Mrs. Kelly LaMay

* Note: There may be changes in the teaching staff. You will be notified during the summer as to who your child's teacher will be in the event of a change.

OUR MISSION

Holy Family School, a regional Catholic School of the North Franklin County Parishes, provides a program of quality education for grades PK through eight in an environment rooted in the Gospel Message.

It is the mission of Holy Family School to strive toward the formation of the total person, involving family, parish and the community to foster a vision and desire in its students to continue lifelong growth as Catholics and as faithful people influencing society and the world.

Holy Family Philosophy

The aim at Holy Family is to provide a Christ-centered quality education. Qualified individuals who respect the diversity of gifts each child brings to the classroom offer this to students of all faiths and cultures. As part of our philosophy, we agree to work together with parents to achieve our objectives. These include:

- Developing a degree of self-reliance based upon Gospel values.
- Helping children develop a positive self-image which incorporates spiritual, emotional and physical well-being.
- Fostering a positive attitude toward others, including a respect for and an appreciation of all cultures.
- Involving parents in the religious, academic and social functions of our school
- Developing and demonstrating a respect for authority.
- Following the guidelines of the Diocese of Ogdensburg.
- Following the guidelines of the New York State Curriculum.

Current Programs

Pre-Kindergarten

Holy Family School offers a Pre-K program for 3 & 4 year olds. This Kindergarten readiness program aims to:

- Develop appropriate instruction, introducing your child to concepts such as letter, number, and color/shape recognition.
- Provide special instruction in music, art, and religion.
- Provide structured and unstructured activity periods.
- Build a Christian environment, stressing development of values, interpersonal communication skills and fair play.
- Follow the New York State and Diocesan Curriculum for Pre-K instruction.
- Setting each child up for success in school.
- Provide opportunities for on-stage performances

K - 8 Program

Parents seeking a high-quality K-6 program choose Holy Family for its challenging academics and highly skilled dedicated faculty and staff. Some of the features of our primary program include:

- Emphasis on moral and religious development
- Challenging academic instruction
- Recent textbook series
- Library instruction
- Instrumental and vocal music program
- Supervised access to the Internet
- Diagnostic testing
- Remedial support in reading and math
- Meaningful educational field trips
- Foreign Language
- Desirable student-to-teacher ratio
- Reading Incentive Program

Extra Curricular Activities

Band and Orchestra (Gr. 5-8)
Curriculum Fairs (Gr. PK-8)
Drama Club (Gr. 6-8)
Sports (Gr.7-8) * Merger w/Malone Central School
Reading Incentive
Catholic Schools Week
Chess Club
Lego Club
God's Secret Service Club
Interscholastic modified basketball – Girls and Boys

Education Council

The Education Council is an educational governance body whose members are elected or appointed to use their talents, gifts and expertise to guide the school in fulfilling its mission. Membership consists of representatives from area parishes. The Council's role is to work harmoniously with all school and community members to insure the school's success and to collaborate with the pastors to advance the mission and philosophy of the school. They help develop a budget and a strategic plan, which includes long-range planning. They work to secure the school's future, while effectively promoting the mission and value of Catholic Education. The Council meets once a month.

Administration

The Holy Family School administrator has a diversity of responsibilities. The administrator of a Catholic School is a spiritual, academic and managerial leader. The Administrator's most important tasks include:

- Offering spiritual leadership to families, faculty, staff and students at Holy Family School.
- Hiring and supervising faculty and staff.
- Budgeting and fiscal management.
- Curriculum development.
- Overseeing fundraising.
- Development activities.
- Long-term planning.

Home School Connection

It is the mission of Home School Connection to foster the partnership of home and school through family support and involvement in school related activities. Monthly meetings are held at 6:00 PM on the second Thursday of the month and offer an opportunity for parents to meet and plan activities for the children at Holy Family School.

Every family who has a child enrolled at HFS is automatically a member of the Home School Connection. Faculty, staff and administration are also members. Home School Connection provides special events such as Open House, family gatherings, speakers and other events for families within the school community and participates in

the Malone Chamber of Commerce 4th of July Parade and Picnic.

Service Units

Each year, parents of children in grades K-8 are required to complete a certain number of service units in helping to fundraise, i.e. repair, painting and other projects. These services help to stabilize tuition and keep it affordable for the average wage earner.

Transportation

Transportation from public school districts is available to K-8 for students living within a 15-mile radius of Holy Family School.

Registration

Holy Family School admits students of any race, color, nationality or ethnic origin to the rights, privileges, programs and activities generally made available at school.

- I. *Procedure for re-registration for students currently enrolled in Grades K-7:*
 - a. *Parent attendance at registration meetings*
 - b. *Completion of required forms within the published re-registration time period.*
- II. *Procedure for registration for new students for Pre-Kindergarten and Kindergarten through Grade 8.*
 - a. *Parent attendance at registration meeting*
 - b. *Completion of required forms, records, and payment of tuition deposit. (Tuition deposit will be refunded only if the school is unable to accept the child.)*

PROPOSED 2/25/97

SCHOOL BOARD APPROVED 3/3/97

Admissions Policy

Holy Family School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school.

- I. *Holy Family School will admit students who have fulfilled the registration requirements in the following order:*
 - a. *Currently enrolled Kindergarten through Grade 7 students who re-register within the published re-registration period and whose parents are current with their tuition agreement; (after the published re-registration period openings will be available to new registrants.)*
 - b. *New students for Pre-Kindergarten and Kindergarten through Grade 8 who have fulfilled the registration requirements. These students will be admitted in the following order:*
 - i. *Registered Parishioners of parishes that subsidize the school who currently have siblings in the school and are current with their tuition agreement;*
 - ii. *Registered parishioners of parishes that subsidize the school who have no siblings in the school;*
 - iii. *Registered parishioners of parishes that pay diocesan cost sharing for Catholic Education;*
 - iv. *Other applicants who have fulfilled the registration requirements;*
 - v. *Acceptance in to kindergarten is also based on the parent's intention at the time to continue enrollment into the First Grade at Holy Family School.*
 - vi. *New students, Grade 1 – 8, will be admitted in the above order during the registration period and later as the registrations are received.*
 - vii. *A waiting list will be maintained for one academic year. Re-registration will be required for the succeeding academic year.*

- II. *Age. A birth certificate must be submitted for proof of age.*
 - a. *The Pre-Kindergarten child must be 4 years old on or before December 1.*
 - b. *The Kindergarten child must be 5 years old on or before December 1*
 - c. *The First Grade child must be 6 years old on or before December 1.*
- III. *Immunization Requirements – The applicant’s immunization records must be complete.*
- IV. *Registrations for Holy Family Pre-Kindergarten will be accepted during the First two weeks of registration in the same order as stated above. After the first two weeks registrations will be accepted as they are received.*
- V. *The final decision regarding acceptance to Holy Family School belongs to the Principal and is based on academic and developmental screening, review of school records, and recommendations of previous teachers, if applicable.*

PROPOSED 11/16/98
BOARD APPROVED 2/15/99

Upon registration, the following requirements are necessary:

- Registration form PK-8
- Birth Certificate PK-8
- Baptism Certificate (If Catholic) PK-8
- Tuition Agreement K-8
- Copy of Income Tax Return (those paying minimum or below)
- Immunization/Health Record
- Kindergarten Screening
- Registration Fee PK-8
- Book Fee (K-8)
- Acknowledgement and Receipt for HFS Guidebook
- Service Units Agreement (If tuition paid is below the per-pupil cost of \$3,600.00)

Religious Instruction at Holy Family School

The hallmark of the education at Holy Family School is our academic program that is infused with the gospel message. Holy Family School is proud to offer religious instruction, Bible study, value formation, daily prayer, and sacramental preparation to all students in grades PK-8. Over the years, students from all denominational backgrounds have benefited deeply from their involvement in our religious and Christian formation program. Friends and family members are invited to attend our liturgical celebrations throughout the year. Non-Catholics are welcome at Holy Family School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non –Catholics participate in religion classes and liturgical services and are required to complete the appropriate religion course for each year the student is enrolled in school.

Asbestos Management

AHERA regulations require that you be informed that Holy Family School has an asbestos management plan filed in the Principal’s office and it is available upon request to be viewed. We are in full accordance with all government guidelines.

Tuition

Tuition at Holy Family School covers only a portion of the total per-pupil cost. The rest is covered by parish subsidies, scholarships, special gifts and the fundraising efforts of Holy Family School.

Tuition assistance, scholarships and payment plans are available. *Every effort will be made to ensure that any family who wishes a Catholic education for their child will be assisted!* However, it is imperative than anyone having difficulty with making payments communicate the problem as soon as possible. Otherwise, Holy Family School reserves the right to:

- retain the grades and records of any student whose family account has not been paid in full.
- review delinquent accounts with the finance committee of the Education Council.

Tuition Collection Policy

- I.** *Pre-Kindergarten policy: At the end of any 10-week period, if daily fees are not paid, the student cannot enter the next 10-week period.*
- II.** *Kindergarten – Grade 8 policy: Families with outstanding tuition owed to the school and who have not re-negotiated, must be current by April 15th unless an alternative plan has been made. If tuition is not paid, the student(s) will not be allowed to enroll in the next school year.*
- III.** *Families leaving Holy Family School (PK –8) who have not paid their tuition and who have offered no valid reason, shall after a reasonable notice (30 days by Registered Mail, Return Receipt Requested) have their account offered to a Collection Agency or Small Claims Court.*

BOARD APPROVED 6/3/96

Curriculum

Catholic doctrine, values and practice are infused throughout the entire school program each day at Holy Family School. Holy Family School follows the NYS Education standards as well as the curriculum standards set by the Diocese of Ogdensburg. Holy Family School students participate in the NYS testing programs as well as national standardized testing. We are proud of the academic achievements of our students and Holy Family's dedicated and qualified faculty and staff.

Courses

Religion

Computer Literacy

Math

Human Sexuality

Science

Language Arts

Physical Education

Social Studies

Spanish/French

General

Music/Drama

Health

Art

Technology

Math

Library/Study Skills

Home & Career Skills

In conjunction with Malone Central School:

Lunch/Breakfast Program
Speech/Language Dev.
Band
Transportation
Latch Key

School Nurse
Resource Room
Remedial Program – (CAI)
Interscholastic Sports
Instrumental Music

Field Trip Policy

Holy Family School views field trips as an important component of the curriculum and your child's education. Prior to attending a field trip off the school grounds, Holy Family School asks all parents to sign a permission/liability release form. All forms must be completed and submitted before a student leaves the grounds.

Our school welcomes those parents willing to be drivers for a field trip experience. All parents who do opt to drive should be reminded of the School/Diocesan policy in this regard. In the event of a mishap, the driver's personal insurance policy would be responsible for primary coverage. The Diocesan Insurance plan would cover costs above and beyond the parent's own policy up to 10 million dollars.

Uniform/Dress Code

In an effort to set higher standards, to promote a "down to business" approach and to project a sense of team, Holy Family School has adopted a uniform code for all children in grades K-5 and a dress code for 6-8 grade. The code follows:

Girls K-5

- Jumper – Maroon/Gray (Rose Uniform Company)
- White blouse, long or short sleeve or white turtleneck
 - Must have a collar, no lace, etc. and be button-down.
- Maroon Cardigan Sweater (Optional from Rose Co.)
- Socks/tights – white, gray, maroon or navy
- Dress Pants – Navy
 - Stretch pants and biking shorts are not allowed
- Walking Shorts (Seasonal) – Navy (May, June, Sept. and Oct.)
- Gym – Navy sweats or shorts/plain white tee (no logos or writing) White shirts may also be worn
- Sandals- Sandals are acceptable as long as socks are worn. Our playground has woodchip base and slivers are a real safety concern.

Gym:

K-2 – Navy Sweats/Shorts
Uniform shirt
3-5 – White tees, Navy shorts

Boys K-5

- Dress Pants – Navy (May be corduroy)
- Dress Shirt – White, long or short sleeve, white turtleneck
- Socks – White, gray or navy

Girls & Boys 6-8 Dress Code

- Slacks – casual, jeans in good shape (i.e. not ripped, torn, patched, ragged or dragging on the floor.)
- Shorts or skirts can be no more than 3” above the knee.
- Tops – Shirts, tees, and sweaters are acceptable. (No “do-drugs”, do-alcohol” or other offensive slogans are allowed. **Tank tops or midriffs are not allowed.**)

All students are to be clean, neat and modestly dressed as they come to their workplace at school each day. Extreme styles or items are unacceptable whether they be in jewelry, dress, hair color or other styles. These include, but are not limited to such items as streak dying of hair, shaving of the head, excessively baggy or tight, torn off pants or army combat outfits.

Interpretation of the school uniform dress code policy is the prerogative of the principal. The principal will enforce these guidelines with appropriate disciplinary action.

Attendance

Whenever a child is absent, state law requires that a parent or guardian sign a written excuse for each absence. ***This note, with the date, reason and signature must be sent in to the office on the child’s first day back.***

- Legal excuses: absence due to sickness, sickness or death in the family, impassable roads or inclement weather, quarantine, court appearance or attendance at health clinics.
- Illegal excuses: unlawful detention which occurs when a pupil is absent with the knowledge and consent stated or implied of his/her parent, for other than legal reasons, i.e., vacations, shopping, needed at home, caring for baby, work, no shoes, overslept, etc.

We urge parents to plan vacations, dentist appointments, etc., at times that do not conflict with their child’s learning process. *Students **do** miss out when they are not in class.* It is impossible for your child to make up work that is done in collaboration with the others in the class. Such educational processes cannot be replicated.

If a student is absent from school he/she will not be permitted to take part in extracurricular activities that evening.

Bus Policy

Holy Family School follows the Malone Central School Bus Policy. Misconduct on the bus will be met with disciplinary action. Students who ride buses will not be allowed to leave or enter at another school or in town.

Bus Changes

If there is a permanent change of bus desired, the parent should send a letter to the Principal who will sign it and forward it to the bus garage. At least a 48-hour notice is necessary to implement a change.

Latch Key

There is an AM and PM Latch Key program for students in grades K-5 each school day. This program is run by the Malone Central School District. Registration forms for interested families can be obtained in our HFS Office.

Release of Students

A student may not be released from school to anyone other than the parent, guardian or person on the emergency card without the explicit written permission from the parent or guardian. This permission must state the name of the person to whom the student is released and the date and time this person will report to school. *Identification will be required.*

Arrival/Dismissal Procedures

Children should not arrive any earlier than 7:00AM. There is no supervision for students who arrive earlier. When they arrive, they are to go immediately to the Gym. Dismissal is at 2:10PM. Parents who pick up children should meet them in the school lobby.

If there is a change in the child's destination after school, a NOTE MUST BE WRITTEN AND SIGNED BY A PARENT OR GUARDIAN. Unless we receive written notification (or a phone call from a parent or guardian, documented by office personnel), the child will follow his/her normal after school routine. Any child who leaves before dismissal for appointments, etc., is to be picked up and signed out in the office.

Emergency Closings

Holy Family closes for inclement weather when the Malone Central School District closes. When the Malone Central School District closes for the day, students from surrounding districts are not to come to school. Normally, when Malone closes so do the surrounding districts. School closings are announced on the following local radio stations: WICY (1490 AM) or Channel 5 WPTZ. The radio station broadcasts a cancellation update at least every 15 minutes.

Unplanned Emergency Closings

In the event an emergency necessitates early dismissal from school, each child at Holy Family School must have a definite plan to follow ensuring a safe, properly supervised place to go. On these occasions in order to keep telephone lines open for important communication from officials, telephones will not be available for student use. An emergency plan filled out by parents and kept in the office, will give us instructions as to where your child goes. Every effort will be made to see that every child arrives home sound and safe.

Chartwell's Breakfast/Lunch Program

Malone Central School District has contracted with Chartwell's to provide meals. All students are invited to participate in the breakfast program. Students desiring breakfast should arrive no later than 7:35 a.m. Current price for breakfast is \$1.00.

A hot lunch is provided at Holy Family School each school day. A menu is sent home to each family as part of the monthly newsletter. The cost of a lunch is \$1.75 (\$1.70*) per K-5 student and \$2.00 (\$1.80*) per 6-8 students. * Prepaid tickets.

We strongly urge parents who bag lunches for their children to pack nutritious lunches. Sodas will not be allowed in the lunch room, and we recommend that snacks such as candy bars, etc., be left for after school treats.

Tickets for the week should be purchased on the first day of the week.

Holy Family School does take part in the Federal Free and Reduced Lunch Program. If you feel that your family qualifies for this program, please call the office for the appropriate form.

Health Services

Holy Family School is fortunate to have medical services provided by Malone Central School. A registered nurse is available on the school grounds from 10:00 AM to 2:00 PM. When she is not in the school a nurse in one of the surrounding public schools is on call. Students in grades 1, 3, and 5 receive a physical each year by the school physician. If your child has received a physical from a family doctor, and you do not wish your child to receive another, please send a completed form to school from the physician.

It is illegal to take or administer medicine during the school day unless a physician authorizes it, in writing. Medication in a **prescription** bottle should be brought to the office accompanied by a form signed by the doctor and parent. Over the counter medicines (even cough drops) also require a physician's signature and must be kept in the office.

Head Lice

Head lice has become an increasing concern nation wide. The school nurse does routine, random head checks. Students found to have nits (eggs) in their hair will be sent home for treatment. Siblings and other children who live in the same home will also be checked by nursing staff and sent home if necessary. Before students are allowed back into the classroom they must have clearance by the school nurse. If you have any concerns or questions, please call the school office.

Visitors

For the safety of the students and adults working in the building, all visitors are required to report to the office before going to any other part of the building.

Textbooks

New York State provides textbooks for use by the students. These books are very expensive and very costly to replace; therefore, students are asked to keep their books covered. They are responsible for the care of their books and will be asked to pay for the repair or replacement of a damaged book.

Lost and Found

Articles found around the school are placed in a box in the lobby. Parents are encouraged to check this box occasionally for lost articles.

Liturgies

All Catholic families are encouraged to participate in their parishes. Worship as part of your parish community is an integral part of the success of your family, church and school community. Faith is one of the most valuable gifts one can give to a child!

School masses occur once a month. The dates appear on the monthly calendar as part of the monthly newsletter. Teachers and students plan and participate in the monthly liturgies. We are very fortunate to have several pastors in the area who come to celebrate with us. Please come and join these heartwarming, prayerful celebrations.

Code of Conduct

1. *A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Holy Family School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff.**

2. *Holy Family School recognizes the need for disciplinary action for behavior which disrupts the educational process of the school or endangers the health, safety or morals of any student. A student who chooses to disrupt the good order of the school or to violate a policy or regulation will be accountable for those choices. Appropriate discipline is within the discretion of the Principal and may end in the expulsion of the student or denial of re-admittance to Holy Family School. The appropriate civil authorities will deal with any illegal activity.*

3. *A drug offense includes the use, sale, or possession by students of the following substances within the school's jurisdiction: tobacco, alcohol, over-the-counter drugs or prescription drugs, illegal drugs, such as marijuana, cocaine, etc. or paraphernalia and imitation controlled substances (look-alikes) on the school premises or within the school's jurisdiction*

PROPOSED: 5/01

BOARD APPROVED: 6/01

*Students who are in good standing may attend dances, parties, and special events. If a student is failing 2 or more subjects or has had disciplinary problems may be denied attendance.

For complete information on the Diocesan Code of Conduct contact the office.

Harassment

Any act that endangers or violates the health, mental or physical, safety or morals of any student may constitute harassment. Holy Family School does not tolerate any behavior that shows disrespect for another person, whether it is physical, verbal or nonverbal. Specific steps on how to handle such situations are outlined in the Department of Education, Diocese of Ogdensburg Harassment Policy. A copy of this policy can be found in the school office.

Holy Family School

Educational Technology Policy

Acceptable Use Policy for Holy Family School Internet Connection, Classroom and Computer Room use

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through Holy Family School are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines for the use of Holy Family School Computers and Internet Connection, as described below, will result in the revocation of access privileges.

Unacceptable uses of Holy Family School Computers and Internet Connection include:

1. Violating the conditions of the New York State Education Code dealing with student's right to privacy
2. Using profanity, obscenity or other language that may be offensive to other users.

Other considerations:

1. The person who signs on to use Holy Family School Computers and Internet Connection is responsible for its proper use.
2. Because access to the Internet provides connections to other computer systems located all over the world, user (and parents of user who are students) must understand that neither the Holy Family School or any staff member controls the content of the information available on these systems. Some of the information is controversial and, sometimes may be offensive. Holy Family School does not condone the use of such materials.
3. **Holy Family has a general policy that an adult monitor will be in the room during any access on the Internet.**
4. Students will have other resources available to research projects or assignments.

Rules and Regulations:

1. The Internet account is free to users
2. It is a privilege to receive access
3. A responsible user of the Internet may use the account as long as the user is a staff member or student of Holy Family School.

A responsible user:

1. May not use the Internet for any illegal purpose.
2. May not use impolite or abusive language.
3. May not violate the rules of common sense or etiquette.
4. May not send or receive copyrighted material without permission

NOTE: Holy Family School system operators will have access to all users' files.
(We can check to see where students have been surfing)

By using Holy Family School Computers and the Internet Connection you acknowledge that you:

1. Understand the rules and regulations of Holy Family School Computers and the Internet Connection acceptable use policy.
2. Realize that, if rules are violated, your Holy Family School privileges will be canceled.

Students:

I have read the Acceptable Use Policy. If I follow the rules, I may use Holy Family Computers and Internet Connection. If I do not follow the rules in the Acceptable Use Policy, I understand that my privileges will be taken away from me. I understand that interpretation and enforcement of this policy is the responsibility of the Principal.

When I sign the acknowledgement form on the last page of the Guidebook, I am affirming my cooperation with this policy.

Student Signature (Please see last page of the HFS Handbook)

Parents:

I have read the Holy Family School Computers and Internet Connection Acceptable Use Policy. When using computers and the Internet, I realize that students may read material that might be controversial or offensive, and I agree to assist the school in seeing that my child avoids such material. Holy Family School has my permission to give computer and Internet privileges to my child. I understand that my child may keep these privileges as long as the procedures described in the Acceptable Use Policy are followed. I further agree to take full responsibility for any acts, which my child could be held liable for in regards to his/her use of the Internet and or computers.

When I sign the acknowledgement form on the last page of the Guidebook, I am affirming my cooperation with this policy.

Parent Consent (Please see last page of the HFS Handbook)

Lockers and Desks

Each middle school student is assigned a locker and a lock. The locks **MUST** be left on the lockers when the lockers are not in use. The combination is confidential to the student and the homeroom teachers. The school desks and lockers are the property of Holy Family School and are subject to inspection by school officials without notice. If such a search discloses any evidence indicating a violation of a school rule, it may be used in connection with the imposition of a disciplinary penalty, and/or police notification.

Homework Policy

Homework is assigned routinely by Holy Family teachers in grades 2-8 to reinforce what has already been taught in the classroom. It is intended as a positive way to help our students learn important concepts and master vital skills. Homework is not given in a negative or punitive manner. Parents are encouraged to support their children by providing adequate time and rest and by checking the completeness of their work on a regular basis. It is the general policy to give the following amounts of homework:

- 2nd Grade – 20 minutes
- 3rd Grade – 30 minutes
- 4th Grade – 40 minutes, etc.

The nature of the student's work habits and speed should be considered.

Report Cards

Report Cards are sent home four times a year. Both academic and personal development are considered on the reports. The grade given on the report card for each marking period is a combined result of testing achievement, class work, class participation and homework assignments.

Grading System

A+ 96 - 100
A 93 - 95
B+ 89 - 92
B 86 - 88

C+ 81 - 85
C 75 - 80
D 74 - 70
F Below 70

Middle School
Numerical Grades given for all subjects areas. Below 69 – Not passing

Middle School Honor Roll posted quarterly.
--

Parent-Teacher Conferences

Parents will be notified by the school regarding the date and time of the formal Parent-Teacher Conference, which is held at the end of the first quarter. Report Cards will be given during that first quarter conference. These conferences provide opportunities for communications between parent and the teacher thus enabling both to express the progress of the child.

Informal parent-teacher conferences are to be arranged by either the teacher or parent/guardian as the individual need arises. Parents are requested to notify the teacher by note or phone call to arrange a convenient appointment time.

Standardized Testing

Holy Family School participates in the standardized testing programs recommended by the New York State Department of Education and the Ogdensburg Diocese Department of Education. The results of all these tests are shared with the parents and students, when feasible, and are used to help plan effective programs.

Graduations

Graduations take place after Pre K, Kindergarten and Eighth Grade. The classroom teacher, administrator and parents plan the graduations. These simple, festive occasions celebrate the accomplishments of the children, their teachers, staff and the entire school family.

Educational Rights and Privacy Act

Consistent with provisions of the *Family Educational Rights and Privacy Act of 1974*, official records, files and data directly related to their children are available to parents. The school abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

To examine records at the school, a parent/guardian must submit a written request to the principal 24 hours prior to reviewing the records. The principal will release the records to the parent or guardian for study in the office. These records may not be taken from the room.

The principal or authorized delegate shall be present while the records are being examined to help interpret test scores and answer questions.

Such records are confidential and may not be released or made available to persons other than parents/guardians without written permission of such parents/guardians.

Gym Days

Children will receive their gym schedules on the first day of school. Written requests to have their child excused from physical education class may be approved by the principal in consultation with the school nurse. *An excuse from a physician is required for absence of more than one class.*

Recess

It is the expectation that the children out each day that the weather permits. In the winter, *it is important that the children have mittens, hats, ski pants and warm coats.*

Ways to Help

Campbell Soup Labels - By saving the labels from the *Campbell Soup Company* and sending them into school, you are helping the school purchase items for the classroom. Labels from *Franco-American, Pace Picante Sauces, Pepperidge Farm, Prego, Swanson, V8 Juices and Vlasic* products are redeemable.

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Guide Book containing the policies, rules and regulations for Holy Family School. I have read the Guide Book. I understand and agree that this book is binding on the students and parents during the current academic year. I understand and agree that the Principal and teachers of Holy Family School will have the authority set forth in the Guide Book.

I understand that the policies, rules and regulations contained in the Guide Book are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth therein.

Signature of the Parent _____

WALKING FIELD TRIP

I/We request that my/our son/daughter, _____ participate in walking field trips planned by the faculty that are within 1/5 miles of Holy Family School. He/She will be under the supervision of a Holy Family School employee at all times.

We hereby release and save harmless Holy Family School, any and all of its employees and chaperones on this field trip from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip.

Signature _____

Address _____

Phone _____

INTERNET USE POLICY

I have read the Holy Family School Computers and **Internet Connection Acceptable Use Policy**. I have also read the Parent Consent Statement and agree to its contents.

Parent Signature/Date _____

I understand that I may use Holy Family Computers and Internet Connection with the understanding that I follow the rules explained in the policy. I understand that my privileges will be taken away from me and that interpretation and enforcement of this policy is the responsibility of the Principal.

Student Signature/Date _____ (Grades 4-8) If more than one student in grades 4-8, please sign below.

WEBSITE PICTURES

I give permission for my child's picture to be featured the Holy Family School website. I understand that their names will never be mentioned.

Parent/Guardian Signature: _____ Date _____

CLIP AND RETURN TO SCHOOL