Holy Angels Regional School

2022-2023

Parent – Student Handbook

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Mrs. Jeannine Stewart, Principal

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Holy Angels Regional School Mission Statement

Holy Angels Regional School is a child-centered, family sensitive Catholic School. We are dedicated to the development of the whole child; intellectually, spiritually, emotionally, physically and socially. Our students are challenged to learn, lead and serve as Jesus taught.

Regional Parishes

Holy Angels Regional School is primarily supported by seven local parishes. We work to create an environment that God is ever-present in our lives. Through the sacraments and regular weekly attendance at Mass, our children nourish their faith and learn how to use their gifts to serve others in need.

Mary Immaculate, Bellport
Mary Immaculate Parish Website
Rev. Msgr. William A. Hanson, Pastor

Our Lady of Mt. Carmel, N. Patchogue
Our Lady of Mount Carmel
Rev. Henry Reid

St. Frances Cabrini, Coram
St. Frances Cabrini
Rev. Gilbert Lap

St. Francis de Sales, Patchogue
St. Francis de Sales Parish Website
Rev. Steven Hannafin, Pastor

St. Joseph the Worker, East Patchogue
St. Joseph the Worker
Rev Janusz Mocarski, Pastor

St Margaret of Scotland, Selden
St. Margaret of Scotland
Rev. Msg. Robert Batule, Pastor

St. Sylvester, Medford
St. Sylvester
Rev. Dennis Suglia, Pastor

Holy Angels Regional School is operated in full accord with the teachings of the Roman Catholic Church (the "Church"), subject first and foremost and at all times to the Church's moral, ethical, canonical and religious precepts as interpreted by the executive pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop") and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

Holy Angels Regional School (the "School") admits students of any and all races and affords all students, regardless of race all rights, privileges, and opportunities to participate in all programs and activities generally afforded and made available to students of the School. The School does not discriminate on the basis of race in the administration of its educational policies, scholarship and loan programs, athletics and

other School-Administered programs. When a child is enrolled in Holy Angels, they will attend all liturgies and take part in the daily spiritual formation of our Catholic faith.
All newly registered students are on probation for the first sixty days of school. This is done to ensure placement at Holy Angels is mutually acceptable to all.

Office and School Hours

The school office is open on all school days from 7:30 am -3:30 pm Monday through Friday.
School hours are from 8:25 am -2:25 pm. Access to the school building and office may be limited during the student arrival and dismissal portions of the day. This limited access is between 8:00 am - 8:30 am and 2:20 pm -2:45 pm.

The school business office hours vary based on the schedule of the rotating schedule of the Parish Services Representative. Time sensitive questions may be directed to the Principal and/ school office when the business office is closed.

Attendance

COMPREHENSIVE ATTENDANCE POLICY FOR HOLY ANGELS REGIONAL SCHOOL

Holy Angels Regional School establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch
- Attendance will be taken on class and/or school field trips

- *Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each (Noted in Student Handbook).*

  - A pupil is considered absent if not present when attendance is taken.
  - A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy
  - A pupil is absent for part of day if present when attendance is taken and then leaves school.
  - Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
  - Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused The following reasons for absence or tardiness may be considered excused.	Unexcused The following reasons for absence or tardiness would ordinarily be considered unexcused.
• Sick • Scheduled medical appointments • Sickness or death in family • Day of religious observance • Bad weather; impassable roads • Court appearance	• • Music lessons • • Take child to work • High school visits • Family trips CYO trips Didn't have a ride
• • Family emergency • • District bus problem • College interviews (limit 2) Funeral Other school activity	• Truant

- *Description of the coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in the register of attendance*

The following coding will be used. Marginal notations may be made for clarification.

Excused	**Code**	**Unexcused**	**Code**
Sick	ES	Trip/vacation (family, CYO, etc.)	UT
Medical appointment (limited hours)	EM	Music lesson	UM
Family sickness/death/emergency	EF	Take child to Work day	UW
Religious observance	ER	Visit to high school	UV
Court appearance	EC	Problem with car/ride	UP
Weather/impassable roads	EW	Other (not deemed acceptable)	UO
District transportation	ED	Trip	UT
Other (documented/noted)	EO		
Other School Activity	EO		
College Interview	EO		
Funeral	EF		
Medical Abs. Home Tutoring	EM		
Retreat	ER		
Out of school suspension		OSU	
In school suspension		ISU	

- *Description of Holy Angels' Regional School's policy regarding pupil attendance and a pupil's ability to receive course credit (Refer to Student Handbook)*

Regular attendance is a critical factor in school success for pupils.
Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

- *Description of:*
- *Incentives to be used to encourage pupils to attend school*
- *Disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures*
  Holy Angels Regional School will identify those incentives and sanctions that will promote regular attendance. In some cases, students' grades under follows school's policy will be lowered if there are more than 5 unexcused absences.

Incentives	**Sanctions**
Parents of students who are absent or late for ten days of school within a semester will be invited for a conference with the school administration. The school has established a policy to recognize	The absence/tardiness could preclude participation in extra-curricular activities on that day. A parent/student conference would be required.
perfect attendance.	An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.

- *Description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse*

- Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.

- *Description of the process the schools of the Diocese of Rockville Centre will use to develop specific intervention strategies to address attendance problems*

  When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems

- After ten days, parents will be asked to come in for a conference to address attendance concerns.

- If necessary, an outside agency/proper authority will be notified.

- *Identification of the person(s) designated in each school building who will be responsible for:*
- *Reviewing attendance records*
- *Initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy*

- The principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.

- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The Principal is the one responsible to identify and follow up on attendance concerns.
- School policy includes guidelines for teachers and for the school nurse.

Under NYS regulations, all absences, lateness and time lost by a student excused for part of the day, must be recorded and explained. Telephone calls are required on the day of the absence. A written excuse stating the reason for the absence, signed by the parent must accompany the child when the child returns. Calling the health office does not take the place of an absent note. A doctor's note is required for an absence due to illness of five (5) days. Parents may pick up homework assignments after one day and are encouraged to check the teacher's websites.

If a student is absent or has left for illness during the day, they may not return to participate in the sports activity for that day.

Dental and doctors' appointments should be made after school hours except in cases of emergency.

Student Work When Absent

If a child is absent for one day, schoolwork may be made up when he/she returns to school. If a child is going to be absent more than one day for illness, arrangements may be made for schoolwork to be sent home. Arrangements may be made through the school office or with your child's classroom teacher. Requests should be made in the morning, no later than 9:00 a.m. to give your child's homeroom teacher ample time to collect their work. Work may be picked up after dismissal at 3:00 p.m.

Vacations

Extended absences due to family vacations during the school year disrupt the learning momentum for the student, the class and the teacher. This is discouraged. This type of absence is considered an illegal absence. If, because of necessity, parents choose to take children, they must be ready to accept responsibility of loss of instructional time and possible lower grades. Teachers cannot be expected to prepare work in advance, nor should parents request this.

Student Accident Claims

All students are required to carry accident insurance covering school time. The cost is included in the registration fee.

Arrival and Dismissal

Arrival Procedures

Parents may park on Ocean Avenue or Amity Street and walk to the front of the school with your child/ren.

- The Main Parking lot is closed during student arrival. Vehicles are not permitted inside this area after 7:55 AM.
- *PreK* parents should drop off their child/ren at the Pre-kindergarten building.

Parents may follow the bus line and enter the West parking lot via Cedar St. This is a moving vehicle line only. Parking is not permitted in this lot. Students will exit all vehicles at the West entrance under the supervision of the assigned staff member.

- If a bus arrives late, please wait for the bus to be dismissed and wait for direction to move your car forward. You should remain in the line until directed. All buses have priority over car riders.

Dismissal

Our dismissal procedure begins at 2:25 pm. Please review the following items for the safety of all students.

- *PreK* – you may pick your child/ren up as a walker at the prekindergarten building no later than 2:25 p.m.

- All children who are designated as a walker/parent pick-up will be dismissed at 2:25 pm from the South Exit door.

- All children who are designated bus riders will be dismissed accordingly after the Walkers. Please note that students are not permitted to ride buses outside of their home district.

- All children who are designated as a Car Rider will be dismissed at the Main Exit (West) following all district bus departures at approximately 2:40 pm.

    - Once again, please wait to be directed by a Holy Angels staff member. Stay close to the school building and continue to move forward as far as possible. Do not park in the parking spaces.

All dismissal changes require a daily parent permission slip/note. This includes re-occurring student activities. (i.e.: clubs, after school sports, etc.) We cannot guarantee your child will receive a dismissal change after 1:00 p.m. Our goal is to insure the safety of all the children and we require the cooperation of all parents to do so. We appreciate your cooperation.

Bus Transportation

You must call your own school district's transportation office regarding any problems or questions concerning transportation. All transportation requests must be submitted by the deadline of April 1st each year to your own public-school district. Currently, Holy Angels students receive busing from the following districts: Sachem, Mt. Sinai, Brentwood, Middle Country, South Country, Patchogue-Medford, William Floyd, and Longwood.

As a Holy Angels student on the bus, the uniform we wear serves as a reminder that we are challenged to learn, lead and serve as Jesus taught.

It is very important that each child and family comply with the transportation laws of the district and state. The law states that a child is to be transported from home to school within a 15-mile limit. If the child is not taking the bus home on any day, written notification must be given to the teacher.

Each district has its own regulations regarding disruptive behavior. Our administration and the Diocese uphold and supports these rules. If a child receives repeated bus conduct reports, the district will notify the parent concerning suspension from the bus. Please impress upon your child the importance of safety. Children are to get off the bus at the expected stop and not make any changes unless there is a written note. Rules on the bus include:

1. Every child is to remain seated, keeping aisles clear and arms inside the bus.
2. Vandalism or inappropriate behavior will not be tolerated.
3. Each child and parent are always required to show respect to the driver and fellow passengers.

On the bus, the driver is the adult in charge. If problems arise on the bus, the director of that district transportation department should be notified. Holy Angels can only begin disciplinary actions if it receives a written bus report from the transportation department. The bus drivers have been instructed to write bus referral reports as needed. The first time a written report is received a warning will be given. The second

time, a detention will be received. If a third report is received, bus privileges will be suspended for three days. A fourth report results in five days and the fifth requires a loss of all bus privileges. This includes field trips on the bus as well.

Inclement Weather and Emergency School Closings

All emergency and weather-related schedule changes, including closings, will be announced through school messenger. Additionally, information will be posted on the school website and through News12 Long Island School Closings and Delays.
Holy Angels follows the recommendations of Patchogue Medford School District when determining a change in schedule to weather. (i.e.: We close when they close.)
If your home public school district has a delayed opening, the transportation of non-public students will be delayed even if Holy Angels is open. Additionally, if your home public school district is closed, students are not required to report to school.

When early dismissal is necessary, **our dismissal procedures will remain the same as normal dismissal.** When buses arrive early to take students home, unless there is a written note, regarding the change in dismissal, the students must go home on the bus. Please make sure your children know that standard procedures will be followed. Any early school closing will be proceeded by a school reach message.

Dress Code

In choosing to attend Holy Angels, students and their families acknowledge a willingness to comply with dress regulations. Uniforms help establish a standard of appearance for all students consistent with the values and culture of the school. IDEAL Uniform is the official distributor of the school uniform. Here is a link to their website created solely for our students. IDEAL Uniform

The principal reserves the right to deem unacceptable any attire that is questionable. Parents will be notified if their child is not in compliance.

Parents may purchase the uniforms at IDEAL Uniform with the personalized Holy Angels logo. Any other uniform components (i.e.: navy blue pants, white shirts) may be purchased elsewhere provided they follow the dress code. Shoes may be purchased at other stores provided they follow the dress code.

Parent volunteers maintain a uniform exchange at school of gently used uniform items. We highly recommend that families utilize this service and consider supporting this service as their children grow out of uniform items.

Shoe Policy

Girls (Grades K – 8) - Black flat shoes that can be polished are to be worn. (i.e.: loafers or Mary Jane)
Some examples of shoes that are not permitted include platforms, high heels, or backless fad shoes. There are to be NO shoes with buckles, ankle straps and glitter.

Boys (Grades K - 8) - Black loafers or tie shoes that can be polished are to be worn.

Grooming Standards

Girls (PreK – 8) - Hairstyles and jewelry must be appropriate to the school setting and in keeping with the dress code. Extreme and trendy hairstyles are not permitted. Faddish hairstyles or unnatural hair coloring are not permitted. Hair accessories should be of the uniform plaid color only. Jewelry is discouraged,

however, post earrings in each ear are allowed. Traditional wrist watches may be worn. Make-up, colored nail polish, body art or body piercing is not permitted.

Boys (PreK – 8) - Hairstyles must be appropriate to the school setting and in keeping with the dress code. The hair length must be above the collar and ears. Extreme and trendy hairstyles are not permitted. Faddish hairstyles or unnatural hair coloring are not permitted. Traditional wrist watches may be worn. Make-up, colored nail polish, body art or body piercing is not permitted.

Uniforms

Pre-K

Navy Blue PE uniform (i.e.: t-shirt, shorts, cotton sweatpants and sweatshirts all with school logo) and sneakers are to be worn. Students may also wear the white golf shirt with school logo. There will be days the PreK teacher designates as particular dress down days based on curriculum and scheduling. Sneakers must be closed toe style and athletic. Lighted sneakers or sneakers with wheels are not permitted. Flat Sneakers (i.e.: Converse style) are not permitted.

Girls Grades K-4

Plaid jumper (knee-length) **or** navy uniform slacks
Short/long sleeve white blouse with round Peter Pan collar, and plaid tie.
Navy blue socks, dark navy opaque stockings, navy leggings are permitted.
Navy blue uniform crew neck cardigan sweater with embroidery
Optional Summer Uniform: May 1- October 15
Plaid skort, white knit shirt, navy blue socks

Girls Grades 5-8

Plaid skirt (knee-length) **or** navy uniform slacks
Short/long sleeve white oxford blouse
Navy blue knee socks, navy opaque stockings, navy tights
Navy blue uniform varsity cardigan sweater with logo (7^{th} & 8^{th} grade ONLY)
or sweater vest with embroidery
Optional Summer Uniform: May 1-Oct. 15
Plaid skort, white knit shirt

Boys Grades K-4

Navy blue uniform slacks and black belt
Short/long sleeve white dress shirt, plaid tie
Navy blue V-Neck uniform cardigan sweater with embroidery
Black socks
Optional summer uniform: May 1- Oct. 15
Navy blue twill shorts, black belt, white polo shirt with embroidery and black socks.

Boys Grades 5 - 8

Navy blue uniform slacks and black belt
Long/short sleeve white dress shirt, plaid tie
Navy blue varsity cardigan sweater with embroidery (7th & 8th grade ONLY)
or navy-blue sweater vest with embroidery
Black socks
Optional Summer: Uniform May 1- Oct. 15
White knit shirt with embroidery, Navy blue twill shorts and black belt with black socks

Physical Education Attire

All students are to wear athletic sneakers for PE. An athletic shoe is a generic name for a shoe designed for sporting activities. This includes shoes designed for sports, running, gym, tennis and referred to as sneakers or trainers. Sneakers may not light up or have wheels attached. Flat Sneakers (i.e.: Converse style) are not permitted.

Jewelry, including but not limited to, earrings, necklaces and rings are NOT permitted to be worn during Physical Education.

Grades K - 4

Navy blue T shirt, shorts with school logo design. Navy blue cotton sweatpants and sweatshirts with school logo printed may be worn in cold weather, as needed.

Grades 5 - 8

Navy blue T-shirt, shorts with school logo design. Navy blue Nylon track pants and track jacket with embroidery may be worn in cold weather, as needed.

Dress Up / Dress Down Days

Many of our dress down days are designated as fundraisers for the school and/or other charitable causes. Dress down days are always announced in advance. Typically, the amount requested for a dress down privilege is $2.00 unless otherwise specified. Students always have the option of wearing their standard uniform in lieu of a dress down day.

On Dress up/Dress down days, students are expected to dress in conservative clothing and follow all other rules that apply to hair, makeup, and jewelry. Clothing worn must be appropriate for a Catholic elementary school setting. The Principal reserves the right to approve/disapprove clothing choices. Please review the following list of clothing items which are not permitted. This is NOT an exhaustive list but should describe the school's expectation. These items include sleeveless tops, tank tops, shirts baring midriff, open back shirts, and overly short shirt and/or shorts. Shorts should pass the fingertip test. Tight fitting apparel will not be allowed in any fashion, including tops, slacks, jeans, shorts, and skirts. Students will not be permitted to wear flip-flops, mules, open back shoes or high-heeled shoes and sandals due to safety issues. All footwear must be closed toed. If the dress code for Dress Up/Down Days is not followed, parents will be called immediately to provide proper clothing. We trust that families carefully consider appropriate dress for all dress up and dress down.

Field Trips

Attending off-site trips is a privilege. Students serving on disciplinary probation may not be permitted to attend. The principal reserves the right to allow or disallow a student on a trip based upon current behavior patterns and/or safety concerns. Parents and children will be notified in case of exclusion. Permission forms must be signed and returned by due dates provided by the classroom teacher or trip leader.

Please note: Parents of children with food allergies are required to attend or have a designee present on all field trips. Advance confirmation of trip dates will be made with parents of students with food allergies prior to any filed trip approval by the Principal.

Health Office

A nurse is on duty during the school day to take care of emergency first aid and to contact the parent if a child becomes sick or injured. The parent or authorized adult must come into the school building to take the child home. All medication must be dispensed through the Health office only. All medication must be clearly and properly labeled with the student name, grade, name of drug and the time it should be given. NO medication can be given unless the nurse has a MD note or RX and a parental permission slip. The parent permission slip is to be requested from the school nurse so that all pertinent information is supplied. All medications left in the Health office at the close of the school year will be disposed of properly.

When your child returns to school after surgery or an injury, a doctor's note will be required so the Health office may be guided as to the activity level recommended for the injury sustained or treatment given. Without a note, a student will NOT be allowed to participate in Physical Education or recess. Students excused from Physical Education and/or recess are required to remain in the health office.

Students may not be released for reasons other than sickness during the school day unless there is a written request from the parent. Please make every effort to schedule doctor or dentist appointments other than during school hours.

New York State requires all new students, Nursery, Pre-Kindergarten, Kindergarten, 2nd, 4th, and 7th graders to have a physical exam. Documentation must be in the nurse's office prior to October 15th or the school physician will perform the exam. All students entering the 6th grade must have proof of Tdap vaccine and Varicella (chickenpox) vaccine or documentation by their physician of having the illness. Please make sure your child is current with immunizations. If not, we might have to exclude them from attending school as per NYS law.

There has been a change in NYS Law regarding religious exemptions for immunizations of children. As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases attending public, private, and / or parochial schools for students in prekindergarten through 12th grade.

Any student entering the 6th, 7th, or 8th grade that plans on participating in an after-school sports program **MUST** have a **sports physical** completed by your physician prior to the first practice. Forms may be picked up at the nurse's office. Additionally, a health history form must be completed before the start of each new season.

Homework

Homework is given to:
1. Help the child to learn independently.
2. Reinforce concepts that have been taught.
3. Instill the habit of reviewing daily class work.

Homework should not be tense. It should be a review and a chance for you to see the work your child is learning. Many assignments are long term and time management planning is vital. Leaving assignments to the last minute is stressful. We are preparing lifelong learners.

Homework Guidelines: While each student works at a different pace, each student can expect approximately 10 minutes of homework for each grade level. For example, a Kindergarten and first grade student can expect to complete about 10 minutes of work each night. An Eighth Grader can expect to complete between sixty and ninety minutes of work each night. If your child is consistently taking longer, please contact your child's teacher to assist. Together, a plan can be created to support your child's learning needs.

Meetings

We believe that collaboration and working as a team will help your child succeed. Parents are expected to attend Parent Teacher Conferences and to attend meetings when requested by the teacher.

Separated/Divorced Parents

It is our hope that separated, divorcing and divorced parents will recognize the need for consistency in their child's academic, social and spiritual lives at Holy Angels. Communicating with one another about your child supports the child and gives them security and stability for success. Please let us know if, from time to time, you need additional copies of letters, forms. In instances where there are court-imposed restrictions on guardianship, we will need fully executed copies on file.

Sacrament Programs

It is the parent's responsibility to register their children with the Religious Education Programs in your home parish. Each parish has different programs, education classes, celebrations, and dates for the reception of the Sacraments. Students receive Sacraments in their home Parish. Adult education, service projects and specific preparation for the celebration and preparation ceremonies are handled in the parish. Please check with your Pastor and Religious Education Director.

Parental Requests for Teachers, Changes in Programming

There are many factors, which must be considered when making class placements for children. The school has the responsibility of considering the academic and social needs of individual students as well as matching a child's learning style in a suitable learning environment. We need to balance our classes with boys with girls and students' strengths and weaknesses. We, as professional teachers, are aware of your child's academic strengths, weaknesses and classroom behaviors.
While some parent requests are based on community conversations, some input will be considered when there are problems or concerns of which we are unaware.
Parental input will be taken into consideration for individual children but for not groups. We do retain the right to make final decisions. Please send a written note to the Principal by May 1 if you would like to provide information as we create classes. Please do not request specific teachers. The principal and teachers who work at Holy Angels are certified through the NYS Education Department.

Assessment Cards

A personal report is kept for each child. This record contains academic and test information along with personal information taken from the registration form. Under the FERPA act (Family Education Rights and Privacy Act), parents or guardians may review their child's school records by making an appointment with

the school secretary. Upon graduation or transfer, school records may be sent after we receive a written request from the new school. The DRVC seal is stamped on the records to make it an official copy. Holy Angels follows the Diocese of Rockville Centre grading guidelines.

Please note: Any unpaid financial obligations to Holy Angels Regional School may delay student record transfers.

Sexual Harassment Policy

Sexual Harassment shall be defined as any behavior that causes undue trouble, worry or discomfort. The deciding factor is whether a phrase, gesture or behavior is unwelcomed by the student(s) receiving it or witnessing it. Harassment means any intimidating or disrespectful action, word or gesture. Sexual harassment is illegal and violates state law.

Violations of the school's sexual harassment policy are among the types of misconduct for which probation, suspension and expulsion may be considered.

Types of sexual harassment include:

Written sexual harassment, which is defined as letters, notes, invitations, and drawings of a sexual nature. This includes computer messages of a sexual nature.

Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. Examples include comments about a person's body, name-calling, and sexual jokes, using sexual orientation as an insult, sexual suggestions, spreading rumors about a person of a sexual nature.

Non-verbal sexual harassment includes: making gestures of a sexual nature, writing, a person's name along with a sexual remark, facial expressions (winking, kissing), suggestive looks, leering, or staring at another's body, gestures, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Physical harassment means any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking movement.

Harassment and Bullying Policy

Harassment or bullying is defined as acts or behaviors repeated over times that involve a real or perceived imbalance of power. Any gesture whether written, verbal, graphic, or a physical act (including electronically transmitted acts: i.e. the internet, cell phone, wireless hand-held device, website or social networking site) will be considered a violation of this policy.
Harassment and bullying behavior are illegal and violates NYS laws. Types of harassing or bullying behaviors include but not limited to:

- Behaviors that are intended to harm someone by damaging or manipulating his/her relationships with others.
- Indirect, hidden acts of aggression, social isolation, and/or excluding.
- Direct, blatant acts of aggression, which can be physical or verbal.
- Harm through damage or threat of damage to another's physical well-being.
- Obvious and hidden acts of aggression toward another student such as threats, putdowns and name-calling.

Violations of the school's harassment and bullying policy are among the types of misconduct for which probation, suspension and expulsion may be considered.

Holy Angels is not responsible for any inappropriate internet use/ texting behavior that goes on outside of the school setting between students.

Holy Angels is not responsible for any activity that goes on between parents.

Reporting:

Any student who thinks they have been the victims of harassment should report the conduct to a teacher, teacher's aide, nurse or principal. Any person coming forward in good faith will be free from any retaliation.

Technology Use

Internet Policy:
Computers with Internet access are found in the classrooms and may be used by students at different times of the school day. To ensure that technology is used safely and properly to produce the maximum educational benefit for its use by all students, students need to remember:

- The use of technology is a privilege, not a right and improper use will result in immediate cancellation of that privilege. Each student is responsible for his/ her own behavior while using technology.
- The purpose of technology is to support research, education and to learn skills that are consistent with our educational objectives. Any use of technology that may be found to be harmful, distasteful, destructive or inappropriate is forbidden.
- Holy Angels makes no warranties of any kind. Holy Angels will not be responsible for damages incurred while using technology. This includes lost data, misdelivery or service interruptions caused by its own negligence or student errors or omissions. Parents and students will sign an Acceptable Use form at the beginning of the school year.

Textbooks

Textbooks are coordinated by our school, verified by each family's home public school district and picked up/ returned annually at Westhampton BOCES. A window of time will be announced during the summer for this process. Holy Angels assumes no responsibility for student's textbooks through the school year. Please make sure textbooks are covered and names written on the front. No other writing should be in the book. Please carry books in a bag to protect them. Textbooks are on loan and expected to be returned in good condition.

Cell Phone/Smart Watches/other electronic devices

Cell phone, smart watches and other electronic devices are not to be used during the school day. Cell phones, smart watches and other electronic devices should be turned off and stored inside the students backpack and/or locker (7^{th} and 8^{th} grade).

If a student finds it necessary to request to use the phone they must check with the teacher and then school secretary. They cannot use the phones in the business or health offices unless granted permission. We are guiding your child to be more independent. The phone cannot be used to call for a forgotten assignment, change in dismissal, or clothing. Students are encouraged not to bring cell phones to school. If there is an extenuating circumstance when a parent finds it necessary for a student to have access to the cell phone after school, please write a note. Any unauthorized use of the cell phone (or other communication devices including smart watches) will result in its being taken away and a demerit may be issued. Students with cause to use a telephone to call a parent will use the office telephone. Parents need to be aware of the texting and cell phone habits of their children with other classmates.

Testing Program

The Diocesan Education Department's Testing Program will be adhered to every year. The program includes i-Ready for Grades K-8 and NYS Testing (ELA and Math) in Grades 4 and 6. Students in grades 4 and 8 are required to complete NYS Science Testing. The Education Department and NYS create the schedule. Please do not schedule vacations and doctor's appointments during this time.

Holy Angels Regional School expects that all students will participate in the testing program.

Tuition Payment Schedule

Tuition payments occur from July through May except for January and June. Payments are made to FACTS Management, a secure tuition management system. The default payment date on FACTS is the 15th of each month, however adjustments can be made to suit individual family needs.

A registration fee for each child is due during the month of January proceeding the new term. Notification of arrears will be mailed when payment is not received by the fifteenth of the second month. Delinquency of payment more than three months may result in a family being asked to withdraw children from the school. It is vital that you speak to the Executive Pastor, Principal or Business Manager if you find yourself in this position. Payment of bank fees covering returned checks is expected.

Unfortunately, when an account is two or more months in arrears, report cards and student records may be withheld until the payment is made. Participation in extracurricular activities will not be allowed.

Textbooks will be released to students whose tuition and registration are paid in full and the new Tuition Agreement has been properly signed and returned to school. Please contact the Business office at 475-2641, if you have any questions about tuition or payments.

By being a registered member of a parish, you are expected to contribute to the weekly campaign of your church. That contribution helps us as a parish subsidy to the school as well as to the parish. Our community grows in faith with many parish programs that benefit our children.

If your account is 2 or more months in arrears, your child will not be allowed to participate in sports or clubs.

Tomorrow's Hope Fund

Tomorrow's Hope Foundation provides tuition assistance grants to those who meet the criteria set forth by an independent auditor. Grant applications are available through the DRVC Education Department website. The application deadline is posted on their website for the upcoming school year. Tomorrow's Hope Foundation

Holy Angels Regional School cannot provide tuition assistance. Grants are not carried over from one school year to the next. You must reapply for assistance each year.

After school Activities

There are many after school activities throughout the year. Please look for flyers and announcements regularly sent home. Additionally, the school website updates information regarding current activities and clubs. This information can be found inside the Weekly Update tab or inside the Student Life tab. Students must be picked up from these activities on time. Any child not picked up on time will be placed in aftercare where they will incur the aftercare fee.

Please Note: Students are required to have a written permission slip from parents to remain for after school activities. This slip is required EVERY time a child stays after school, even in cases where the activity is reoccurring. (i.e.: after school sports, clubs, etc.).

Middle-school sports. If your child is failing two (2) or more subjects, your child may not participate in middle school sports.

If your child is absent from school on the day of a practice or game, he/she will not be allowed to participate in that practice or game.

Visitors and Volunteers

All visitors are required to register in the main office upon entry into the school. All visitors are required to wear a visitor pass or volunteer badge supplied by the main office. All visitors are required to leave a current license or non-driver ID card with the main office during their time inside the school. All ID's will be returned upon departure from the school.

Holy Angels Regional School follows the guidelines established by the Diocese of Rockville Centre for the care and protection of children. All volunteers are required to submit proof of completion of the VIRTUS training class and have a background screening completed prior to beginning any volunteer program.

Holy Angels Regional School is a non-smoking facility. There is no smoking on the grounds.

Volunteers are expected to follow the school's code of conduct while on school grounds. Volunteers are not permitted to use cell phones, including cell phone cameras for photographs of students, while in the presence of students. If a volunteer needs to use a cell phone, we respectfully ask that you plan to do so in an area not populated with students.

Code of Conduct/Discipline

It is the responsibility of each student to think of other people, to respect the rights of others and to manifest behavior that results from inner convictions and adherence to our mission statement, "to learn, lead and serve as Jesus did".

We want to create a learning environment that honors all learning styles and creates a community of learners.

The educational relationship between the school and a student is also an educational relationship with the student's parents. Where, in the discretion of the school, the behavior, attitude or conduct of a parent is of such an uncooperative, destructive or disruptive nature that the ability of the school to manage the student's parents is impaired; a parent may be required to withdraw his/ her child or children from the school.

The code of conduct and the school's discipline policy is designed to be progressive. The goal of the school's policy is to offer students developmental opportunities for behavioral growth. As such, the initial approach of the school is to foster an environment of reconciliation, accountability and personal improvement. However, serious breaches of the school's code of conduct may include immediate disciplinary actions.

A DEMERIT is a warning to the students that they have violated one of the school's regulations.

Demerits are given for behaviors that impact the school environment negatively and may impede with the ability of other students to learn. The following list offers examples of behaviors which may qualify for a demerit but is not a complete list

Point System:

If a students demerits start to total:

5 points students receive a verbal warning.
10 points students receive a letter home
15 points parents will receive a call
20 points is an after school detention.

1 point	2 points	3 points	5 points	10 points	15 points	20 points
Gum Chewing Nail Polish Missing piece of the uniform.	Talking during announcements. Inappropriately dressed on a dress down day. Switching assigned seats. No mask on in hallways, coming in or out of school.	Disregard for lunch, Recess or dismissal rules Not adhering to grooming standards. (hair too long, not natural color) Make up	Inappropriate response to teacher or school staff.	Disrespect for the authority of a teacher or school staff. Disrespectful language or actions towards other students. Disrespectful behavior to a substitute teacher.	Open possession of cell phones or other electronic devices.	Talking or texting on a cell phone during school Vulgar language Plagiarism/ Cheating Fighting verbal or physical. (Physical fighting could lead to a suspensions) Derogatory or racist language toward another student. Disregard for school property. Inappropriate behavior in Church.

Behaviors that are highly toxic to the school's learning environment are considered an immediate priority. Incidents of this nature may supersede traditional intervention methods. Among the types of misconduct which makes pupil liable to probation, suspension or expulsion are but not limited to:

a. Actions are gravely detrimental to the moral and spiritual welfare of other students or school personnel.
b. Open, persistent defiance of the teacher.
c. Assault or battery or any threat of force or violence directed towards school personnel or student.
d.Habitual profanity or vulgarity.
e. Stealing.
f. Bullying
g. Bringing a weapon to school.
h. Sexual Harassment
i. Smoking or having tobacco.

j. Use, sale, possession, of any alcohol for beverage purposes on school premises or use, sale, possession of drugs/narcotics.
k. Willfully defacing, cutting, or otherwise injuring in any way property, real or personal, belonging to a member of the school community or to the school community.

Termination of the Educational Relationship Due to Parent and/or Legal Guardian Behavior

The educational relationship between the school and a student is also an educational relationship with a student's parent and/or legal guardian. Where, in the discretion of the school, the behavior, attitude or conduct of a parent and/or legal guardian is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student's parent and/or guardian is significantly impaired, a parent and/or legal guardian may be required to withdraw his/her child or children from the school.

Dignity for all Students Act

The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September 2010 and will become effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensure this for all New York State public school students. Although religious and private schools are exempt from the Dignity Law, much of what has been signed into the Dignity Act has been and continues to be practiced in our Diocesan schools.

Codes of conduct exist for students, staff and volunteers and policies are in place to create a safe environment in our schools free from harassment, discrimination or any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age-appropriate instruction that (1) defines abuse, (2) makes clear how to report abuse, and (3) provides training on personal safety skills.

The school curriculum and programs are built on strong Catholic principles that underscore the goal for all students to be more like Christ in their thoughts, words, and deeds. Instruction in civility, citizenship, and character education is standard curriculum in our schools, with a strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy and dignity and respect for all.

Faculty, staff and student behavior is expected to conform to values consistent with the Catholic faith.

Official Notice

Rockville Centre-Ursuline Sister Joanne Callahan, Diocesan Secretary of Education, is recognized as an official with authority to respond to Revenue Procedure (75-50) which is published in the Internal Revenue Bulletin dated December 8, 1975. In conformity with the IRS regulation, notice is hereby given that the schools of the Diocese of Rockville Centre admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the schools and that the schools do not discriminate on the basis of race in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.

Sister Joanne further explained that the very notion of racial discrimination is diametrically opposed to the concept of Christian communities that our schools strive to be. She also pointed out that our Catholic schools have always welcomed and have been enriched by students from various ethnic groups.

Lunch/Snack/Recess

All students eat in their classrooms. Lunch and recess are supervised with a collaborative effort of volunteers and faculty/staff. It is important to understand the classroom routine and rules as set by the classroom teacher. Children are to follow classroom rules and to remain seated while they eat. Running, horseplay, etc. is not allowed inside the classrooms. All volunteers are required to complete the Lunch Duty training as established by the school. Please do not send you child in to school with glass containers.

During the morning, some children have snack time. Snacks are to not be a substitute for another meal. They are to be easy for the child to handle as far as opening them and utensils needs.

Recess is an important part of the school day. The time is designed to be unstructured, free play time. Children benefit from the opportunity to play independently. They are encouraged to be physically active during this time. Students are expected to be dressed appropriately for the elements. Outdoor recess will occur throughout the winter months. Students are expected to wear the clothing (i.e.: jackets, scarves, hats, etc.) that they arrived to school wearing.

Transgenderism: School Guidelines for Gender Identity

Rationale:

At the heart of a Catholic school 's unique educational charism is integral formation of the whole human person. The Church instructs us:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. [1]

Because a child's formation includes the integrity of body, spirit, and moral development, Catholic schools have a proper concern for each student's behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit. [2] All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being."[3]

All members of the school community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in accord with God's plan for us in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human life and dignity. Our school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

As such, the proper understanding of human sexuality requires personal integrity and full integration of body and soul as created male and female by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it. "[4]

Guidelines

1. Behaviors that are contradictory to Catholic morality and the expectations of our school includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, faculty, and staff according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within."[5] Assisting the person in his or her disconnect with this reality, however sincerely

experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

Our school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.[6] Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. Our school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. Schools' pastoral and counseling services are available to all members of the schools' communities. All school administrators, faculty, staff, counselors, and volunteers will, as ministers of the Church, pastorally and appropriately represent the teachings of the Catholic Church in conformity with the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Diocesan Bishop.

2. A Pastoral Response

We encourage a pastoral approach that seeks to find a balance between recognizing the person and staying true to the mission of the Church. This calls us to learn how to communicate with parents, students, and the public in a way that is respectful while at the same time being clear about our teachings about human sexuality, creation, and the human person. Therefore:

- Our schools will identify where reasonable accommodations can or should be made as well as where they cannot for non-conforming persons.
- Our school acknowledges the need to address both the Church's embrace of those who struggle with gender dysphoria and same-sex attraction while at the same time articulating ever more clearly a Christian anthropology of the human person. Our institution should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.

3. Conclusion

Our school recognizes the inherent value and dignity of all members of the human family and value equal opportunity for all members of all races, cultures, and ethnicities.

While our school prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran or disabled veteran, we reserve the rights and protections granted in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

[1] Liberia Editrice Vaticana, Code of Canon Law Canon 795

[2] Cor 6:19

[3] Catechism of the Catholic Church #2337

Students with Special Needs

Special Education services are available for students with learning disabilities. Students who qualify for Special Education Services such as Resource, Speech, Other Health Impaired, Physical and Occupational Therapy are considered dually enrolled at Holy Angels and Patchogue Medford Schools. Special Education services are administered through Patchogue-Medford School District through a Committee on Special Education. Holy Angels follows NYSED directives when Individual Education Plans are established. Patchogue- Medford, **not** Holy Angels contracts with various service providers to provide services. Holy Angels works collaboratively with Patchogue- Medford Schools and the service providers.

Students with a documented disability may be eligible for accommodations based on the American Disabilities Act/ Section 504. Please contact the principal for information regarding the process for determining student eligibility.

Fundraising/ Parent Participation

Volunteering through fundraising programs is one of the best ways for parents to get involved at school. Parents are encouraged to take advantage of the many opportunities for direct involvement in our school.

Holy Angels is funded primarily by tuition, parish subsidies and fundraisers. Additional information regarding specific fundraiser events are sent home throughout the year. All fundraising funds raised directly support the day to day operations of the school. In special circumstances, some fundraisers are targeted to support certain school programs or future projects. We appreciate the full support that our families provide the school and work diligently to manage the school's finances wisely.

This handbook may be updated without notice.

[4] ibid

[5] Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World, #8.

[6] Pontifical Council for the Family, Family. Marriage and 'De Facto' Unions, 2000, #8.