

Holy Family School

“making a difference, one child at a time”



Student/Parent Handbook 2023~2024

17 Fordham Avenue, Hicksville, NY 11801

516-938-3846 x329

www.hfsli.org

Our Mission

It is the Mission of Holy Family School to create and maintain a Christ Centered learning environment. The formation of the whole child will be achieved with the support of family, staff and faculty. Providing a solid educational foundation will prepare each student spiritually, academically and socially to accept the challenges of the future.

Philosophy

We are a Catholic community dedicated to the Spiritual, as well as, the educational development of the child. At Holy Family, each child learns and lives the Gospel message of Christ. We help our students to learn, to understand, to love and to bear witness to their faith every day. Our school recognizes the goodness and inner potential of every child. We strengthen the development of faith, welcome diversity, and encourage qualities of scholarship; honesty, justice, and respect for others.

Our philosophy of education fosters relationships that help the children discover themselves and their complete potential. We strive to excite in each child the joy of learning as a lifetime challenge.

Accreditation Status

Holy Family School is accredited by the State of New York and by Cognia.

Academic Program

Holy Family School follows New York State curriculum in conjunction with Next Generation, Common Core, State Standards and Diocesan Guidelines. Religion is core to the curriculum.

Handbook Policy

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Rockville Centre

or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind. All parents (and students) are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook, and the form must be signed and returned to school. Failure to have a signed form on file will not prevent the school from enforcing its policies but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Parental Role

The Catholic Church recognizes parents as the primary educators of their children. The Catholic School exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by: supporting the school's mission and commitment to Christian principles; supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook; participating fully in school programs that are developed to support the education of their children; remaining informed about and involved in the religious instruction of their children. In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school,

parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal, the following:

- a.) restriction or termination of the parent's access to school or parish property;
- b.) dismissal of the parent's child (children).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

Volunteer Service Hours

It is a well-known fact that student success is directly aligned with parental/guardian involvement and support in and of the school. It is with this in mind that we ask ALL parents to volunteer a minimum of 12 hours each school year. Hours are to be logged by the individual parent on the form distributed by the PA at the beginning of the year.

Anyone wishing to volunteer in the parish or school in any capacity must submit to a background screening, complete the Code of Conduct Form, and attend the VIRTUS training course mandated by the Diocese of Rockville Centre.

Admission

Holy Family School does not discriminate on the basis of race, color, creed, national, or ethnic origin in the administration of its educational policies, admission policies, awards, or other school administered programs. Children must meet the following age requirements by December 1st of the registration year: A child entering Nursery School must be age 3; a child entering Pre-Kindergarten must be age 4; a child entering Kindergarten must be 5; a child entering the first grade must be age 6. These age requirements conform to the guidelines set forth by the New York State Education Department. Students transferring into other grades must meet with the principal and present official school records of grade level, achievement and attendance prior to registration. Children entering Nursery or Pre-Kindergarten must submit a Certificate of Birth, record of baptism, and history of immunizations at the time of registration.

Non-Catholic Students

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such: non-Catholic students are expected to participate in the religious formation and education programs of the school. Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs, but not from the catechesis held during the school day. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Discrimination Clause

Catholic Schools, administered under the authority of the Catholic Diocese of Rockville Centre, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of administered programs.

Address Change

It is imperative that the school has up-to-date address and phone information for all families as well as names and phone numbers of persons to contact in case of an emergency. The school office needs to be notified as changes occur.

Arrival and Dismissal

Entry into Holy Family School is restricted to the main entrance for children in grades K-8(front door of the building) at all times. Nursery and Pre-K students, when arriving for the day, enter through the door specified by their teacher. All children that arrive late, as well as all parents and visitors to the school are to enter through the main entrance.

Those families who drive children to school should enter the property at the east entrance; and either pull up in front of school and allow your child/children to get out of your car on their own, or if your child needs assistance, park in one of the spots. Stopping curbside and getting out to assist children is dangerous on many levels, especially due to the many buses that are pulling in at that time. Additionally, PLEASE follow the correct direction for traffic in front of school. All vehicles are to drive WEST in front of school. The entrances and exits are clearly marked.

Other than those students enrolled in the Morning Care Program, there is no supervision prior to 8:00 A.M. Children are not to arrive at school before that time. Children enter through the front door of the building and go directly to their classrooms where supervision is provided.

Children who go home by car are dismissed from the side doors. For the safety of all, it is best that parents that are picking up children at dismissal, park in the back parking lot. Parents are responsible for their children after they have been dismissed.

Please observe the school speed limit.

Dogs are never permitted on school property.

Smoking is never permitted on school property.

Cell Phones and Smart Devices

Cell phones, smart watches, or any smart devices may not be used by students in the school building. If a parent chooses to have their child carry a cell phone, it must be kept in the student's backpack at all times. Middle School students (Grades 6-8) are required to submit their cellphones to their homeroom teacher upon arrival. Cell phones are returned to students during dismissal. The office phone is always available for emergencies. Cell phones and Smart devices may be used outside of school.

Athletic and Extracurricular Participation Policy

Extracurricular activities are defined to include any activities when the student represents Holy Family School, but the school does not require such participation. This includes participation on school sponsored athletic teams.

Students may not participate in extracurricular activities without the consent of his/her parent(s) or legal guardian(s).

Students using alcohol, tobacco and/or drugs will be subject to suspension in accordance with Holy Family School policy.

Students displaying unsportsmanlike conduct, use of improper language, or lack of cooperation (in the activity or in school), as determined in the reasonable discretion of the coach, teacher or principal will be subject to suspension from the activity for a period of up to 30 days.

When a student is suspended from an activity the principal and parents must be informed.

Students participating in any extracurricular activity must be in attendance the entire day of school (excluding appointments cleared through the office) prior to an after-school or evening practice, contest, or event.

Academic Eligibility: Students wishing to participate in any extracurricular activity must maintain sufficient academic standards. Students not maintaining sufficient academic standards will be placed on probation until the time that their academic progress has returned to a sufficient level.

At the beginning of each school year, all students are considered to be in good academic standing.

Accessibility to Student Records

Parents have a legal right to view their child's school records under the provision of the Buckley Amendment. A twenty-four-hour notice is required by the school office. As a courtesy, non-custodial parents may receive general school information. However, the school will follow particular court orders regarding accessibility to all confidential records.

Assessment Cards

The assessment card reflects the learning objectives that have been specifically defined for your child's grade level. It provides the parent and student with information about strengths and needs as related to the learning objectives in each subject area.

Homework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

Homework is a mandatory part of your child's grade. If a child is absent due to illness, parents may call the school to arrange to pick up missed work at the end of the school day. Parents may also call the school and request that homework be sent home with a sibling or neighbor. Parents and students can log on to the school website or google classroom to access daily homework assigned by teachers. Teachers will update their homework by 4:00 PM daily.

Suggested Amount of Time for Homework Assignments:

Kindergarten, First, and Second Grades~ 30 minutes a day

Third Grade~ 30 to 45 minutes a day

Fourth and Fifth Grades~ 45 to 60 minutes a day

Junior High~ 60 to 90 minutes a day

Final Exam/Project

Students in grades 5 through 8 will take a cumulative final exam OR complete a cumulative project in all major subject areas.

Promotion and Retention Policy

Students failing *one or two* academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails *three* or more academic subjects, the student will not be promoted to the next grade. The decision of promotion is based on the teacher's determination and recommendation. The decision for retention is made in consultation with the teacher, parents and principal. The principal has the final say in retention.

Academic Code of Honesty

Honesty and integrity are indispensable requirements for membership in any community. A Catholic School is a community united by the dedication of the pursuit of knowledge and truth.

Holy Family School seeks to educate students who possess academic ambitions, high ethical standards, and a dedication to the common good of school, community, and society. Academic excellence, therefore, requires not only a commitment to learning, but also a sense of honor and moral integrity.

Family Educational Rights and Privacy Act

The parent of an eligible student has a right to:

1. Inspect and review the student's education records;
2. Request an amendment of the student's education records to ensure that they are accurate, are not misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records;
4. File with the U.S. Department a complaint, concerning alleged failures by the institution to comply with the requirements of the act.

Student Conduct and Behavior

Courtesy and good manners should be the key to a student's behavior in school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take care of books, desks and other furniture and equipment. To guarantee a good social and educational climate, it is important that all students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when the actions of any individual interfere with the right of teachers to teach or students to learn. Students are reminded that any teachers or staff members in the school have the right to correct any inappropriate behavior at any place on school property or at any time.

Demerits

Two types of demerits will be considered. These are *Behavioral Demerits* and *Academic Demerits*.

Examples of Behavioral Demerits include but are not limited to the following: fighting, truancy, vandalism, leaving school without permission, chewing gum, possession of any material which may jeopardize the safety of any

student, failure to adhere to the school uniform policies, use of cell phones, walkie-talkies and any other electronic devices, consistent disruptive behavior.

Examples of Academic Demerits include but are not limited to the following: unprepared for class, incomplete or no homework/assignments, late for class/special class. Students not having homework assignments completed will complete the assignment at recess on the day it was due. An accumulation of 3 demerits will result in a detention. Detention will be served after school for a period of 45 minutes on Thursdays. Parents will be given sufficient notice as to when the detention is to be served and are expected to furnish transportation after detention.

Serious Offenses

Smoking, sexual misconduct, vandalism, carrying any type of weapon, cheating, using/selling alcohol or drugs in school, on school grounds or on a school trip will be considered serious offenses and will carry with it possible suspension or expulsion.

Probation Policy

All new students are on probation for a full academic year.

A student may be put on probation for a specified time for serious or continued misconduct. Through probation, students are given a specified time period in which to demonstrate that they will observe the requirements of the school community. If they cannot demonstrate proper behavior, suspension or expulsion could result.

Suspension Policy

In School- Should a child verbally, physically, or sexually harass another student or adult, he/she will receive an in-school detention/suspension from class.

Out of School- The Principal has the authority to suspend a student. The Principal will meet with the parents to discuss the student's actions and the consequences. During the time of suspension, parents are required to provide for supervision of the child at home during school hours. Class work, homework, and projects given by the teacher must be completed in their entirety and handed in on the first day back to school. Upon returning, the student must be prepared to take any tests which are scheduled.

Expulsion Policy

There may be situations which demand the removal of a student from this school. Such situations include but are not limited to following: Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other students or adults of the school community; Chronic and incorrigible misbehavior (which undermines the classroom discipline and impedes the academic progress of the entire class); Failure of the parents to cooperate with the school community to improve the behavior of the child when serious violations take place; Continued verbal, physical or sexual harassment.

Policy on Drug and/or Alcohol Abuse and/or Possession

Students, who are found to be in possession of drugs/alcohol in school, or at school functions, will be referred, with such evidence, as exists, to the principal who will inform the parents of the student. Immediate suspension from school is automatic. The student in possession of drugs is liable to arrest and expulsion from school. Notifying the local police of such possession is an ordinary procedure to this situation. A subsequent meeting will take place involving the principal, the student's parents, and the student to determine the probationary conditions under which the student may remain in Holy Family, and if referral to a counseling situation is mandatory. If the situation warrants dismissal from Holy Family, such action will be taken.

USE: Any student found using drugs/alcohol on the school premises, or at any school function, will be immediately suspended or expelled from Holy Family. The parents must seek drug counseling by a licensed professional. The student will not be allowed back in school until an appointment has been made and the name of a counselor and the date of the appointment are on file with Holy Family. The counseling must continue until the counselor deems it is wise to terminate and so advises the school in writing. If parents or students terminate without the approval of the counselor, the student will be required to leave Holy Family immediately. Students possessing or using drugs/alcohol also face disciplinary action by the school administration. A second offense will require that the student withdraw from Holy Family immediately.

Selling/Giving: Any student discovered to be selling or giving drugs to any other student will be turned over to the police and the school administration will proceed with criminal charges. The student will be expelled immediately.

Harassment Policy

Harassment is defined as any behavior that causes undue trouble, worry, or discomfort. Any student verbally, sexually, or physically harassing another student or adult in school, on the bus, playground and/or on the Internet may be suspended or expelled from school. Given the nature of harassment, the administration may be required at times to report such harassment to legal authorities.

Reporting Procedure

Any student who thinks that he or she has been a victim of any type of harassment should report the conduct to a teacher or the principal. Any and all allegations that are brought to the attention of the school administration will be investigated and dealt with appropriately. Any person coming forth in good faith will be free from any retaliation.

Recommendations for students

Tell the harasser directly to stop.

Report it immediately to your teacher or the school administration.

Anti-Bullying Policy

Bullying is a unique form of aggression. It is distinct from isolated incidents of students lashing out in anger circumstantially or conflicts that occur between two students. Bullying occurs when a student or group of students targets an individual repeatedly over time, using physical, psychological, emotional or relational aggression to dominate the victim. Therefore, bullying behavior is repeated and intentional.

Holy Family School, in accordance with Senate Bill 71, commits itself to provide a safe, positive learning climate for all students. Therefore, it is the policy of this school to maintain an educational environment in which bullying and cyberbullying in any form will not be tolerated without serious consequences.

Students who believe themselves to be bullied are asked to report the incident to the teacher, school counselor, or principal. Complaints will be investigated promptly, and corrective action will be taken if complaints are warranted.

Student Disciplinary Privacy:

Holy Family will adhere to any and all privacy laws concerning minors. Proper disciplinary actions will always be taken according to this handbook, but individual punishments will not be shared with other parents.

Attendance

School attendance is mandated by New York State Law. All students are expected to attend school daily and be on time for classes. Any excuse, other than sickness, must be made in writing by parent or guardian before the absence. The student must make up any work missed during the absence. All vacations during the school year are strongly discouraged. Truancy means any absence of part, or all, of one or more days from school without notification of legal cause of absence by the parent or guardian. Habitual truancy means a student who is absent from school without an acceptable excuse for part, or all, of 5 or more days in a semester.

A parent is expected to call the school before 9:00 A.M. to report student absence. Please speak with our school nurse.

Requests for assignments and/or books are to be made at this time.

The principal and teacher are to be notified in writing, in advance, if absence is necessary due to a family trip. Vacations during school days are strongly discouraged and are considered “illegal” absences. Each teacher sets the terms for make-up work due to absence. No teacher is obligated to prepare work for children who are being taken out of school for vacations. Parents and students should check the school website for updated assignments during the absence.

If a student is sick during the school day, participation in after-school events is to be denied.

Books and assignments may be picked up in individual classrooms by siblings or by parents at the main office at 2:30 P.M. Children should also check the school website/google classroom for assignments at hfsli.org

Release from School

A parental request for dentist/doctor appointment is required stating the time and place of the appointment.

If a student becomes ill or injured at school, a parent or emergency contact will be notified immediately.

A written letter must accompany any child who is leaving school early for any reason other than illness. All students must report to the office prior to leaving and upon returning to school.

Tardiness

A student is tardy if he/she is not in the classroom by 8:20 A.M. A tardy student is to report to the office to receive a late pass.

Comprehensive Attendance Policy

Compulsory Attendance Addendum 2023-24

The Department of Education recognizes that the NYS Department of Education, Nassau and Suffolk Counties all differ in their approach regarding student attendance. Based on their policies

The Department of Education Attendance Policy is as follows:

The diocesan elementary schools hold the right to dismiss or disenroll a student in grades K-8 with 12 or more unexcused absences.

Examples of excused absences: illness or certain other issues such as illness or death in their family, impossible roads or weather, quarantine, required court appearance, military obligations, and approved school sanctioned sports programs.

The record of each student's presence, absence, tardiness, and early departure shall be kept in PowerSchool in a manner consistent with New York State Commissioner of Education Regulations. This record of attendance must be kept in the school building at all times.

Excused Absence

When a child has been absent, the school must require a written excuse from the parent(s) and/or legal guardian(s). These notes must be kept on file for one (1) year. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation.

Unexcused Absence

An unexcused absence occurs when a child is absent with the knowledge and consent, stated or implied, of the parent(s) and/or legal guardian(s) for other than an appropriate reason.

Truancy

A student whose parent(s) and/or legal guardian(s) expect the child to be in school and who doesn't attend for other than appropriate ("excused") reasons is truant.

Educational Neglect

School personnel should exhaust the school resources available to them before initiating an educational neglect report. These resources may include documented phone calls to parent and/or legal guardian, visits to the home, counseling, scheduled meetings of parent and/or legal guardian and school officials, and appropriate disciplinary action.

When use of school resources does not remedy the situation, and when a school official has reason to believe neglect by the parent(s) and/or legal guardian(s) is a cause, a school official should refer the matter to the New York State Central Register at 1-800-342-3720.

Family Trips

The parent(s) and/or legal guardian(s) may wish to take their children out of school for several days because of family vacation plans. Days absent for such trips are recorded as "unexcused." The principal and teacher should discuss the child's progress and make recommendations to the parent(s) and/or legal guardian(s). The principal should keep a record of the recommendations made to the parent(s) and/or legal guardian(s). The final decision, however, is the responsibility of the parent(s) and/or legal guardian(s).

Statement of objectives to be accomplished

Holy Family 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.

- Description of the specific strategies to accomplish each objective
 - 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

- 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.
<ul style="list-style-type: none"> • sick • scheduled medical appointments • sickness or death in family • day of religious observance • bad weather; impassable roads • court appearance • family emergency • district bus problem • funeral 	<ul style="list-style-type: none"> • music lessons • take child to work • high school visits • family trips • CYO trips • didn't have a ride • truant

- other school activity

- 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	S	Trip/vacation (family, CYO, etc.)	TRP
Medical appointment (limited hours)	MED	Music lesson	A
Family sickness/death/emergency	FS	Take child to Work day	A
Religious observance	RO	Visit to high school	A
Court appearance	EC	Problem with car/ride	A
Weather/impassable roads	WE	Other (not deemed acceptable)	A
District transportation	ED	Trip	TRP
Other (documented/noted)	OD		
Other School Activity	OSA		
College Interview	CI		
Funeral	FNRL		
Medical Abs. Home Tutoring	MABHT		
Retreat	RE		
Out of school suspension		OSS	
In school suspension		ISS	

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
- 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 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 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.

Band Program

Students in grades K-8 are eligible to participate in band. Ukulele is reserved for students in grades K and 1, Violin is reserved for students in grades 1 through 8 and regular band is for students in grades 3 through 8. Band is scheduled during the regular school day. Fees for band are paid directly to the band director, Paul Effman. Any questions regarding band should be made to the band instructor/director.

Emergency School Closing

Holy Family School will follow the Hicksville Public School District for weather-related emergency closings. Closings will be posted on the school website. In addition, you will receive a phone call from our automated system; SchoolMessenger.

Field Trips

Parents are to sign a Diocesan release form giving permission for their child to attend any school-sponsored field trip. A new form must be signed for each trip. Verbal telephone permission cannot be accepted; a fax is acceptable. Field trips are a privilege and can be denied for appropriate reasons.

Health Concerns

An immunization record and documentation of a current physical examination must accompany initial registration. It is suggested that children have a dental examination annually. Holy Family School follows the New York State immunization requirements. Immunizations must be current. Annual hearing and vision tests are conducted by the school nurse according to New York State mandate.

Children should not be sent to school when they have fevers or flu-like symptoms. Children must be fever free for 24 hours before returning to school.

If a student is to take prescription or non-prescription medicine at school an authorization form must be completed annually. Medications should be brought to the office with the child's name on it. NO STUDENT may be in possession of their medications.

Holy Family School has students who are highly allergic to peanuts and a variety of other products. Necessary precautions and training are in place. A “peanut-free” table is established in the lunchroom. Parents must confer with the teachers before providing any snacks or treats for students.

Parents of children with nut allergies are asked to supply “treats” for their child to have when there is a party in the classroom.

Lunch

There are three lunch periods daily. Students are expected to eat lunch in school. The lunch program offers a variety of items for purchase. We do not allow meals purchased from outside food establishments to be brought in for individual students. If your child brings lunch from home, no glass bottles, soda, candy, or carbonated beverages are permitted.

All students are expected to maintain the cleanliness of their eating environment.

All students are expected to remain on the school grounds. No child may leave the school grounds during the lunch period for any reason.

Recess/Playground Rules

- Students are expected to be respectful to all adults and to each other.
- Students are to obey the teachers and parent volunteers on duty.
- Students are to play in assigned areas only.
- Running is permitted within specific limits in organized games only.
- Fighting, pushing, shoving, nor tackling is ever permitted.
- No one is to be excluded from playing any game.
- When the bell rings, students are to stop playing and proceed immediately to their respective class lines.

Safety and Security

The safety and security of all the students and staff is a genuine concern. All school doors must be locked at all times. Anyone entering our school must ring the bell at the main entrance to gain admittance to the building and then proceed to the school office. No one is to interrupt the instructional day by going to any classroom. Any items for your child may be left with a representative from the main office and will be delivered at an appropriate time.

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Administrative Assistant, Counselor or Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

Confidentiality

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, parents are to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

Holy Family School Board

The School Board functions as an advisory body to the pastor and principal. The Board also serves as a support to the faculty and parent community in promoting academic excellence for the children who attend Holy Family School.

Holy Family School Parents' Association

The Holy Family School Parents' Association is a fund raising, social, and support organization for the school. All parents are expected to participate in the activities which this group sponsors throughout the school year. There are two mandatory fundraisers each year. Parent Association fundraisers are noted in the yearly calendar.

Bus Transportation

It is very important that each child and family comply with the transportation laws of the state. Children are not permitted to go to another child's bus stop or to go on another bus. The school has no authority to alter district transportation policies. If the child is not taking the bus home on a particular day, written notification must be given to the homeroom teacher. No verbal communication from the child will be accepted. In order to ensure the safety of all children, the students are given these directives:

- Every child must remain seated, keep aisles clear and keep arms and head inside the bus.
- No child should destroy seats, windows, or any part of the bus.
- Children must not fight on the bus.
- Children must not scream, shout or make unnecessary noise.
- No child is permitted to throw any object while in the bus or after leaving the bus.
- Each child is expected to obey and respect both the bus driver and all aides and passengers at all times.

If problems arise on the school bus, a parent's first responsibility is to address the concern to the bus driver. If not satisfied, then you should address your concerns to the Director of Transportation in your home district. Should your concerns continue, you should address the superintendent of your home district.

The school can only begin disciplinary actions when it receives a written bus report from your home district transportation department.

Student Technology Use and Behavior Policy

Holy Family School (the “school”) has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy, the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is NO RIGHT TO PRIVACY when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

There is NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload)) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

Social Networking – Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Uniform Requirements

Girls: Summer Uniform~ *Optional* for students from September – October 15 and April 29 –end of year

K-2: HFS White polo shirt
 HFS Plaid Jumper
 Navy blue knee socks
 Optional: Grey cardigan

3-5 : HFS White polo shirt w/logo
 HFS Plaid skort
 Navy blue knee socks
 Optional: Grey cardigan

6-8: HFS White polo shirt w/logo
 HFS Grey skort (knee length and NOT ROLLED UP)
 Navy blue knee socks
 Optional: Navy blue cardigan

Girls: Winter Uniform~ October 16-April 30

- K-2: HFS Plaid jumper
White long sleeve oxford button down blouse
Navy blue knee socks or tights
HFS Grey cardigan
Optional: Navy blue leggings under jumper
- 3-5: White long sleeve oxford button down blouse
HFS Plaid skort (knee length and NOT ROLLED UP)
Navy blue knee socks or navy tights
HFS Grey cardigan continued...
- 3-5: *Optional:* Navy blue leggings under skort
- 6-8: White long sleeve oxford button down blouse
HFS Grey skort (knee length and NOT ROLLED UP)
Navy blue knee socks or navy tights
HFS Plaid Cross tie
HFS Navy blue cardigan

Boys: Summer Uniform~ *Optional* for students from September – October 15 and April 29 -end of school

- K-5: HFS white polo shirt w/logo
HFS Navy blue pants
Navy blue full crew or dress socks
*Black Belt - Grades 3-5
- 6-8: HFS white polo shirt w/logo
HFS Grey pants
Navy blue full crew or dress socks
Black Belt

Boys: Winter Uniform~ October 16-April 30

K-5: White Long sleeve pinpoint button down oxford shirt
HFS Navy blue pants
HFS plaid tie
Navy blue full crew or dress socks
*Black Belt - Grades 3-5
Grey sweater **or** grey sweater vest w/logo

6-8: White Long sleeve pinpoint button down oxford shirt
HFS Grey pants
HFS striped tie
Navy blue full crew or dress socks
Black belt
HFS Navy blue pullover sweater **or** sweater vest

Gym Uniforms

Grades K-8:

HFS Navy blue shorts w/logo (summer)
HFS Grey short sleeve t-shirt w/logo
HFS Navy blue sweatpants/crew sweatshirt w/logos (winter)
Tie or Velcro sneakers only (No slip on, wedge, platform, or high heel sneakers are acceptable)
White crew socks
NO jewelry may be worn on gym days.

<u>Shoes:</u>	<u>All shoes are to have rubber soles</u>
K-2:	Girls: Black Mary Janes or lace-up shoes Boys: Black lace-up, Velcro, or dress shoes
3-5:	Girls: Black Mary Janes, loafers, flats, or lace-up shoes Boys: Black loafers or lace-up dress shoes
6-8:	Girls: Black loafers or flats Boys: Black loafers or lace-up dress shoes

Updated Transgenderism Policy – August 2023

Transgenderism: Catholic School Guidelines for Gender Identity

Rationale:

At the heart of a Catholic Education, a unique educational charism is the 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. The Catholic Church strongly holds 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

¹ Libreria Editrice Vaticana, *Code of Canon Law*, §795.

² Cor. 6:19

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

Any student who participates in any level of Catholic Education is 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 as they prepare to receive the Sacraments. Our diocesan 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. Holy Family 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

1. Guidelines

Behaviors that are contradictory to Catholic morality and the expectations of Holy Family School includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, volunteers, staff, teachers, and administrators 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

³ *Catechism of the Catholic Church*, §2337

⁴ Ibid.

⁵ Congregation for the Doctrine of Faith, *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.

clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community. All school administrators, 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:

- We acknowledge 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 program should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.
- Our school has identified where reasonable accommodations can or should be made as well as where it cannot for non-conforming persons. These accommodations are as follows:
 - The school will assist in providing spiritual counseling and referrals to supportive professional counseling that is in conformity with Catholic anthropology and Church teaching to those who exhibit such behavior.
 - The school may accept a new name only if the individual's name is legally changed. However, the school will not refer to said individual by any pronoun that does not conform with his or her biological sex.
 - The school will not allow children to wear uniforms that do not conform to their biological sex, nor can one's personal appearance reflect the opposite sex.
 - Boys are not permitted to wear makeup, earrings, or nail polish, and boys' fingernails may not be longer than 1/4 inch from the end of the fingers.
 - Regarding events where students do not wear a uniform (field trips, school dances, dress-down days, etc.), the following attire guidelines should be followed:
 - Boys/Men:
 - Slacks, non-ripped jeans, and khaki shorts are appropriate bottoms for boys/men.
 - Button-down shirts (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for boys/men. In the colder weather, a fleece, quarter-zip, sweater,

or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith.

- Closed shoes, sneakers, or boots should be worn.
- Hair is to be neatly kept, combed properly without covering the face and length should not touch the shirt collar.
- Girls/Women:
 - Skirts, dresses, pants, non-ripped jeans, and appropriate shorts that end no higher than two inches above the knee are appropriate bottoms for girls/women.
 - Blouses (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for girls/women. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith. Shoulders should always be covered.
 - Closed shoes, sneakers, or boots should be worn.
 - Hairstyles are to be neat and appropriate. Hair may not be dyed any unnatural color.
 - One earring may be worn in each earlobe. No earrings may be worn on the upper ear cartilage. No expander earrings are permitted. Earrings may not be larger than a quarter. No other facial jewelry is permitted.
 - Make-up must be subtle.
- If possible, the school may allow the individual to use a private bathroom, such as a nurse's bathroom if necessary. However, said individual may not use a bathroom that does not conform with his or her biological sex.

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.

School Dress Down Policy

Students participating in a school dress down must adhere to the purpose or intent of the dressdown. Any student who does not follow the dress down expectations will have to call home for a school uniform.

PLEASE NOTE: Holy Family Students are expected to always present themselves as ladies and gentlemen during the school day. The uniform policy is expected to be followed and will be enforced appropriately for each grade.



Boys must have neatly groomed appropriate haircuts. Their hair must be cut so it falls above their collar. No zero buzz or similar styles are permitted
No student is permitted to dye their hair.



Jewelry is limited to the following:

Boys may wear a watch and a cross or a Catholic religious medal on a chain around their neck. No earrings or facial piercings are permitted for boys.

Girls are permitted to wear a watch, a cross or a Catholic religious medal on a chain around their neck, and one set of post or small hoop earrings.

NO jewelry may be worn on gym days.



Only girls in grades 6- 8 are permitted to wear light pink nail polish. Students will be required to use nail polish remover in the Principal's Office if they come to school with polish on. Nails need to be kept at a **short length**.

~The principal and pastor have full charge of the internal administration of the school.

“Be who God meant you to be and you will set the world on fire.” – St. Catherine of Sienna

Holy Family School... “making a difference, one child at a time”

