



Holy Family Catholic
Academy

**PARENT/STUDENT
HANDBOOK**

2017-2018

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Dear Parents and Students

*"Be it known to all who enter here that CHRIST is the reason for this school.
He is the unseen but ever present teacher in its classes. He is the model of its
faculty and the inspiration of its students."*

Author Anonymous

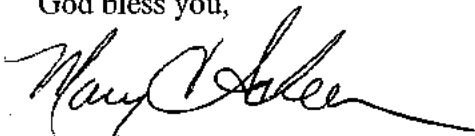
Welcome to Holy Family Catholic Academy! In choosing HFCA, you have demonstrated a commitment to the values and philosophy of a Catholic education. You have also placed a faith-based education as a priority for your child(ren).

The Parent/Student Handbook reflects the policies of Holy Family Catholic Academy. Please read this document carefully and sign the attached agreement(s)/policies. These agreements state that you and your child intend to abide by the policies of Holy Family Catholic Academy. Basic rules/regulations are stated in the HFCA Blue Folder, which each child receives. Each family will receive ONE copy of the HFCA Student/Parent Handbook, which should be kept available for reference. A handbook MAY NOT be issued each year as we will use the folder and/or handouts to update policy changes.

The faculty and staff of HFCA look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Parents are the first educators of their children. Together, we hope to build upon both the academic and spiritual foundations you have begun in your child(ren).

Through the intercession of the Holy Family of Nazareth, may we through daily prayer and divine guidance be "*Many Families in One, becoming ONE HOLY Family in Faith*".

God bless you,



Miss Mary C. Scheer
Principal

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Holy Family Catholic Academy

Holy Family Catholic Academy is a Pre-Kindergarten 3 year old through Grade 8 Catholic Elementary and Middle School under the Diocese of Brooklyn Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Family, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

From the beginning of the parish, it was the vision of Fr. Carey, Holy Family's Pastor, to have a Catholic elementary school for the parish. Holy Family School opened in September 1953 serving students from Grades 1-5. The school was the outgrowth of the Parish Religious Education Program. The Sisters of St. Joseph made up the entire first faculty of the school. Eventually the school accommodated Grades 1-8; the Class of 1957 was the first graduating class. In September 2015 Holy Family School became Holy Family Catholic Academy as part of Bishop DiMarzio's *Preserving the Vision Strategic Plan* for the Diocese of Brooklyn's Catholic Schools. The Academy serves students from PK to 8th Grade. While the faculty and staff is completely comprised of lay people, we are happy to continue the excellent academic and spiritual traditions begun by the Sisters of St. Joseph over 60 years ago.

Mission Statement of Holy Family Catholic Academy

Holy Family Catholic Academy is a vital part of the mission of the Roman Catholic Church. Holy Family Catholic Academy will provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child.

Philosophy

Holy Family Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Brooklyn.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Parents As Partners

As partners in the educational process at Holy Family Catholic Academy, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Eats a healthy breakfast;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes and submits assignments on time and reviews daily;
- Is Provided a proper time and place for completing homework assignments and studying for exams;
- For after school parents, ensures all assignments have been completed; and *are reviewed with the child at home.*
- Has a nutritional lunch with them every day.

****(Please all see Parent's Responsibilities on page 32)****

Absence

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent may be contacted. This policy is for the protection of the Holy Family students and is aligned with the state statutes of the state of New York.

Here are some other helpful reminders:

- **Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a 100 degree fever or higher will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
- An absent note stating reasons for the absence **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.
- Failure to provide a written note for any reason will lead to the absence being recorded as an illegal absence.
- Students who are absent due to illness have to make up all work missed in a timely fashion at the teacher's directive.

- For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
- When a student is absent for **more than one day due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.
- The **diocesan school calendar** provides for extended weekends & recesses throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. (See Addendum #)
- **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** (See also *Homework due to vacations/planned absences p.28.*)
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

****Please note that excessive absence (40) days or the equivalent of 40 days can be cause for a student to be retained in the current grade for another year.**

****Excessive absences and tardiness have prevented students from being accepted to both Catholic and public high schools!!**

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who miss any part of the morning or afternoon schedule will be counted as absent for ½ a day.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas.

Holy Family Catholic Academy offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Benediction and Exposition of the Blessed Sacrament are held on the First Friday of each month for the entire school community. Students in Grades 3-8 attend a parish Mass each week on an assigned day.

Computer Literacy

Word Processing, Data Base, Spread Sheets, PowerPoint, Effective Use of Social Media, and Integration with Curricular Subjects.

Fine Arts

Vocal Music and recorder are taught to specified classes. Band is available after school each Friday for Grades 1-8 for additional fees.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.

Language Arts

Reading, English Grammar, Spelling, Vocabulary, Writing Skills, and Appreciation of Literature.

Students in Grades 4, 6, & 8 take the New York State Common Core ELA Test.

Mathematics

Basic Mathematics Skills, which incorporate critical thinking, Problem-Solving Applications, and Pre-Algebra. Students in Grades 4, 6, & 8 take the New York State Common Core Math Test.

Physical Education

Physical fitness and gross motor skills programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences. Students in Grades 4 & 8 take the NYS Written & Performance Science Test.

Social Studies

History, Geography, Economics, Civics, State History, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Admission Information

Nondiscriminatory Policy

Holy Family Catholic Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

As openings become available, the following priorities will be used to accept students to Holy Family Catholic Academy:

1. Current Academy families
2. Members of Holy Family Parish
3. Members of other parishes
4. Non-Catholic students baptized in another Christian denomination

- Children entering Pre-K 3 must be three (3) years of age by December 31st.

- Children entering Pre-K 4 must be four (4) years of age by December 31st.
- Children entering Kindergarten must be five (5) years of age by December 31st.
- Pre-K and Kindergarten Students **MUST** be **FULLY** toilet trained by the first day of school.

New Students

All new students are conditionally accepted following an interview with the principal. Formal acceptance is sent by letter following review of application and all documents given at the interview.

At the time of registration, all new students seeking admission to Holy Family Catholic Academy are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- **CHILD MUST BE PRESENT**
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)

Any student applying for Admission in Grades 1-8 must also present copies of:

- Two previous years of report cards
- Two previous years of standardized test results.

All documents will be reviewed to determine whether the program at Holy Family Catholic Academy will meet the educational needs of the student. An interview with the student is part of the admission process.

*****Testing in some academic areas may be held for new incoming students in Grades 3-8.*****

Financial Obligations

September 2017 to June 2018 Tuition

Grades Pre-Kindergarten to 8th Grade

<i>Catholic Students</i>	<i>Annual Tuition</i>	<i>Monthly Payments 10 Payments from July 2017 to April 2018</i>	<i>Quarterly Payments Sept. 1, Nov. 1, Feb 1, April 1</i>	<i>Annual Tuition (Less 2% Discount) Full Payment MUST be made before Sept. 1, 2017</i>	<i>Discount Amount</i>
<i>1 Child</i>	\$4,550.00	\$455.00	\$1,137.50	\$4,459.00	\$91.00
<i>2 Children</i>	\$7420.00	\$742.00	\$1,855.00	\$7271.60	\$148.40
<i>3 or More Children</i>	\$10,225.00	\$1022.50	\$2,556.25	\$10,020.50	\$204.50

<i>Non-Catholic Students</i>	<i>Annual Tuition</i>	<i>Monthly Payments 10 Payments from July 2017 to April 2018</i>	<i>Quarterly Payments Sept. 1, Nov. 1, Feb 1, April 1</i>	<i>Annual Tuition (Less 2% Discount) Full Payment MUST be made before Sept. 1, 2017</i>	<i>Discount Amount</i>
<i>1 Child</i>	\$4,950.00	\$495.00	\$1,237.50	\$4,851.00	\$99.00
<i>2 Children</i>	\$8,050.00	\$805.00	\$2,012.50	\$7,889.00	\$161.00
<i>3 or More Children</i>	\$11,025.00	\$1,102.50	\$2,756.25	\$10,804.50	\$220.50

Half Day 3 yr. & 4 yr. Old Pre-Kindergarten Program (NO SIBLINGS)

	<i>Annual Tuition</i>	<i>Monthly Payments 10 Payments from July 2017 to April 2018</i>	<i>Quarterly Payments Sept. 1, Nov. 1, Feb 1, April 1</i>	<i>Annual Tuition (Less 2% Discount) Full Payment MUST be made before Sept. 1, 2017</i>	<i>Discount Amount</i>
1 Child	\$3,300.00	\$330.00	\$825.00	\$3,234.00	\$66.00

Half Day 3 yr. Old 3 days per week (NO SIBLINGS)

1 Child	\$2,600.00	\$260.00	\$650.00	\$2,548.00	\$52.00
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<u>Supply Fee Due First Day of School</u>	<i>\$120.00 Per Child</i>
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We also accept MOST major credit cards. You may stop into the General Office to pay by credit card or you can call the General Office to pay by telephone.

Please Note: To help defray the charges received from the bank, there is an annual \$50 fee for credit card use. (Due to their excess fees on payment – the OFFICE NO longer accepts American Express.)

As of July 2017 Credit Card Payments can be paid on line through the HFCA website. As such, accepting card payments via the office will be phased out after the 2017-2018 academic year.

After School Program

HOLY FAMILY AFTER-SCHOOL PROGRAM POLICIES AND PROCEDURES

1. The After School Program meets every day that school is in session. (Exception, the Wednesday before Thanksgiving, we are closed.) It does not meet on holidays or when school is closed. The After School Program begins at dismissal, which is 3:00 p.m., 12:05 p.m. on all half days. It ends at 6:00 p.m. sharp!
2. If you are detained and unable to pick up your child by 6:00 p.m. you should make arrangements for someone else to pick up your child. A late fee of \$15.00 per quarter hour will be added to your weekly bill if your child is picked up after 6:00 p.m. Late Fee begins at 6:01PM according to ASP Supervisor's cell phone. Note: THREE (3) late days and your child/children will not be able to attend the program.
3. The program is open to students in Pre-Kindergarten through Eighth grade.
4. All children are expected to behave in a Christian manner.
5. Each child will be given the opportunity to do his/his homework. Assistance will be given if a child is having difficulty with a particular assignment. However, please note that this is not a tutoring session. Please check your child's homework each evening.
6. Bills will be sent out on a weekly basis! Payment is expected immediately. Each bill is for the previous week. A 10% fee will be added to outstanding balances. If there is a problem with payment, contact Mrs. Jane Cardi. A returned check will have a charge of \$10.00 to cover bank fees.
7. Please provide your child with a change of clothes. After dismissal, he/she can change from the school uniform into play clothes. The children are not allowed to wear their gym uniforms to After School.
8. Since our goal is to ensure the safety and happiness of your children, it is imperative that we know how many children we have to work with in advance. Therefore, you must send a note to school, addressed to Mrs. Cardi, at least one day before you wish your child to attend the program. Any changes in regularly scheduled days should also be sent to Mrs. Cardi.
9. Please do not call the School Office during the day to make changes. The telephone number where Mrs. Cardi can be reached from 2:50 – 6 p.m. is 718-969-0177. In

case of an emergency, you may call Mrs. Cardi at 718-454-8221 in the evenings. Please do not call after 9:00 p.m. Cell #1 917-603-6424 or texts if needed.

10. IF YOU ARE IN DEFAULT OF TUITION PAYMENTS FOR HOLY FAMILY CATHOLIC ACADEMY, YOUR CHILD WILL NOT BE ABLE TO ATTEND THE AFTER SCHOOL PROGRAM.

***Holy Family Catholic Academy After-School
2017-2018 Fees***

Regular school day....

1 Child..... \$18.00 per day
2 children \$26.00 per day
3 or more \$32.00 per day

Monthly fee ...must be paid within the first week of each month, otherwise it goes to daily.

\$275.00 one child
\$375.00 two children
\$425.00 three or more children

HALF DAYS

1 child \$26.00 per day
2 children \$32.00 per day
3 or more \$36.00 per day

Allergy Policy

Holy Family Catholic Academy recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

1. Asthma Medication

- *Immediate access to reliever inhalers is vital.*
- *Children are encouraged to carry their reliever inhaler if trained to self-medicate.*
- *School office and school nurse **MUST** still be informed.*
- *Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler.*
- *All inhalers must be labeled with the child's name by the parent, and will be kept in the nurse's office.*

2. Record Keeping

- *At the beginning of each school year, or when a child joins Holy Family Catholic Academy, parents are asked to submit a child's medical record.*
- *From this information the school keeps its asthma register, which is available for all school staff.*
- *If medication changes in between times, parents are **required** to inform the school and the school nurse.*

3. Food Allergy Policy

- *Holy Family Catholic Academy recognizes that life threatening food allergies are an important condition affecting many school children.*
- *Our school welcomes all pupils with food allergies.*
- *In order to minimize the incidence of life threatening allergic reactions, Holy Family Catholic Academy will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.*

4. Classrooms

- *Teachers will be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.*
- *In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services (911) will be called immediately.*
- *Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other school personnel.*
- *All teachers will be educated about the risk of food allergies.*
- *A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Treats will be kept in a separate snack box or chest provided by the parent or guardian. During classroom celebrations, students with allergies will **NOT** be given any outside food.*
- *Tables will be wiped following any food related events held in the classroom.*

- *Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.*

Allergies & Bake Sales/Birthday/Class Parties

- *Holy Family respects the right for all children to feel included in school bake sales, birthday and class parties*
- *Holy Family must also be mindful of the health risk to children with allergies when the content of food sent in or sold at a bake sale/party is not know.*
- *If children with allergies purchase items at a Bake Sale the items will be sent home in a baggie with the child to be eaten at home under parent supervision.*
- *Same is true of birthday and class party treats.*

Bathrooms

School bathrooms/lavatories are to be used properly and left in good order. When students are sent to the bathroom, either during a scheduled class bathroom time or because the student asked to be excused, they are to:

- Use the facility in a timely manner.
- When going to or returning from the bathroom , they should not be disruptive to other classes and students.
- They are to make sure they flush the urinal/toilet.
- Wash and dry their hands *without playing with the soap and paper towels.*
- Throw out all paper towels in the receptacle.

IT IS IMPORTANT FOR PARENTS TO REMIND THEIR CHILDREN ABOUT PROPER BEHAVIOR IN THE BATHROOM.

- *When the students fool around in the bathroom playing with water, etc. , they create a dangerous situation for all.*
- *Also, partitions and fixtures are NOT to be hung on or stood on.*

Birthday Observances

- Kindergarten through 8th grade birthdays may be observed during lunchtime.
- Pre K birthdays can be observed during snack time, which is 10 am.

- **Prior** to the celebration the teacher must be contacted for the date of the celebration and what is an acceptable birthday treat.

Blogs

Engagement in any online blogs such as, but not limited to, Twitter®, Instagram®, and Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding:

- Holy Family Catholic Academy
- The faculty
- Other students or parents
- Holy Family Parish

Buckley Amendment/F.E.R.P.A. Compliance

Holy Family Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. *It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.*

Bullying and Cyberbullying

Holy Family Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously.

*****Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. (SEE APPENDIX I)*****

Cell Phones

You may determine that your student may need a cell phone after school for reasons such as:

- walking home from school
- entering a house where no one is home
- attending sports' practices or games
- attending another after school activity.

If this is the case, he/she should bring the cell phone to the teacher *upon arrival to homeroom in the morning*. When turned in, the cell phone should be in the off position for the day.

The student at dismissal will pick up the cell phone. Cell phones must be placed in their pocket, coat, or backpack, and **cannot be taken out until they are officially dismissed**, unless permitted by the teacher. **Students who violate this policy will have their phones taken away and given to the principal.**

At no time during the day should a cell phone be in a student's possession unless requested by a teacher for research. In this case:

- ***THE CELLPHONE SHOULD ONLY BE ON WHEN RESEARCH IS BEING DONE.***
- Once research is done, the phone is should be shut off.
- When students return to their Homeroom, the phones should be placed back in the bin the Homeroom Teacher uses to collect phones.

Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a **failing grade, detention, suspension, and/or expulsion.**

Child Abuse Laws

Holy Family Catholic Academy abides by the Child Abuse laws of the State of New York. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions.

All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires:

- Courtesy in all personal relationships
- Promptness in fulfilling obligations
- Concern for the environment
- Other factors which the students' sense of appropriateness will indicate to them.

*****The Principal reserves the right to determine the appropriateness of an action if any doubt arises.*****

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Crisis Plan

Holy Family Catholic Academy has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. *Holy Family Parish Church/Park on Utopia Pkwy & 73rd Ave.*
2. *Off Campus – St Nicholas of Tolentine*

Desks

Each student is assigned **one desk** in which to store textbooks and supplies. In order to maintain a quiet atmosphere for each class, departmental students are not permitted to return to their homeroom to get supplies at any time. The school reserves the right to inspect desks at any time. Desks may not be decorated inside or out. Desks must remain clean and orderly at all times. Departmental students are to respect the fact that they sit in the desks of other students and therefore the contents of those desks are the private property of those students. Students assigned to the desks are NOT to touch/borrow other student's property.

Discipline

Detention

Lunchtime detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the assigning of detention.

Infractions

Infractions are given to students in Grade 3-8 for violations of any behavior policy in this handbook, as well as for issues with homework. Examples of infraction-worthy offenses include:

- Incomplete or missing homework assignments
- Late homework assignments
- Excessive talking in class
- Disruptive behavior
- Disrespect to another
- Bullying
- Dress code violations
- School lateness

*****Holy Family Catholic Academy's Administration and Faculty reserve the right to award infractions for other offenses not listed above.*****

Students in Grades 3-8 who have earned a certain number of infractions per month will receive a reward or a punishment depending on the number. These include:

0-2 infractions	--	A prize/reward at the school's discretion
3-5 infractions	--	Nothing
6-9 infractions	--	One week of lunchtime detention
10 or more	--	One week of lunchtime detention and a 1-day In-School suspension

Suspension

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Holy Family Catholic Academy. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the "Parents as Partners" agreement in this handbook may also be excluded from Holy Family Catholic Academy.

(See Appendix IV)

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills & Procedures

State Law requires that fire drills be held throughout the year. During the fire drills, students MUST follow these regulations:

- 1. Leave in silence when the alarm sounds;*
- 2. Follow the designated exit plan;*
- 3. Walk to the assigned place briskly, in single file at all times, and in silence;*
- 4. Stand in a column of two's, facing away from the building;*

5. *Return to building when signal is given.*

Post 9/11 other drills/alerts are required. Listed below are the various alerts, signals and procedures. Should evacuation be required our Crisis Plan is used. *See Crisis Plans.*

- **Fire Drill** – normal quick quiet evacuation of building. There will be obstructed drills, which means an exit is blocked and teachers and students must know another exit point. **Alert is the fire bell system.**
- **Shelter-In** - this is an evacuation of classrooms to the School Hall. **Alert is the continuous ringing of the inside school bell until classes have begun to exit.**
- **Lock Down** – if an intruder is discovered in the building a coded PA announcement is made. The teachers are then to lock the classroom doors and move the children out of the line of sight of the door window. **Alert is: “LOCK DOWN.”** Once we are sure the building is secure we will announce **“Please resume normal activity.”** If for any reason the PA system is broken or can not be used and we need to give the alert; the alert would be either:
 1. **A series of short rings of the inside school bell or**
 2. **Office staff running to each class and verbally telling teachers to lock doors.**

Emergency Forms

At the beginning of the school year EACH student will receive a health form.

- *The Front contains current contact information that the school has on file. It needs to be checked for accuracy.*
- *The back asks for additional medical information and a THIRD party to be contacted in an emergency IF you cannot be reached in a timely manner.*
- *Parents should include work address or at very least town/state of employment on front of emergency form.*

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.

4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience assure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, **reserve the right** to restrict or **deny student participation** on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip provided by the school**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due to the teacher by the specified deadline to be eligible for participation.
9. The **official** permission slip will be provided by the teacher, and is the only acceptable form of permission. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you will have to request a new copy of the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip are legally required to attend school that day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. *A Parent/Guardian who is NOT Virtus® trained may NOT attend a field trip as a chaperone.*
16. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
17. Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
18. All chaperones must be 21 years of age or older.
19. A parent or parent-designee **MUST** accompany any student with an EpiPen, rescue inhaler, or insulin injector, on file in the nurse's office. **PARENTS**

*are responsible for contacting and providing any DESGINEE with required medication. **SCHOOL NURSE CANNOT**. A Separate letter re: DOH protocol on this matter will be sent with the SCHOOL Permission slip to any student that requires said letter. This protocol must be adhered to for the student to go on the Field Trip*

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade or to all boys or all girls in the class.

No invitations should be given-out on school grounds unless it follows the aforementioned rules, including at after school or parish events.

Grading Scale

<i>A+ = 97-100</i>	<i>A = 93-96</i>
<i>B+ = 89-92</i>	<i>B = 85-88</i>
<i>C+ = 81-84</i>	<i>C = 77-80</i>
<i>D+ = 74-76</i>	<i>D = 70-73</i>
<i>F = Below 70</i>	

Gum

*Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum. **NO GUM ON SCHOOL OR CHURCH PROPERTY at ANY TIME.***

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Health Issues– other

In addition to information provide under Allergies, Asthma and Absences please note the following:

- Following a communicable disease or extended illness, a note from the doctor **MUST** be presented stating the nature of the illness and **CERTIFICATION** that the student is able to the school.
- **A CHILD ABSENT 3 OR MORE DAYS MAY NOT BE READMITTED TO CLASS WITHOUT A DOCTOR'S NOTE.**
- Children who are wearing casts, using crutches or canes create a potential hazard for themselves and the school. Such students will not be permitted to attend school while wearing a cast or other orthopedic devices without the release form signed below by the parent. A **RELEASE FORM MUST** accompany a doctor's note on the **FIRST** date of the child's return to school wearing said device. *Parent/Guardian must request form before child/student returns to school with crutches, cast, etc. PRIOR to the child coming to school with such apparatus.*
- *In most cases, physical activity/participation in Physical education may be restricted until the school and the school nurse is in receipt of acceptable activity levels from a doctor.*

Home-Academy Association

The Holy Family Catholic Academy Home Academy Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Home-Academy Communication

In order to insure that all communication from school reaches home in a timely manner, Holy Family Catholic Academy uses a folder system. Official correspondence is sent home in the blue school folder and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. There is a replacement charge for folders that are lost.

Official school-wide emergency communications as well as timely reminders are sent using the Option C® system.

Pertinent and timely information is also posted on website as needed/as space permits.

With our academy website, teachers have been issued an email for school use only. Should teacher use this as a means of communicating with parents/guardians, the following guidelines should be understood:

1. The email is for the parent/guardian only. **At no time should a child student have access to a teacher's email.** (*Teachers using Google Classroom may allow students to email work to them BUT that is the sole purpose of a child having a teacher's email.*)
2. On a normal school day, parents/guardians should expect a reply within at least 24 hours. It must be understood that within the course of a school day teachers do not necessarily have time to check and properly respond to emails.
3. Emails sent on Fridays/Weekends may not receive a reply until the first official day back to school.
4. Emails sent on/over any extended recess, i.e. Christmas Break, Summer Vacation, may not necessarily be responded to until school reopens.
5. **Teachers** may use emails as a way of sending out their own notifications/reminders to parents about upcoming tests, projects and the like. **It should not be used by parents to ask for homework assignments that a student forgot.**

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students any day of the week, including weekends.

*****Holy Family Catholic Academy does NOT post homework on Option C®. at this time.*****

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends & recesses throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and teachers are not required to give material in advance of vacations.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or *offer payment* for homework given in advance of an absence.

Remember, school recesses are not guaranteed (Christmas, Easter, and Midwinter) and may be modified or cancelled because of unforeseen circumstances.

Homework Policy Due to Illness

When a student is **absent for TWO or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students are expected to make up all work in a timely fashion.

Instagram®:

NON- School Photos and captions on a student's or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way will not be permitted.

Latenesses

- It is *important* for a child to be on time to school each day.
- Late students disrupt the morning routine of both the classroom and the school.
- A student's lateness can be grounds for non-acceptance to high school.
- Often a student with a poor lateness record in the upper grades had the problem in the lower grades.
- Lateness for Grades 3-8 are *part of the Infraction Program.* (see p.)

For PK-2nd Grade-

- *If a child is late 2 times in one week, the teacher has the right to keep the child in at recess time.*
- *If a child is late 5 times in a month, the child could lose the next Gym Class or two.*

PLEASE NOTE-

- *In cases of VERY POOR weather/road conditions, announcements are made telling teachers to excuse lateness up to a reasonable time depending upon the conditions.*
- *If we are notified of an issue with a School Bus by the Bus Company-again those students' latenesses are excused for that day.*

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). The student must pay for books damaged or lost before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or report cards until their account is cleared.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items left are up to the school's discretion.** Lost & Found is located on the desk outside the General Office.

Items Lost in After School are left in the After School Area/School Hall.

Number of "lost" items can be reduced GREATLY if student's name is placed on ALL articles of the UNIFORM, especially if he/she goes to After School. Names should be placed on Lunch Boxes, books, etc.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Students in Grade 1-8 eat lunch in their classrooms. Students in full day Pre-Kindergarten and Kindergarten eat in a designated area. The lunch schedule is as follows:

Time	1 st Grade through 4 th Grade	5 th Grade through 8 th Grade
11:50 – 12:10	Recess	Lunch
12:10 – 12:30	Lunch	Recess

***Students in Pre-Kindergarten and Kindergarten have recess at a different time. Their lunch period is from 11:50-12:30.

Some helpful reminders:

- Holy Family Catholic Academy does not offer a lunch program daily.
- Students must bring their lunch each day.
- Students should not bring glass bottles, soft drinks or excessive amounts of candy/junk food.
- **Parents are not to bring lunches or drinks from carryout restaurants.**
- Pre-K students must also be provided a healthy snack each day.
- Parents may choose to participate in pizza/bagel day. Separate forms will be provided.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are expected at all times. Parents are encouraged to be lunch monitors to obtain service hours and provide teacher with a break. Parents do not have to volunteer for their child's class. Parent/Guardian doing lunch duty MUST be Virtus Trained.

When volunteering for lunch duty, parent/guardian should refrain from using his/cell phone as this means your attention is not on the children as required.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. *Child's name*
- b. *Name of doctor prescribing the child's medication*
- c. *Frequency*
- d. *Dose*
- e. *Date*

All non-prescription medication (aspirin, cough drops, lip balm, sunscreen etc.) should be taken to the School Nurse with the following information:

- a. *Child's name*
- b. *Frequency*
- c. *Dose*
- d. *Date*

Off-Campus Conduct

The administration of Holy Family Catholic Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. **This off campus behavior includes, but is not limited to cyber-bullying.**

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents' Responsibilities

Besides the daily things that your child needs for school, and to ensure a successful partnership between the students, parents, and faculty of Holy Family Catholic Academy, there are several things that parents/guardians can do:

- Actively participate in school activities such as Parent-Teacher Conferences;
- Ensure that the student is not careless with school textbooks and property, and pays for damages due to loss, carelessness, or neglect;

- Notify the school with a written note when the student has been absent;
- Notify the school office of any changes of address or important phone numbers;
- Meet all financial obligations to the school and extended programs;
- Inform the school of any special situation regarding the student's well-being, safety, and health;
- Complete and return to school any requested information promptly;
- Read school notes and newsletters and to show interest in the student's total education;
- Support the religious and educational goals of the school;
- Attend Mass or weekly services, and teach the Catholic faith (if Catholic) by word and example,
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy in discussing student problems.
- Remember that YOU are your child's first teacher, and it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.
- **Good example is the strongest teacher.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.
- If there is an incident at school, you as parents must make investigation of the complete story your first step. **To divide authority between school and home or within the home will only teach disrespect of all authority.**
- Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**
- Allow your child to take responsibility for grades he/she has earned and be accountable for their own homework, long-term assignments, major tests, service projects, and all other assignments.
- Allow your child to experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.
- As we teach our boys to be gentlemen, ALL MEN entering the school building for any reason are required to remove their hats while in the building. *Example is the best teacher.*

Parties

Students are permitted two class parties at the discretion of the teacher:

- Christmas;
- At the end of the school year.

Class parents may assist the classroom teacher with these two parties. We request that treats be already prepared into individual servings.

*****The amount and types of treats MUST be discussed in advance with the homeroom teacher or the principal. Anything brought in to school that is NOT approved in advance will NOT be distributed to the students!*****

Promotion Policy and Retention Policy

Advancement to the next grade in Holy Family Catholic Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given 3 times during the academic school year (December, March, and June)

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, After School Care Program or other school fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher or Principal's permission, face detention,

suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children in the Catholic tradition is an important component of the religion program at Holy Family Catholic Academy. Preparations for three sacraments: Reconciliation and Eucharist, form the core of instruction in Grade 2; and Confirmation, as a two year program in Grades 7/8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Parents who wish their child to receive First Eucharist, if Catholic, but not as yet baptized in the faith, must understand that the Church requires TWO years of instruction of both parents and child BEFORE the child can be baptized.

School Hours

The school day is 8:05 AM – 3:00 PM. Morning prayers and the Pledge of Allegiance begin promptly at 8:05 AM. Students not on line or, in the case of bad weather, not in the School Hall or homeroom at 8:05 AM are considered tardy.

Some other reminders:

- Parents should allow their child(ren) to enter the school gate on their own each morning. Various classes invite parent involvement or visitation on particular occasions.
- The school gates are open for students at 7:40 AM. No teachers will be outside before that time.
- **NO Child should be left in the lobby or with the school crossing guard before 7:40 AM! Only students on an early arriving school bus are permitted in the lobby before 7:40 AM. They should report to Early Bird room – bus children are not charged for this.**
- There is an Early Bird Program available if you need to drop your child(ren) off before 7:40 AM. Request forms from Office.
- Prayer and afternoon announcements begin at 2:45 PM each day. Dismissal follows. Please check the school calendar and weekly newsletter for early dismissal dates.

- *Parents should make every attempt NOT TO CALL the OFFICE re: changes in pick-up; for inquiries etc. after 2:40pm. With prayers and dismissal, often person on phone cannot be heard. In addition, may be too late to stop a bus child, etc.*
- Early Dismissal is at 12:05 PM.
- Holy Family Catholic Academy offers an After School Care Program. (See After School Program Section).
- Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. **Students who arrive prior to 7:40 AM or who are not picked up by 3:10 PM will be sent to Early Bird or After School. Parents will receive a bill for using these programs.**
- Students who remain after 6:15 PM will be sent home via the New York City Police Department.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM.**

School Property

- The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.
- Textbooks given to the student must have a **proper book cover at all times.**
- Textbooks are to be carried in school bags to protect from weather damage.
- No writing in school textbooks is permitted.
- The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.
- *Textbooks are the property of NYS and therefore need to be taken care of properly.*

School Safety

Holy Family Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

The Principal can ban parents who engage in any of these behaviors from the building. The children of these parents may be refused re-registration for the next school year.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

SCHOOL SAFETY extends to the parking lot as well. It is the responsibility AND obligation of every adult who drives in the lot to do so carefully and to remember children walk through the lot. This is especially true at morning drop-off and dismissal. **Parents/Guardians need to review and adhere to Appendices V & VI regarding Parking Safety Rules.**

Parking Safety also needs to be adhered to when Parking Lot is closed off –e.g. when Parish Carnival closes the lot for use. Memo sent home needs to be followed strictly.

Parents/Guardians who violate parking rules may be reminded by Administration, Faculty, Parents about the rules. Those in violation should remember these people have the safety of ALL our students in mind. *Parents in violation should be respectful to those who approach them. ANYONE approaching a car which is in violation should also do so with respect and courtesy,*

Search

The school reserves the right to search anything brought on school property. This includes but not limited to cell phones and other electronic devices.

Service Projects

Service to others is an important part of our Catholic faith. Students and families are encouraged to participate in charitable food or clothing drives and fundraisers. Students in the preparation program for Confirmation must complete service hours. Please contact the parish Director of Religious Education for more information.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Student Records

Holy Family Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Holy Family Catholic Academy Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment are in arrears.

Technology Concerns/Acceptable Usage

Acceptable Use Policies (AUPs): All students are required to sign AUPs in order to use school or personal devices or the school internet for work during the school day/year. It is possible that as new technology/devices are introduced during the academic year, AUPs may have to be revised, reissued and resigned by parents/guardians and students.

Blogs: Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: *If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the teacher upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the school day should a cell phone be in a student's schoolbag or in his/her possession. **Items taken away***

from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Electronic Readers (E-readers)/Bring Your Own Device Days (BYOD):

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle®, Barnes & Noble’s Nook®, Apple’s iTouch®, and Apple’s iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored.

Holy Family Catholic Academy, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. **A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.**

1. All e-Readers must be accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school-approved material (books, internet research, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Holy Family Catholic Academy. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school. Only the school’s Wi-Fi will be used.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are to be locked-up with their homeroom teacher when not required for school use.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

- Permission to use the telephone must be obtained from the school secretary.
- The office phone is a business phone and students are permitted to use it **only in case of an emergency.**
- Forgotten homework, lunches, athletic equipment, etc. do not constitute emergencies.
- Arrangements for after-school visits with friends should be made at home.

Testing

- Students will not be permitted to retake a quiz or a test in order to improve their academic standing at a parent's request.
- Students in Grades 3-8 take diocesan-wide standardized testing in October. (Schedules and more information will be sent home.) Parents will receive home reports about their child(ren) at the December Report Card Conference.
- Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**
- All students Grades 1-8 will be involved in Final Exams to assess their cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school. The Main Office will send schedules home in May.
- Students in Grade 4, 6, and 8 take New York State tests in ELA and Math. Students in Grades 4 and 8 take the New York State Science Test. Dates for all of these exams will be sent home. They are also listed on the full diocesan Academic Calendar in the addendum. State Tests are a part of our curriculum and ALL students in these grades are to take these tests. NYS Test DO NOT affect a student's Report Card Grade. The results are important for the school to look and analyze.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

SCHOOL UNIFORM

The School Uniform **MUST** be worn each day (except P.E. days). The school uniform is:

BOYS:

Gray Uniform Slacks (Belt for non-elastic pants)
White Uniform Shirt(1st-8th)
White Polo Shirt (PK-K)
Navy Blue Tie(1st-8th)
Black or Navy Blue DRESS socks *only*
Black Tie Shoes; **no sneaker-type shoes
or slip-on shoes**
(Velcro closures fine for younger children)
Navy Blue uniform sweater or School Sweatshirt
optional for Cold Weather
Navy Blue Vest *optional*
Hair is to be cut short, out of the eyes and neatly
groomed. Must be well above shirt collar.
NO FAD haircuts. NO dyeing or coloring of hair.
NO Facial hair.
**Black or Navy Belt required for Grades 5-8
Shirt MUST be tucked in at all times.**

SUMMER UNIFORM (May 1st- Oct.15th)

Navy Walking Shirt with White School
Polo Shirt

GIRLS:

Blue Plaid Jumper (K-5)
Blue Plaid Skirt (6th-8th)
Royal Blue Vest (6th-8th)
White Uniform Blouse
Blue Plaid Tie
Blue or Black tie or buckle shoes.
No sneaker-type shoes or slip-on shoes
(Velcro closures fine for younger children)
Navy Blue knee socks or tights
Navy Blue uniform sweater or School Sweatshirt
optional for Cold Weather
Hair is to be neatly groomed.
NO dyeing or coloring of hair. NO Fad cuts.
Clear nail polish ONLY. NO TIPS.
Make-up may never be worn.
**LEGGINGS do not constitute tights &
should not be worn under uniform.**

SUMMER UNIFORM (May 1st- Oct.15th)

Navy Walking Skort with White School Polo shirt

PK UNIFORM - Navy Sweat Pants or Gym Shorts, White Polo Shirt, white socks and velcro sneakers. On P.E. Days and "Dress Up" Days, i.e. Picture Day - Both pants and shirt **MUST** have SCHOOL LOGO.

P.E. UNIFORM -- All Grades – wear uniform NAVY sweat pants and the white uniform polo shirt **BOTH** with school logo. Sneakers and white crew socks are to be worn *only* on P.E. Day. NO>Show socks are NOT PERMITTED. No sneakers with wheels are permitted on school premises.

JEWELRY - One small ring, one necklace of a *religious* nature and a watch that does not beep are permissible. (*I-watches are discouraged. Will be collected when tests are given.*)
GIRLS may only wear ONE SMALL earring per lobe. Earrings are NOT part of the Uniform Code for BOYS.

ALL COSTUME jewelry is unacceptable and therefore is NOT to be worn.

HAIRBANDS –must be narrow & ornamentation should be **SMALL** in nature. If band/ornamentation is a distraction or interferes with students seeing board, etc., child will be asked to remove the band.

*****Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.*****

No Uniform Today Passes/Dress Down Days

Throughout the year students may earn a *N.U.T. Card* or the school may hold *dress down days*. Generally, Dos & Don'ts regarding what can & cannot be worn are provided in a memo. On these occasions parents/guardians/student should **ALWAYS** keep in mind that this is a **CATHOLIC ACADEMY**. Even when not in uniform but coming to school or a school function, the outfits worn should reflect that. *Examples of Clothing that would be inappropriate to wear (but list is not limited to just these items) are: TIGHT pants or shirts, leggings, short skirts, sleeveless tops, t-shirts with inappropriate pictures, writing and the like should not be worn.*

If the school finds an outfit unsuitable parents may be called to bring up the student's uniform for the child to change. Inappropriate outfits can be a major distraction throughout the school day. *Modesty is one of the Twelve Fruits of the Holy Spirit.*

Good Rule: If you think you shouldn't wear it, DON'T. This applies to all after school functions, including junior high dances.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Virtus Training

- The USCCB *mandates* that **NO ADULT** is to be in contact with children until *after* they have attended a VIRTUS session and have submitted the required Background Search Release and Code of Conduct Forms.
- You may register for a session by visiting www.virtus.org. Every parent/guardian, etc. **MUST** complete this training to be able to do your volunteer hours, be trip chaperones and the like.
- HFCA will try to hold **TWO** training sessions each year – one at the start of the school year and one mid-way through the year. *Training sessions are scheduled based upon the availability/schedule of our trained parent facilitators.*
- Teachers will be able to tell parents if they are listed as trained and if school has certificate on file.
- Once you have attended *Virtus Class*, please submit copy of certificate to the **General Office**.

- **PLEASE NOTE** – if parent surname – different than child’s – or you are submitting certificate for another relative – please indicate this on the certificate.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the lobby desk when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. Visitors *may be* asked to show identification in the form of a driver’s license or other government issued identification.

Parents who volunteer to serve lunch duty or who volunteer in another capacity in the school must be VIRTUS®-trained. (See above) Parents **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

Volunteering is an important service to our school. Volunteering shows children that their parents/guardians are interested in ALL aspects of the child’s education. Volunteers are need for the various Fundraisers as well as Social event the Home Academy Association runs. Fundraisers are needed to help to make up the difference between ACTUAL and PAID TUITION.

- Parents **must submit a \$250.00 volunteer fee** in September.
- Parents who complete 25 hours of volunteer service will have **ALL of the \$250.00 fee refunded.**
- A volunteer sheet with dates, hours, and event sponsor signature **must** be submitted to receive this refund.
- Completed Volunteer Sheets must be received **NO LATER** than the last day of the academic year –i.e. **JUNE 30th** to receive the refund.
- All individuals who volunteer in the school will be asked to complete the Diocesan mandated VIRTUS®-training if they have not already done so.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat. Men must remove hats/caps when inside building.
- The main responsibility of a volunteer is to assist the administration, teachers or event chairpeson. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with class parties, help at lunchtime, etc.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Option C® system.

Right to Amend

Holy Family Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via their school folder or through e-mail communication.

HFCA School Folder

The BLUE HFCA Folder provided to each child on the first days of school HIGHLIGHT KEY Components of our handbook. The folder should be used for quick easy reference of things such as: ABSENCES, DISCIPLINE, UNIFORMS.

APPENDICES

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Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors.
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyber-bullying.

Please reference section 450.2 of this Administrative Manual for more information on cyber-bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

450.2 Cyber-Bullying

Cyber-Bullying is the bullying and/or harassment to include the use of information technology equipment, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones and gaming systems to carry out the acts of bullying.

Good intervention efforts will help establish a culture and climate within the school that supports civility and respect and recognizes there are no innocent bystanders as it relates to

CATHOLIC ELEMENTARY SCHOOLS IN BROOKLYN AND QUEENS

2017 ~ Draft Academic Calendar ~ 2018

2017

SEPTEMBER (18 Instructional Days)
 5 Tuesday Faculty Planning Day
 6 Wednesday First Day of Classes for Students
 12-14 Tues. - Thurs. Back to School Nights for Parish Schools & Academies

OCTOBER (21 Instructional Days)
 9 Monday *Columbus Day - Schools Closed*
 10 Tuesday TerraNova Standardized Testing Program Begins
 11 Wednesday Rosary Rally at the Co-Cathedral of St. Joseph
 20 Friday TerraNova Standardized Testing Program Ends

NOVEMBER (18 Instructional Days + 1 Professional Day)
 1 Wednesday All Saints Day - Holy Day of Obligation - Schools Open
 4 Saturday TACHS - Test for Admission into Catholic High School
 9 Thursday *EPAC Deanery PD Day - Schools Closed*
 10 Friday *Veterans' Day Observance - Schools Closed*
 11 Saturday TACHS Makeup
 23-24 Thurs. - Fri. *Thanksgiving Recess - Schools Closed*

DECEMBER (15 Instructional Days)
 1 Friday First Trimester Ends
 4 Monday Second Trimester Begins
 4-11 Mon. - Mon. Report Card Distribution Period
 8 Friday *Feast of the Immaculate Conception - Holy Day - School Closed*
 22 Friday Christmas Recess Begins at Dismissal
 25 Monday *Christmas Day*
 26-29 Tues. - Thurs. *Christmas Recess*

2018

JANUARY (20 Instructional Days + 1 Professional Day)
 2 Tuesday Classes Resume
 12 Friday *EPAC Deanery PD Day - Schools Closed*
 15 Monday *Martin Luther King, Jr. Day - Schools Closed*
 28 Sunday National Catholic Schools' Week begins
 29-31 Mon. - Wed. Bishops' Catholic Schools' Week Visits

FEBRUARY (15 Instructional Days)
 1-2 Thurs. - Fri. Bishops' Catholic Schools' Week Visits
 14 Wednesday Ash Wednesday
 19-23 Mon. - Fri. *Mid-Winter Recess - Schools Closed*

MARCH (19 Instructional Days + 1 Professional Day)
 2 Friday *EPAC Deanery PD Day - Schools Closed*
 15 Thursday Second Trimester Ends
 16 Friday Third Trimester Begins
 16-22 Fri. - Thurs. Report Card Distribution Period
 28 Wednesday Easter Recess Begins at Dismissal
 29 Thursday *Holy Thursday*
 30 Friday *Good Friday*
 31 Saturday *Holy Saturday*

APRIL (15 Instructional Days + 1 Professional Day)
 1 Sunday *Easter Sunday*
 2-6 Mon. - Fri. *Easter Recess*
 9 Monday Classes Resume
 11-12 Wed. - Thurs. NYS Grades 4, 6 & 8 English Language Arts Tests
 27 Friday *Evangelization Congress - EPAC Deanery PD Day - Schools Closed*

MAY (22 Instructional Days)
 1-2 Tues. - Wed. NYS Grades 4, 6 & 8 Mathematics Tests
 10 Thursday *Ascension Thursday - Schools Open*
 17 Thursday Aquinas Expo - Queens
 22 Tuesday Aquinas Expo - Brooklyn
 23 Wednesday NYS Grades 4 & 8 Science Performance Tests May Begin
 28 Monday *Memorial Day - Schools Closed*

JUNE (13 Instructional Days)
 1 Friday Last Day to Administer the NYS Grades 4 & 8 Science Performance Tests
 4 Monday NYS Grades 4 & 8 Science Written Tests
 14 Thursday *First Possible Day for "Step-up" Ceremonies*
 15 Friday *First Possible Day for 8th Grade Graduation*
 19 Tuesday *Earliest Day for School Closing*
 26 Tuesday *Latest Day for School Closing*

176 Instructional + 4 Professional Days = 180 Days
 5 Emergency Days

11

Holy Family Catholic Academy
74-15 175th Street
Fresh Meadows, NY 11366



Telephone: (718) 969-2124
Fax: (718) 380-2183
Email: office@holyfamilyca-freshmeadows.org

Holy Family Catholic Academy

Faculty & Staff 2017-2018

Miss Mary C. Scheer	Principal	
Mrs. Kathy Karoher	Secretary/Tuition	
Mrs. Kathleen Fischer	Secretary/Transportation	
Mrs. Pam Lopez	School Nurse	
Mrs. Noreen Mercaldi	8 th Grade/5 th -8 th ELA	Rm 208
Ms. Diane Llanos	7 th Grade/5 th -8 th Math	Rm 206
Mrs. Donna Collins	6 th Grade/5 th -8 th S.S.	Rm 205
Ms. Marisa Bischof	5 th Grade/5 th -8 th Science	Rm 207
Miss Linda Corrigan	4 th Grade/3 rd ELA	Rm 201
Miss Lorraine Gasparri	3 rd Grade/4 th Math	Rm 200
Mrs. Jennifer McComiskey	2 nd Grade	Rm 108
Miss Angela Palazzo	1 st Grade	Rm 105
Ms. Melissa Obermeier	Kindergarten	Rm 102/103
	Kgn/PK Aide	
Ms. Christina Murphy	Pre-K	Rm 007/008
Mrs. Jane Cardi	Pre-K/After School	Rm 007/008
Mr. Joseph Brusca	Computer	Rm 109
	Spanish	Rm 106
Mrs. Jane Conlon	Physical Education	School Hall
Ms. Ji Yea Yoon	Vocal Music	Rm 107
Mrs. Vicki Maglio	Recorder/Band	Rm 107
Mr. Hector Mendez	Chief Maintenance	
Mr. Daniel Hennelly	Sacristan & Part Time Maintenance	

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Temporary Suspension of Infraction Policy

A few years ago, Holy Family Catholic Academy instituted an ***Infraction Policy***. The policy was meant to teach students a sense of responsibility and accountability for their school work, conduct, school, etc. At the end of the 2017 Academic Year, the Faculty and Administration discussed and reviewed this policy and decided the following:

Beginning in September 2018, Holy Family Catholic Academy is putting its Infraction Policy on ***Temporary Suspension***. Suspension of the policy does not mean that students ***should not be responsible*** for items covered under this policy. (see p. 22)

In place of the Infraction Policy, teachers will make use of other forms to notify parents of Infractions/Violations of school policies. Notifications might include but are not limited to-- ***pre-printed forms for things such as Uniform Violation, Lateness, Conduct Referral, Progress Report for missing homework, projects, etc.***

Some teachers may also make use of the **Classroom Dojo** as a way of communicating to parents student's poor performance or policy violations. Teacher emails may also be used .

IF as the year progresses, teachers and administration feel that this system of trying to develop student responsibility and accountability for his/her work, behavior, school and the like, the ***Infraction Policy will be reinstated***. Prior to its reinstatement, a full notice will be sent home to parents.

Holy Family Catholic Academy
74-15 175th Street
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Telephone: (718) 969-2124
Fax: (718) 380-2183
Email: holyfaminfo@aol.com

PARKING SAFETY RULES

Regardless of where you choose to park your car – Parish Parking Lot or local streets – the SAFETY RULES of Holy Family apply to EVERYONE!!!

THERE IS **NO PARKING** in or on:

- ❖ CROSSWALKS
- ❖ SIDEWALKS
- ❖ SAFETY ZONE
- ❖ BLOCKING GARAGES OR PARKING ON THE SIDE OF THE GARAGES
- ❖ **NO PARKING/STOPPING/STANDING IN THE BUS LANE ON 74TH AVE**

IN ADDITION-

- ❖ NO PULLING UP ON THE SIDEWALK ON 75TH AVE TO DROP OFF OR PICK UP STUDENTS.
- ❖ NO DOUBLE PARKING ANYWHERE
- ❖ NO DROPPING OFF OR PICKING UP STUDENTS AT THE STOP SIGNS – YOU MUST BE COMPLETELY AND LEGALLY PARKED
- ❖ NO MAKING U-TURNS NEAR THE CROSSING GUARD ON 176 ST. & 75 AVE
- ❖ NO PULLING INTO SPOTS BETWEEN MSGR. MAHONEY HALL & RECTORY TO DROP OFF STUDENTS.
- ❖ NO PULLING UP TO THE CONES OR DRIVING LANES TO PICK UP OR DROP OFF STUDENTS.

The **PROPER & SAFE** procedure for dropping off and picking up your children are:

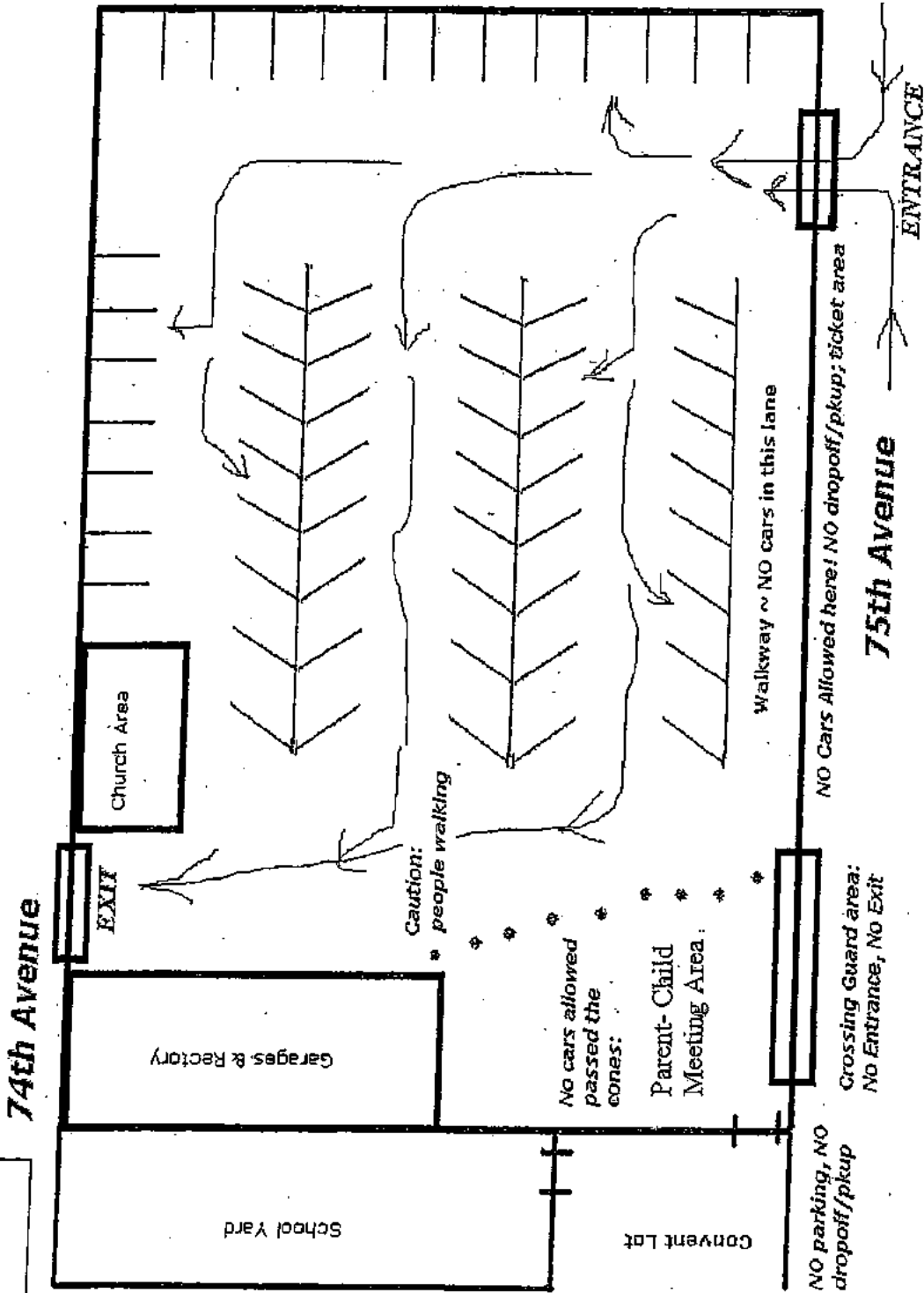
1. ENTER the parking lot from the 75th Ave entrance.
2. PULL INTO A MARKED parking space before letting your children out of the car.
3. EXIT the parking lot using **ONLY THE 74th AVE EXIT**.
4. PLEASE be mindful of children, adults walking to cars when entering and leaving parking lot at any time.
5. IF you stay around to chat with other parents – **CHILDREN ARE TO BE SUPERVISED AND NOT RUNNING AROUND – IT IS A PARKING LOT.**

PLEASE REMEMBER- all of this is for the safety of YOUR children. We need everyone's cooperation to make sure no one is hurt and things run smoothly each day. (SEE MAP ON BACK)



"Many Families becoming ONE Holy Family in Faith"

Utopia Pkwy



NO STANDING ZONE - FOR PARENTS ONLY

Front of school is a NO STANDING ZONE between 7 AM & 4PM. Parents who sit in their car or who leave car momentarily to walk child into building MAY be subject to a ticket.

VI

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HOLY FAMILY CATHOLIC ACADEMY ACCEPTABLE USE POLICY

Holy Family Catholic Academy realizes the value of access to the Internet and recognizes its value in education. It also recognizes the potential for abuse. In an effort to prevent such abuse, students are required to sign an Acceptable Use Policy at the beginning of each academic year. No student will be allowed to use the Internet at Holy Family without a completed Acceptable Use Policy (signed by both the student and his/her parent/guardian).

Holy Family uses a proxy server to filter/block unsuitable Internet sites. No filtering method is perfect, however, and on a global network it is impossible to filter all material and guarantee that no questionable material can be accessed.

Please read the policy carefully before signing it and have you son/daughter return it during his/her regularly scheduled computer class.

THE FOLLOWING IS NOT PERMITTED AT HOLY FAMILY CATHOLIC ACADEMY :

1. Any type of vandalism to hardware, software, furniture, etc.
2. Plagiarism or violation of copyright.
3. Visiting inappropriate web sites. It is understood that the Internet will not be used for anything other than teacher directed use.
4. Downloading programs of any kind to the computer's hard drive.
5. Loading software of any kind, whether from the Internet, CD-Rom, etc.
6. Accessing or using web based e-mail accounts or visiting chat rooms.

COPY

Holy Family reserves the right to access all files, Internet logs, and electronic mail. All individuals using off-site technology in a manner that causes harm to our community will be in violation of the Acceptable Use Policy. Irresponsible or non-educational use of the CATHOLIC ACADEMY network is a violation that will result in the loss of access to the Internet. Additional disciplinary measures may be determined by the nature of the violation.

.....
I have read the Holy Family Acceptable Use Policy and agree that by following the guidelines I will be allowed Internet access for the Academic year 2017-2018.

STUDENT'S SIGNATURE _____

COPY

As the parent/guardian of the above named student, I have read Holy Family's Acceptable Use Policy. I understand that Internet access is designed for educational purposes and that Holy Family has taken precautions to screen controversial or objectionable material. However, I realize that it is impossible to ensure that no objectionable material can be accessed and I will not hold Holy Family Catholic Academy responsible for materials acquired on the Internet. I request that HFCA Internet privileges be authorized for my child.

PARENT'S SIGNATURE _____

COPY
Date

TTT

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Family Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and flash drives that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Parent/Guardian Signature

Student Signature

VIII

Parent Signature Page

I have read the 2017/2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent Name (Please Print)

Parent Signature & Date

COPY

Student Name (Please Print)

Student Signature (if applicable) & Date

***Parents and students must both sign. MUST BE SEPARATE ONE FOR EACH STUDENT**

SIGNED FORM DUE TO HOMEROOM TEACHER by September 21, 2017.

PHOTO/VIDEO PARENTAL/GUARDIAN CONSENT & RELEASE FORM

Throughout the school year – Holy Family Catholic Academy holds/participates in many events which are photographed/taped, etc., by the school, diocesan agencies, etc. It is possible that these photos/videos may be used by Diocesan Media- i.e. *The Tablet, The Net*; by the school for brochures, the website, etc. to help advertise the school. (Participants/those photographed will not be named/identified unless specifically asked.)

By filling out the release/consent form below, you give authority/permission to:

1. Photograph/record your child's participation in School/Diocesan Events.
2. Use said photographs/videos in publications, websites or other materials produced from time to time by Holy Family, the Diocese of Brooklyn, or its agencies.

PHOTO/VIDEO PARENTAL/GUARDIAN CONSENT & RELEASE FORM-----Please PRINT legibly

Student's Name _____ Date of Birth _____

Address _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Parent/Guardian Name _____

School: Holy Family Catholic Academy Grade _____

Parent/Guardian Signature _____ Date _____

COPY

_____ I decline to sign Photo Release Form. In doing so I realize my child may be removed from events or activities if/when photos are taken.



"And he took them up in his arms, put his hands upon them, and blessed them."

Mark 10:16