



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

STUDENT PARENT HANDBOOK

Holy Family Catholic School



421 Fulton Street

Elmira NY 14904

607-732-3588

Last Revision Date

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DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS HOLY FAMILY CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK



Mission Statement

The Catholic schools of the Diocese of Rochester offer families a Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- **Lead** students to be disciples who know and live the Catholic faith;
- **Inspire** a learning community to foster academic excellence; and
- **Motivate** young people to fulfill the two great commandments of Jesus Christ by loving God and self in order to be responsible and give service to our neighbor.

Belief Statements

Faith

We believe that:

- Jesus Christ is the foundation of our Catholic school community and the center of everything that we do.
- Each child is welcomed in our faith community and makes a positive contribution to the Church and society.
- Catholic schools carry out the educational mission of the Roman Catholic Church and are an integral part of our parishes.
- Catholic schools are instrumental in building communities of faith, hope, and love.
- Parents and guardians are an essential element of the school community and we recognize the rights of parents as the primary educators of their children.

Values

We believe that:

- Each person is a unique being in the image and likeness of God and therefore deserves respect and dignity.
- Respect and dignity begin with self in the context of family and extend to others in the community.

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- Students should develop leadership skills that enable them to be active Christians and responsible citizens.
- Our community appreciates the unity and diversity which comprise the human family.
- All of God's creation should be acknowledged as God's gift and deserves admiration through our good stewardship.

Learning

We believe that:

- Children learn in a variety of ways, according to their individual needs, with high academic expectations and support.
- All children have the right to learn in a safe, secure, and stimulating environment.
- Learning is enhanced through meaningful partnerships between the Church, home, and school.

Service

We believe that:

- Life-long faith formation in the teachings of the Roman Catholic Church creates and supports a compassionate, service-oriented community.
- Respect for self, our school family and the diverse community in which we live inspires students to serve.
- Service to the community is rooted in our love for God and motivates us to love one another.

The Diocese of Rochester Department of Catholic Schools operates nineteen schools in a twelve county region ranging from the south shores of lake Ontario through the Finger Lakes to the Southern Tier and the New York-Pennsylvania border. The region is home to approximately 300,000 Catholics and over 100 parishes. In addition to our schools serving prekindergarten through eighth grade, there are five independent Catholic high schools in the area as well as St. Bernard's School of Theology and Ministry.

The twelve counties within the Diocese are Monroe, Livingston, Wayne, Ontario, Seneca, Cayuga, Yates, Tompkins, Schuyler, Tioga, Chemung, and Steuben. Along with the city of Rochester, the Diocese has within its border the cities of Auburn, Canandaigua, Elmira, Geneva, Ithaca, and Hornell.

The Department of Catholic Schools' offices are located within the Diocese of Rochester Pastoral Center at 1150 Buffalo Road, in the Rochester suburb of Gates.

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1.00 WELCOME

MISSION STATEMENT

Holy Family Catholic School, striving to live in relationship with God, is a learning community that fosters academic excellence, builds character and develops behavior to reflect the virtues and values of Jesus.

PHILOSOPHY OF HOLY FAMILY CATHOLIC SCHOOL

The philosophy of Holy Family Catholic School is embodied in the documents of the Church on Catholic education. The fundamental goal of our Catholic School is to see that each child reaches his or her full potential as a responsible, Christian adult. Our school has committed itself to be a constant witness to the faith. The Christian values of sacrifice and service are modeled and encouraged in our school. Our school community takes pride in and derives strength from the knowledge that it is different where it counts, in its witnessing to the Gospel message.

The Holy Family Catholic School strives to inculcate life-sustaining values that build community at all levels: individual, family, and parish. It also acknowledges and builds upon the fine tradition that is Catholic education in our community. The school recognizes that it is a vital supplement to parental efforts to develop individuals who are Christian, caring members of their communities and their churches.

HISTORY OF HOLY FAMILY CATHOLIC SCHOOL

The Holy Family Catholic School has developed from a rich tradition of quality Catholic education that has flourished for over a century. From the late 1800's through the mid 1900's, seven of the nine Catholic parishes of Elmira and Elmira Heights founded and operated Catholic elementary schools. In 1971, these parishes formed a consolidated school system to maintain Catholic education as a viable option for children from all parishes. This consolidated plan called for nine parishes supporting three K through 6 elementary schools and one junior high school. In 1986, a further reconsolidation resulted in renaming the schools, the Holy Family Catholic Schools, and in reconfiguring the buildings: Holy Family Primary School, grades Pre K-3, Holy Family Intermediate, grades 4-6, and Holy Family Junior High, grades 7 and 8. In 2009, the schools combined further to operate as Holy Family Elementary, grades Pre K – 5 and Holy Family Middle School, grades 6-8. June 2012 was the final year for the Middle School. Holy Family Elementary now serves students Pre K-Grade 6. The success of our schools bears witness to the past and present commitment of our local churches, parishioners, families, and educators to Catholic education as an integral and vital part of the mission of our Church.

St. Mary's school was erected in 1898 and stands today as one of the oldest schools in the region. 1998 was the centennial year for the St. Mary's school building, known today as Holy Family Elementary School. St. Mary's opened for Grades 1 through 8 on June 26, 1898, with a faculty consisting of the Sisters of St. Joseph of Rochester.

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1.01 Student Expectations

As a Catholic community we hold Jesus Christ as a model for our words and actions. Each member of the community is called to:

- Consider the uniqueness of the individual person within the community
- Develop an increased sense of respect for oneself and for others
- Create an atmosphere that enables each student to advance from externally imposed discipline to greater self-discipline

Responsible and respectful behavior is expected at all times. This includes:

- Being on time to class, prepared with homework and materials, and in a learning mode.
- Proper use of the lavatory facilities.
- Respect toward noontime supervisor, proper use of food, practice of good manners and courtesy toward one another in the classrooms and at recess. All food is to be consumed at lunchtime in the classrooms.
- Peaceful resolution of differences in all situations.
- Respect for school property, personal possessions, and the property of others. Keeping the school neat, clean and free of litter.
- Proper language, both verbal and non-verbal.
- Orderly, courteous, and safe conduct during arrival and dismissal from school, during fire drills, and in the hallways before and after school and between classes.
- Behavior appropriate to special situations at-church, on school trips, at school sponsored activities, at assemblies and special programs.
- Being in the proper place at the proper time.
- Adherence to school policies regarding attendance, uniform, personal possessions, substance abuse and weapons.

1.02 Parent Expectations

Parents are bound by most serious obligation to educate their children and therefore must be recognized as the primary and principal educators. The parental role is so important that only with difficulty can it be supplied where it is lacking. Parents are the ones who must create a family atmosphere. (Declaration on Christian Education, #3,1965)

Holy Family Catholic School believes that successful education is dependent on a partnership between the parent and the school and fully recognizes the parent's obligation to provide an education for their child. It is essential that the school and the parents understand their respective obligations to the other. Parents may expect high educational standards, and in turn, Holy Family expects parents be active participants in the religious, academic, and social formation of their children. By choosing a Holy Family Catholic School education, parents agree to uphold Holy Family policies, procedures, and decisions as partner in the education of their child. What follows constitutes basic expectations for parents and for Holy Family Catholic School.

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What Holy Family Catholic School can expect from parents:

- Parents will support, encourage, and order the lives of their children toward gospel values.
- Parents will model integrity, virtue, and gospel values for their children, and they will hold them accountable for inappropriate behavior expressed either in the home or in the school.
- Parents will understand that disciplinary issues and consequences addressed by the school are not negotiable.
- Parents will support and endorse the philosophy and mission of Holy Family Catholic School; attend school events, including parent meetings and conferences.
- Parents will ensure that students are picked-up from school and from school events on time.
- Holy Family Catholic School expects that parents will register their dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration at a higher level.
- Holy Family expects that parents will fulfill their financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

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2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 7:50 AM and ends at 2:15 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:30 AM or after 5:30 PM, unless attending an authorized school program or function.

2.02 SCHOOL FACULTY & STAFF

HOLY FAMILY ELEMENTARY 2016-2017 FACULTY & STAFF

Principal	Mrs. Lorie Brink
Ass't. to Principal, Dev./P.R.	Mrs. Ann Connolly
Secretary	Mrs. Karen Thorpe
Pre-K 4	
Pre-K 3	Mrs. Sharri Sincock
Kindergarten	Mrs. Kathy Oplinger Mrs. Amanda Reeves
Grade 1	Mrs. Charlotte Wirth Miss Megan Weber
Grade 2	Miss Jessica Jungquist
Grade 3	Mrs. Julie Teeter
Grade 4	Miss Victoria Wilson Mrs. Kristin Sindoni
Grade 5	Mrs. Nicole Rosemark
Grade 6	Mrs. Apryl Clary
Physical Education	Mrs. Lindsey Barden
Art	Mrs. Amanda Barody
Music	Mrs. Gwen Beckman Ms. Marianna Raho
Technology	Mr. Mark Schoonover

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Building Aides	Mrs. Lisa Crandall Mrs. Lara Weigand
Librarian	Mrs. Bridget Hallinan
Custodians	Mr. John Migliore Mr. Charles Flaherty
School Nurse	Ms. Cheyenne Rhodes
Title 1	Mrs. Kristine Jessup

2.03 SCHOOL DRESS-CODE AND UNIFORMS

Girls Uniform

Jumper:	Plaid, knee-length – Kindergarten through 6 th grade.
Skirt:	Plaid, knee-length, full skirt – 4 th through 6 th grades ONLY.
Pants:	Navy blue chino style (no cargo or painter-style pants or jeans)
Walking Shorts:	Navy blue chino style (no cargo or painter style, no jeans) *Warm weather months only when announced*
Polo Shirt:	White or Navy blue - must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
Blouse:	White with Peter Pan collar or oxford style - must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
Turtle Neck:	White or Navy blue must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
Sweater:	Navy blue cardigan. No other colors allowed with uniform during the school day. Must have “Holy Family School” logo or none at all. Brand name trademarks or logos on shirts will not be allowed.

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- Socks:** Navy blue, black or white; or athletic socks covering the ankle bone on gym days. Socks must be plain without logos or decoration. Socks are required every day.
- Tights:** Navy blue or white, plain or cable knit, with no decoration.
- Leggings:** Navy blue or white
- Shoes:** Black, dark blue or brown dress style or approved athletic shoes (UGGs, sandals, flip-flops, clogs, crocks, ballerina-style, and light up shoes are not permitted).
- Snow boots, work boots, or UGG-type boots are not permitted in school during class time. UGG-type boots are not to be worn with the regular school uniform. UGG-type boots are not to be worn as winter/snow boots in the winter.
- Shoes must be tied and secure to the foot at all times. If this becomes a problem, child will be asked not to wear them to school any more.

Boys Uniform

- Pants:** Navy blue chino style (no cargo or painter-style pants or jeans)
- Walking Shorts:** Navy blue chino style (no cargo or painter style, no jeans)
Warm weather months only when announced
- Polo Shirt:** White or Navy blue - must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
- Oxford Shirt:** White - must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
- Turtle Neck:** White or Navy blue must have “Holy Family School” logo or NO logo at all. Brand name trademarks or logos on shirts will not be allowed. Shirts may not have decorative trim on the collar or cuff. *Shirts must be tucked in on Mass Days or other Special Occasions.*
- Sweater:** Navy blue cardigan. No other colors allowed with uniform during the school day. Must have “Holy Family School” logo or none at all. Brand name trademarks or logos on shirts will not be allowed.
- Socks:** Navy blue, black or white; or athletic socks covering the ankle bone on gym days. Socks must be plain without logos or decoration. Socks are required every day.

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Shoes:	<p>Black, dark blue or brown dress style or approved athletic shoes (UGGs, sandals, flip-flops, clogs, crocks, ballerina-style, and light up shoes are not permitted).</p> <p>Snow boots, work boots, or UGG-type boots are not permitted in school during class time. UGG-type boots are not to be worn with the regular school uniform. UGG-type boots are not to be worn as winter/snow boots in the winter.</p> <p>Shoes must be tied and secure to the foot at all times. If this becomes a problem, child will be asked not to wear them to school any more.</p>
Fleece Jacket	<p>A Navy blue half-zip fleece jacket or full-zip fleece jacket with the full artwork logo is available for purchase through Lands' End. This jacket may be worn during the day with the regular uniform if desired. No other jacket may be worn with the uniform during the school day. The fleece jacket option may not be worn as part of the gym uniform on gym days.</p>
Gym Uniform	<p>Navy blue sweatpants, sweatshirt, shorts and tee shirts with the Holy Family School logo on all pieces.</p>
Winter Clothing	<p>*Winter coats, snow pants, boots, gloves and hat are mandatory for recess in all cold months.* If items are not available, your child will not be permitted to go outside for recess.</p>
Hair Style	<p>Only traditional hairstyles and natural hair color are allowed. Boys must wear their hair cut neatly and above the collar of their shirts. Conservative hair accessories are permitted at the discretion of the Principal.</p>
Jewelry	<p>Cosmetic jewelry such as necklaces and stud earrings must be simple and a safe and tasteful design. Boys are not permitted to wear earrings to school or to school functions. Only one wrist watch and/or one bracelet may be worn at a time.</p>
Make-up	<p>Base/cover-up make-up is permitted to conceal minor blemishes if desired. Eye-liner, eye-shadow, eye-lash or other embellishment and color will not be permitted.</p>
Nail Polish	<p>Clear and solid colors are permissible. All nails must be uniformly painted the same color. Designs and decals are not permissible.</p>
Special Occasions	<p>There are special occasions during the school year (e.g. concerts, pageants, Grandparents Day, Spring Photos) when students are expected to dress up. Appropriate attire would include dress slacks, dress shirt and shoes for the boys; a dress or skirt outfit and dress shoes</p>

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for the girls. Please be sure dresses are age appropriate for Elementary aged children. Shoes must be safe and secured to the foot.

Dress Down Pass Throughout the year children will earn dress down passes. These will be used when your child would like to dress out of uniform for the day. Clothing must be modest and clean. Girls are not permitted to wear midriff shirts or halters. On Dress Down days UGG-type boots and other sturdy shoes or sandals may be worn.
Dress Down Passes will not be honored on Mass Days or gym days.

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

The decision to cancel school for the day will be made by the administration of the Elmira City School District. Radio and TV stations are contacted for public announcement, usually between 6-7:00 AM.

If schools are open and individual parents/guardians determine that weather conditions are too severe to send their own students, the parents should contact the school, inform the secretary of student's absence and write a note to that effect when the student returns to school.

Weather conditions may require that the opening of school be delayed. Notice of a delayed opening will be provided in exactly the same manner as the closing of school. School will begin exactly two hours after the normally scheduled time (9:50 AM). Students who are transported by bus should be at the bus stop two hours later than they would normally go there. The school day will end at its normal time. Please note the following exceptions:

AM Pre-Kindergarten sessions will be canceled. PM sessions will begin at their normal time.

2.05 DIGNITY FOR ALL STUDENTS ACT

Holy Family Catholic School adheres to the new York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Schools have pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

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2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents must notify the Main Office at 607-732-3588 to report student absences.

Excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester follows New York State Public Health Law which requires that all students have satisfactory proof of immunization against polio, regular measles, German measles, diphtheria, mumps, Hepatitis B, and chickenpox. Exceptions may be granted for medical or religious reasons.

3.03 STUDENT NONDISCRIMINATION

The Department of Catholic Schools will not discriminate on the basis of race, color, and national or ethnic origin in administration of their educational policies, admission policies, financial assistance programs, athletic or other school-administered programs.

3.04 LEAD TESTING FOR PRE-SCHOOL STUDENTS

All pre-school students must provide documentation of lead screening at the time of enrollment.

3.05 TRANSFERS

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

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the "Parental Authorization for Administration of Medications in School" is completed and returned to the school. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an "Emergency Treatment of Students" form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

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5.04 CHILD ABUSE

Under the New York State Child Protective Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused or neglected are mandated to report their suspicion. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

6.00 FINANCIAL

6.01 TUITION

The annual tuition at Holy Family Catholic School is \$3,525 for parishioner and \$4,925 for non-parishioner. Tuition payment options are administered through FACTS Tuition Management.

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither Holy Family Catholic School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family’s parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Holy Family Catholic School or the school principal.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by FACTS as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

Holy Family Catholic School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of Holy Family Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "Holy Family Catholic School Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

1. Acceptable Use:

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Holy Family Catholic School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use:

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

3. Privileges:

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

4. Warranties:

The educational programs governed by Holy Family Catholic School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by Holy Family Catholic School

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specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While Holy Family Catholic School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Holy Family Catholic School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Holy Family Catholic School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;

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- Revealing a personal phone number, name or address of one's self or another.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, iPods, or any digital equipment. All electronic communications devices are subject to the harassment policy.

Electronic games/devices, Ipods, or cell phones as well as other valuable personal products are not allowed in school or at school events. While students are taught respect for the property of others, the school cannot take responsibility for loss and damage of personal items

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8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Associate Superintendent
Athletics/CYO	Coach	Athletic Director & Principal	Project Manager for Youth Ministries
Behavior	Teacher	Principal & Counselor, <i>if applicable</i>	Associate Superintendent
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	School Business Manager	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Associate Superintendent
Safety	Teacher	Principal	Superintendent
Special Education	Teacher	AIS Teacher & Principal	K-8 th Grade: School District of School Location; Preschool/ Pre-K: School District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	School Business Manager	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, except where noted above, the Superintendent is the Fourth Contact.

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8.02 MEDIA RELEASE STATEMENT

Holy Family Catholic School subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).

Adults:

Holy Family Catholic School does not require signed release form to publish images of adults.

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

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Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the “*Holy Family Catholic School Acceptable Student Use of the Computer Network and Internet Policy*” with their child(ren). This document will be kept at the school for the duration of the student’s attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the “*Holy Family Catholic School Acceptable Student Use of the Computer Network and Internet Policy*.” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*Holy Family Catholic School Acceptable Student Use of the Computer Network and Internet Policy*.” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

Signature of Parent / Guardian

Date

Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the “*Holy Family Catholic School Acceptable Use of the Computer Network and Internet Policy*.” I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date