

# Parent/Student Handbook

## 2018-2019

REV. 8/2018

607-337-2207

[www.hfsnorwich.com](http://www.hfsnorwich.com)



# **MISSION STATEMENT Holy Family School**

Holy Family School is a safe, secure, and caring school which fosters responsibility, self-discipline, and strives for spiritual and academic excellence.

Holy Family's Catholic education is intended to make one's faith living, conscious, and active through the light of instruction.

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**ADMISSION POLICY** Students who desire an educational experience founded on the Christian philosophy of education and who fulfill the age, health and academic requirements are eligible for admission to Holy Family Catholic School and its educational program and activities without discrimination as to sex, race, color and national or ethnic origin. Equal opportunity is provided for both employees and students.

Holy Family School is a Catholic School. We are happy to share our religious values with all interested families. Students of other faiths will attend all scheduled religion programs and classes. Presence at religious services is mandatory. Students of other religions are required to do daily class assignments in religion.

Before a student is officially accepted into Holy Family School, a transcript of his/her grades from the previous school, testing/counseling records, Individual Educational Plans (IEPs), immunization records, registration form, tuition payment form, birth certificate copy, and any court-ordered custody statements must be sent to the school office.

Holy Family School is dedicated to providing the best possible education for our students. To do so, reasonable behavioral standards are expected. Prospective students with a history of chronic behavior problems may be declined admission. Students with prior behavioral problems or extensive educational needs may also be accepted on a probationary basis, with reviews weekly between parent and teacher(s), and principal, if needed.

New students' academic and behavioral progress will be reviewed during the first five weeks of school. If the reviews are unsatisfactory, a conference will be held with teachers and parents and an academic plan or behavioral contract will be instituted. The reviews will be continued on a weekly basis until the end of the first quarter. At that time, a decision will be made regarding the student's plan and continued enrollment. Students who have chronic unsatisfactory reviews may be required to withdraw from Holy Family School.

## ***TUITION POLICY AND APPLICATION PROCESS***

TUITION It is the goal of Holy Family School to provide a quality Catholic education for the children of our communities. Tuition, parish support, PTO support and the Annual Fund drive provide the revenues necessary to cover the school's expenses. Due to the continually increasing costs, it is essential that each family utilizing the school contribute to the expenses involved by paying tuition.

**The Diocese of Syracuse has set forth a policy regarding tuition payment. When tuition payments are delinquent the school reserves the right to decline enrollment of a student for subsequent semesters until such payments are made or an alternative agreement is reached with respect to such payment. In addition, one or all of the following sanctions will occur for failure to pay tuition according to the tuition schedule:**

- 1. A student may not begin school in September if there is past tuition due.**
- 2. A tuition payment plan must be in place in order for a student to start the new school year.**
- 3. If tuition is two months in arrears the student will not be able to return to school the following Monday.**
- 4. If a student withdraws from Holy Family School after December 15th, 2017, any remaining tuition payments for the school year will still need to be made.**

Limited tuition assistance is available through the diocesan programs to aid families in financial need. Applications must be made in the spring prior to the next school year.

A non-refundable registration fee per family will be required to secure your child's placement in our school. We do realize that tuition is a financial burden for many of our families. This is why we offer the Smart tuition payment plan. For more information on this plan please contact our financial office at 607-337-2201 or email Margaret Caezza at [mcaezza@syrdiocese.org](mailto:mcaezza@syrdiocese.org)

All new applicants must bring the following information to school when registering:

1. Birth Certificate
2. Baptismal Certificate
3. Record of Immunizations with corresponding dates
4. History of any medical illness, surgery, physical or speech handicap
5. IEP's or 504 Plans.

**SCHOOL HOURS** Through the years, we have learned that success in school and regular attendance goes hand in hand. We ask your cooperation in teaching your child about the importance of being on time. The school office opens at 7:30 AM. Children attending our before school program may enter the school as early as 6:45 AM. All children entering the school before 7:45 will be sent to the before school program. Children will be released to their classrooms at 7:45 AM.

**School begins with the Pledge of Allegiance and prayer at 8:15 AM, followed by announcements, attendance, and lunch counts. Students are expected to be in their classrooms and ready to begin the day by 8:15 AM. Dismissal time is 2:45 PM. Parents picking up children may enter the building no earlier than 2:45 PM.**

**On days when there is an early dismissal scheduled, dismissal is at 11:00 AM.**

**LITURGICAL CELEBRATION** School Masses will be celebrated with the Holy Family School community once a month and Holy Days. All interested people, especially parents, are invited to attend. Grades 2-6, Faculty, and PTO take turns planning the liturgy, music, readings and petitions.

**ARRIVAL/DISMISSAL PROCEDURES** Students arriving on buses will follow the instructions of their bus driver regarding safety. They will go directly into the building. If students are being dropped off by parents at the Prospect St. entrance they may enter the building beginning at 7:45 AM. If the students are being escorted into the school by an adult they may park in the parking lot and enter through the Main entrance. Walkers must enter through the main doors (parking lot).

Students who will be going home with other students (or other parents) must present a note to the classroom teacher on the day of this occurrence. If no note has been sent, the student must adhere to his/her regularly scheduled way home. Students who participate in activities outside the normal school day must also present parent notes explaining who the student will ride home with.

**BEFORE AND AFTER SCHOOL PROGRAMS** Students arriving between 6:45-7:45 A.M. at HFS will be enrolled in the Before-School Program. A nominal fee is charged; parents/guardians will be billed weekly.

The After-School Program begins at 2:45 P.M. when classes are dismissed. Parents should notify the office when their child(ren) will be attending. A schedule of rates is published at the beginning of each school year. These fees will also be billed weekly.

**ATTENDANCE** Since regular attendance at school is necessary for one to be successful in school, parents should consider it a serious obligation to have their children attend school daily and promptly. Absentees miss valuable class instruction, discussion and continuity of work. However, please do not send a child to school if he/she is ill. If a child is going to be absent, the parent must notify the school office (337-2207) before 8:45 A.M.; please make all homework requests at this time. If the school has not been notified by 8:45 AM the school office will attempt to contact parents about student's absence.

On the day the student returns to school, he/she must bring a note to the classroom teacher from the parent containing the child's name, teacher's name and grade, date(s) absent, reason for the absence and parent signature. Please be specific as to illness causing the absence.

Excessive absences and/or tardiness will be addressed on an individual basis by the principal; a parent conference may be scheduled.

An excused absence is defined as personal illness, death in the family, funeral of a relative, family vacations or other extenuating circumstances as approved by the principal. All other absences are considered unexcused. A student who is absent a minimum of two and one-half hours is considered to be absent one half day. All make-up work for any absence must be returned to the teacher ASAP. The principal and teachers should be notified in writing two weeks prior to planned absences. Parents and students need to honor the school calendar conscientiously.

**TARDINESS** Prompt arrival at school is expected of all students. Late arrival disrupts class and cause loss of instructional time. Any student (K-6) who arrives at school after 8:15 A.M. is considered tardy. Three tardy arrivals in one quarter will prompt a call to the student's parents from the teacher and/or principal.

**ILLNESS** If your child is ill for any reason please do not send them to school. If your student is seen in the office and has a temperature of 100 degrees or higher their parent or emergency contact will be contacted to come pick them up. If a student is sent home from school with a fever we ask that the student not return to school until they are fever free for at least 24 hours.

**ABSENCES** Notify the school office of the child's absence and request for the day's work. Pick up the necessary materials or assignments from the office at the end of the school day (or ask the teacher to send them home with a sibling or other designated person). Do not interrupt a class to get assignments. Parents/students must see that assignments are completed and turned into the teacher ASAP, according to the individual teacher's guidelines.

**EMERGENCY SCHOOL CLOSINGS** In the event of bad weather conditions that would necessitate the closing of Holy



Family School, it will be done in conjunction with the Norwich City School District. Therefore, Holy Family School will be closed only if you hear that Norwich City Schools are closed. Please make arrangements for your child in the event that school would have to close early due to bad weather or some school emergency that might occur, should there be no one at home. Holy Family School will send out notifications via phone message and email as well as posting on our website.

BUS TRANSPORTATION A. Busing is provided by the home school district.

1. New York State Law requires school districts to bus within a 15- mile radius of a private school. If the district is busing students to a private school and a child living more than 15 miles from the school requests transportation, the district may designate a pick-up spot for that student within the 15- mile radius. This is generally another district building. Districts are not required to bus children below Kindergarten age. Younger children are bused at the district's discretion.

School districts providing transportation to Holy Family School are:

Norwich City Schools (607) 334-1600 ext. 1602, Sherburne-Earlville Central School (607) 674-7353, Unadilla Valley Central School (607) 847-7500 ext. 1122, Oxford Academy & Central School (607) 843-7196, Otselic Valley Central School (315) 653-7218, Gilbertsville/Mt. Upton (607) 783-2262 ext. 115 Morris Central Schools (607) 263-6100.

2. Transportation to private schools must be submitted to each district by April 1 of a given year for busing in September. Late requests are authorized at the discretion of the home school district.

B. It is the bus driver's authority and/or responsibility to maintain control of the pupils. 1. Pupils should be at the bus stop approx. 5 minutes before the bus is scheduled to arrive. 2. Pupils must wait in a location clear of traffic and away from bus stops. 3. Behavior at the school bus stop must not threaten life, limb or property of any individual. 4. Pupils must go directly to an assigned seat so the bus may safely resume motion. 5. Pupils must remain seated keeping aisles and exits clear. 6. Pupils must observe classroom conduct and obey the driver promptly and respectfully. 7. Pupils must not use profane language. 8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. 9. Pupils must not have alcohol, drugs, or tobacco in their possession on the bus except for prescription

medication required for a student. 10. Pupils must not throw or pass objects on, from, or into the bus. 11. Pupils may carry on the bus only objects that can be held in their laps. 12. Pupils must leave or board the bus at locations to which they have been assigned unless they have

parental and administrative authorization to do otherwise. 13. Pupils must not put head or arms out of the bus windows. C. Suspension, expulsion or immediate removal from bus:

The principal is authorized to suspend or remove pupils from school bus riding privileges.

**DRESS CODE Holy Family School enforces a dress code for both the girls and the boys in order that all of our students come appropriately attired for school; students are expected to dress in a manner that indicates that they are engaged in a serious business - EDUCATION. It is our desire that the dress code be focused on uniformity and be cost effective for the parents. Uniforms may be purchased from designated suppliers or from those donated by families whose children have outgrown theirs. The dress code for Holy Family School students for the school year is as follows:**

**GENERAL REQUIREMENTS OF THE DRESS CODE FOR ALL GRADES:**

1. Belts should be worn with pants (boys and girls). 2. Good tennis shoes or sneakers may be worn as long as they are neat and clean.

Shoelaces should be tied at all times. For safety reasons, no shoes with heels or soles over 1 inch may be worn. No shoes with open toes or heels may be worn. No Boots or flip-flops. 3. Socks should be solid Navy blue, black, or white. No other colors may be worn

(Boys and Girls). 4. Polo shirts, with the exception of Holy Family approved shirts, may not have a logo larger than the size of a quarter. All shirts must be tucked in. 5. A white or light blue turtleneck may be worn (boys and girls), especially in colder weather. 6. In colder weather, white or navy blue sweaters (pullover or cardigan) or sweater

vests, or the navy blue sweatshirt with the school logo on it may be worn. NO OTHER sweatshirts may be worn. Coats may not be worn in class unless specific permission is given by the teacher specifically for that class. 7. Students may wear navy blue or khaki uniform shorts until November 1st and again after April 1st at the discretion of the parents. Shorts should be no more than 1 inch above the knee. 8. Students will be asked to stay in their Mass uniforms for the entire day.

NON-UNIFORM DAY Students may wear non-uniform clothes on the last Friday of the month. Attire must be appropriate for school (ie: no t-shirts with inappropriate sayings, no spaghetti straps or tank tops, no clothes that are ripped, shorts and skirts must be no more than 1 inch above the knee).

HAIRSTYLES Students, may not wear their hair in any extreme style that may distract from the learning climate. All students are expected to wear their hair in neat and clean styles, appropriate for school, Simple hair ribbons or barrettes only.. Definition of “extreme” will be defined by the teacher or principal. (Extreme includes mohawks or any emblems ‘carved’ into hair. Children’s hair should be the NATURAL color, no “Shock” colors.)GIRLS REGULAR SCHOOL DAY Plaid jumpers or navy and khaki skirts with white, navy or light blue blouse or polo shirt. Navy blue or white socks. Skirt length should be no shorter than one inch (1”) above the knees. During colder weather, girls may wear navy blue or white tights under their jumpers. Leggings are not allowed. May wear navy blue or khaki slacks with exception of mass days. When wearing Shorts, Skirts, or Slacks, Shirts MUST be tucked in.\*Added note: No make-up, including

lip-gloss, mascara, and/or eyeliner. No Jewelry except a watch; post-type earrings only (earrings should not fall below the bottom of the ear lobe). Simple hair ribbons or barrettes are allowed.

MASS DAY Girls are required to wear jumpers or skirts with a button down blouse, (no shorts or pants) and shoes. Dress shoes are suggested.

BOYS REGULAR SCHOOL DAY Navy blue or khaki pants, a belt is recommended with white, navy, or light blue collared shirt and navy blue or white socks. NO T-SHIRTS. Dress pants with no outside pockets. (i.e., no Cargo style pants allowed.) Shirts MUST be tucked in.

MASS DAY for Boys Boys are required to wear navy blue or khaki pants with blue or white dress button down shirt and a navy or black necktie. Dress shoes are suggested.

#### **K-4 BOYS AND GIRLS GYM UNIFORM**

Navy blue short sleeved shirt with the school logo on it or navy blue sweatshirt with the school logo on it. Students may also wear Holy Family shirts created for special occasions. Navy blue sweat pants with school logo. Navy blue shorts with the school logo may be worn before November 1st and after April 1st. Good tennis shoes or sneakers are required.

5-6 GYM DAYS All students are required to change for gym classes. 5-6 will change for Gym. Gym attire includes shorts, T-shirts and sneakers (no slip on sneakers, ex. vans). T-shirts may not have inappropriate slogans or sayings. The t-shirts or shorts DO NOT need to have the Holy Family Logo on them. All students must wear Sneakers.

**Dress Uniforms can be ordered from Land's End, French toast, Flynn and O'Hara, JCPenney, and Old Navy. Gym Uniforms can be ordered from Fine Line Graphics in Norwich, NY.**

**VALUABLES** The school cannot be responsible for valuables that students bring to school. Students are not permitted to bring cell phones, iPods, CD players, Game Boys, etc. for use during the school day. They are only permitted in school after the regular school day ends. Digital cameras are permitted for school functions only. If students have these devices at school they must be left in their backpacks or lockers for the duration of the school day.

**FIDGETS** Due to the dangers that have been reported concerning Fidget Spinners and other fidgets, students are not permitted to use or have fidget spinners in school.

**BOOKS AND RELATED MATERIAL** Textbooks are provided on a loan basis; therefore, students are responsible for the care of their textbooks. All hardcover books must be covered. If textbooks or workbooks are damaged or lost, payment must be made to cover the replacement of the books. Books will be checked at the end of the school year and students will be held responsible for loss or damage.

School textbooks are ordered through the New York State Textbook Loan Act, from home school districts, and categorical aid is awarded HFS accordingly.

**CLASS SIZE** In accordance with Diocesan policy, maximum class size is suggested at 25 for all grade levels.

**CAFETERIA** Students eat lunch in the cafeteria. A nutritious hot lunch program is available to our students. Students may also bring their lunch if they wish. Milk is available. The lunch menu is available online at <http://www.hfsnorwich.com/lunch/> or available in the office. It is the responsibility of the parent to make sure that a child has a lunch from home or the appropriate amount of money in the child's account to purchase lunch in the cafeteria. Lunch prices are communicated to families at the beginning of each school year and are posted on our school website at [hfsnorwich.com](http://hfsnorwich.com).

*FREE/REDUCED LUNCH ELIGIBILITY depends on submission of the required form (available in the office or online at [hfsnorwich.com](http://hfsnorwich.com)). We encourage all eligible families to submit the form because Federal Title I funds for academic support are available to HFS based on the number of students eligible, regardless of whether they buy or bring their lunches.*

The same general rules for respectful behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Classes sit together at assigned tables. Students may leave only when excused. Students are responsible for picking up their area of the table/floor and appropriately clearing their trays/trash. Students may only leave the cafeteria with permission. Good manners and courtesy to others are expected from all students during lunchtime.

### **\*MEAL CHARGE POLICY\***

It is important that you make every attempt to keep your students account positive. A student will be allowed to charge meals up to \$6.00 on their account after the balance reaches zero. If a student is without meal money on a consistent basis, the administration will investigate the situation and take further action as needed. If your student owes more than \$6.00 they will not be able to receive a hot meal. Students will receive a peanut butter and jelly sandwich or a cheese sandwich, with fruit, vegetable, and milk, until the account is paid in full.

If charges are not paid within 30 days the account will be referred to Holy Family School's Business manager, Margaret Caezza, for collection.

**CHILD PROTECTION** Holy Family School recognizes the serious problems and effects of child abuse and neglect. All school employees, being in a unique position to help identify potential cases of abuse and neglect, have both a legal and a moral responsibility to intervene in the best interests of those children who may be victimized by abusive or neglectful situations.

If any suspicion of child abuse is brought to the attention of a teacher or principal, it is the obligation of the teacher/principal to contact the New York State Child Abuse Hotline. **THIS IS THE LAW.**

**EMERGENCY MEDICAL FORMS** All students are required to have an Emergency Medical Form on file at the school office on the first day of the new school year. If a student becomes ill or is injured during the school day, the Emergency Medical Form is immediately consulted.

During the school year, please notify the school if any changes occur relating to phone numbers, addresses, emergency contact person, etc. on the student's form.

**HEALTH REGULATIONS** New York State law requires that all school children be immunized against diphtheria, hepatitis B, polio, measles and rubella (German measles) in order to attend school. The only exceptions to immunization requirements are religious beliefs and medical reasons. (A physician's certificate must be presented as proof of immunization.) Holy Family School must have on file proof that each child has received the following immunizations and any others required by law:

Diphtheria/Tetanus-3 doses MMR-2 doses Polio-3 doses Hepatitis B series- 3

### **PRESCRIPTION AND NON-PRESCRIPTION DRUGS**

Parents should request that whenever possible, prescription medication be given to students at times other than school hours. If medication must be given during school hours, parents may come to school to administer the medication. In order for school personnel to dispense medication the following procedure must be followed:

1. A written request must be provided by the physician/dentist/orthodontist stating the name of medication, reason for taking, dosage and times to be taken. 2. Medication must be in the original prescription container. Most druggists will provide an extra container and label for use at school if you ask. 3. Medication must be taken directly to the school office by the student/parent at the start of the school day, or as soon as the medication is available.

LICE (Holy family School has a NO Nit Policy)

1. If a student is found to have Lice (live or nits) they will be sent home. 2. Students found to have live may not return to school until they are checked by school personnel in the school office before returning to the classroom. 3. If nits are found the student will be sent home.

EMERGENCY PROCEDURES Fire drills are conducted during the school year, in accordance with New York State law. Detailed escape plans are posted inside each classroom. Each class has a designated escape route to an outside area a safe distance from the building.

Lockdown drills are conducted during the school year, in accordance with New York State law. Each class has a designated plan to ensure student and staff safety while in a lockdown.

If a child becomes sick or is injured at school, the office will immediately consult the child's emergency procedure form and follow the indicated directions. All students are required to have an emergency medical form on file. If there are any changes for the child's emergency form during the school year, notify the school office.

CURRICULUM The subjects in the curriculum are determined by the requirements of Education Law of New York State and the Diocese of Syracuse, which establishes higher curricular expectations. The daily schedule of classroom instruction is in accordance with the weekly percentages of time allotments established by New York State Education Department guidelines. Children with learning difficulties are referred to the public school programs when needed.

While the law does not mandate the teaching of religion, as Catholic educators we know that religion provides the foundation upon which our entire school curriculum is based. The school was established to impart moral training and religious knowledge; to help our children come to a clearer knowledge of God; to help develop a deeper love of Him so that they may serve Him better. Opportunities for Mass and spiritual guidance by the clergy are available for all parents and children. Students participate in the Liturgy of the Mass on Holy Days and Once every month.

HOMEWORK Homework is assigned in order to prepare the child for the next day's class or to reinforce what has been taught. A child should begin to form good study habits during the

Elementary years; therefore, parents should provide a suitable environment for study, free from interruption. PLEASE NOTE: Each individual teacher will establish homework policies including consequences for missing homework. If a student is absent because of illness, please follow this procedure for securing missed schoolwork.

### **AFTERSCHOOL HOMEWORK/STUDY ROOM**

Teachers will be available after school from 2:20-3:00 to allow students to get extra help, complete homework, or study. All students in grades 4-6 are expected to attend homework/study room. At 3:00 all students who have attended homework room must be picked up by a parent or they will be sent to the afterschool program.

**STUDY SKILLS** Specific study skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
  2. Be an active participant in class. Listen well and take part in class.
  3. Ask questions to clarify problems or anything you do not understand.
  4. Plan your day and make sure to schedule time for homework.
  5. Use what is learned and apply to new situations.
  6. Strive to do the very best work possible.
- Just “getting by” is NOT a worthwhile goal.

### **TESTING Grades 3-6 English Language Arts**

#### **Grades 3-6 Math**

**REPORT CARDS** Holy Family School uses the Diocesan-recommended report card. Report cards are issued to the students in grades 1-6 at the end of each quarter. Kindergarten students receive report cards in January, April, and June. If necessary, report cards will be held until all financial obligations are met. Preschool and Pre-K will receive progress reports in January and June.

**HONOR ROLL** The Honor Roll recognizes students in grades 4-6 who excel academically. The subject areas included in determining the relevant average for 5th & 6th grade are Religion, English Language Arts, Mathematics, Social Studies, Spanish and Science. 4th grades average does not include Spanish and ELA, but includes reading, writing, and spelling.

Honors-Average of 89-94; no subject area grade below 80; no failing grades on the report card (including Music, Art, Physical Ed., and Health). High Honors-Average of 95-100; no subject area grade below 90; no failing



grades on the report card (including Music, Art, Physical Ed., and Health).

**PARENT/TEACHER CONFERENCES** School-wide parent-teacher conferences will be held each school year. You will be notified in advance of the conference times. These conferences allow for the sharing of information on your child's academic work, behavior and attitude, as well as general progress.

**PROMOTION/RETENTION POLICIES** Children must have an average of 70 or above in all core subjects to be promoted to the next grade. Parents will be notified by the classroom teacher by the end of the 3rd marking period if their child is at risk for retention. Final decisions concerning retention shall be made by the Administrator.

**EXTRACURRICULAR ACTIVITIES** Holy Family School endeavors to provide additional enrichment for its students through extracurricular activities. The following list is not exhaustive:

Plays and pageants Field trips Robotics Odyssey of the Mind Prayer services Instrumental music  
Community service

**Students who participate in extracurricular activities are expected to be in good academic standing (No missing homework and subject grades above 70). If a student is not in good standing they will be suspended from all activities until they have satisfied all academic requirements.**

**PLAYGROUND RULES** Students are to remain in the designated areas of the blacktop or playground as instructed by the teacher in charge. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated. School staff will supervise the playground at all scheduled recess times. Students are expected to follow the rules issued for each grade level.

**RECESS POLICIES** Weather permitting, students are given outside recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. When recess must be held indoors, students will have supervised free time.

**FIELD TRIPS** Since learning extends beyond the confines of the classroom, various field trips are planned throughout the year. In order to participate in school-sponsored field trips, a student must submit a permission slip to his/her teacher signed by one of his/her parents

(or legal guardian) before the trip is to be taken. A student may be denied the opportunity to participate in a field trip for academic or disciplinary reasons. All field trips are supervised by teachers and additional adults for the number of children and the type of trip. Transportation for school-sponsored field trips is provided either by school bus or by parent-driven vehicles. Participation in field trips is a privilege, not a right.

## **COMMUNICATION**

*Check [www.hfsnorwich.com](http://www.hfsnorwich.com) frequently for upcoming events and updated information.*

The school is eager to maintain regular contact with the parents. We offer the following suggestions:

1. The faculty is very willing to make appointments at the convenience of BOTH teacher and parent. The purpose of such conferences is to establish good rapport and to exchange information that will aid the development and advancement of each child. 2. No parent/guardian will be permitted to disturb a member of the faculty or the students during the school day unless an emergency arises. If you have a message to deliver to a teacher or a student, please **REPORT TO THE SCHOOL OFFICE**. 3. The principal is available for school day appointments. However, due to the supervision requirements of the principal's job, it is to your advantage to call the school to schedule an appointment, as the principal may not be available if you drop in.

**GRIEVANCE PROCEDURES FOR SCHOOL-RELATED PROBLEMS** Complaints must be discussed between or among the persons directly involved. If the problem remains unresolved after thorough discussion, then the complaint should be submitted to the building principal.

In order to discuss a school-related grievance, a parent should follow these guidelines:

1. A parent should request a conference with the teacher involved as soon as possible. 2. If still unresolved, a parent should request a conference with the principal. The teacher may be present at this conference. 3. If the problem is still not resolved, further conferences between the parents and the principal should occur.

**VISITORS TO SCHOOL ALL VISITORS, UPON ENTERING THE SCHOOL, MUST  
REPORT TO THE**

SCHOOL OFFICE. All doors are locked once school starts and admission is controlled by the office staff. All visitors must sign in and out. Please do not go directly to the classrooms without notifying the school office first.

**VOLUNTEERS** Volunteer workers are a vital part of the school program. All Volunteer workers must complete the Virtus training program. Volunteers must sign in at the office upon arrival. Some of the services rendered by these generous people are: Cafeteria assistant Classroom help Field Trips Playground Extracurricular Activities Office assistant Coaches for Odyssey of the Mind

### **VIRTUS TRAINING FOR STAFF AND VOLUNTEERS**

All Children have the right to be safe and protected from harm in all environments: home, school, religious institutions, neighborhoods, and communities. All adults having contact with children in the Diocese of Syracuse as employees or volunteers are required to complete the Virtus and the Protection God's Children for Adults Program training. The training must be completed 90 day of assuming duties within the school or parish. The Diocese of Syracuse expects that all persons and entities under its auspices will comply with this policy. For more information about the training required or to register for a training follow this link <https://www.syracusedioocese.org/safe-environment/training-for-adults/initial-safe-environment-training/>

**WITHDRAWAL FROM SCHOOL** If parents are considering withdrawing their child from Holy Family School, they should schedule a meeting with the principal. A transcript release form must be completed/signed by the parents. Official records will be mailed to the designated school. All financial obligations should be met.

**PARENT/TEACHER ORGANIZATION (PTO)** The parent/teacher organization of Holy Family School provides assistance for the school both financially and physically. Regular meetings are held the second Wednesday of each month at 6:00 P.M. These meetings are designed to be informative and educational. The PTO sponsors activities to strengthen the family-school relationship. In keeping with this goal, the PTO aids in the school volunteer program, and helps with the planning and activities of Catholic Schools Week.

The PTO raises funds to support the school in its educational and extracurricular missions. Families are encouraged to participate actively in the PTO and its fundraisers. Some examples of recent fundraising activities that have been successful: candy sale,

Lenten Fish Fries, and the Scrip Program.

Parent involvement, whether it is attending meetings, assisting in fundraising, or volunteering at school, is important to the ongoing success of Holy Family School.

**SCHOOL BOARD** The Holy Family School Board serves as an Advisory board to assist the Pastor and Principal. Board members include the host Pastor, the Principal, parents, parishioners, and community members. Further information is available in the school office.

# ***CODE OF CONDUCT, DIOCESE OF SYRACUSE***

## **I. PURPOSE OF THIS CODE**

This Code of Conduct defines Holy Family School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

## **II. PHILOSOPHY**

Holy Family School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good.

## **III. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES**

### ***A. Student Rights***

Regardless of race, sex, color, national origin, all students have the right to: 1. A Catholic spiritual atmosphere that supports the faith journey and academic

growth of students. 2. The guidance of understanding teachers, counselors, and other school staff. 3. An education that offers students the opportunity for inquiry and

development. 4. Constructive discipline for the development of good character, conduct and habits. 5. Reasonable efforts to ensure/safeguard personal security while on property associated with the school during school hours or at school functions. 6. An educational climate where the well-being of students is the primary

concern. 7. An educational staff that provides a positive role model for student development. 8. Guidance in choosing a career or college, as appropriate. 9. Wholesome extracurricular activities, unless such activities are denied the student as set forth below. 10. Consideration as an individual within the educational environment. 11. The opportunity to approach teachers and administrators with reasonable

requests and questions concerning education. **B. Student Responsibilities**

1. All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:



2. Take full advantage of the opportunities for spiritual and academic growth

provided by the school. 3. Treat others with the dignity and respect they deserve as children of God. 4. Comply with the provisions of this Code while on school property and at

school functions. 5. Grow in character and knowledge as they grow in ability. 6. Be honest with themselves and others. 7. Show respect for fellow students, teachers and all school staff. 8. Set a positive example so that others may enjoy and profit from their

company. 9. Perform all assignments to the best of their ability. 10. Consider their education as preparation for the future. 11. Obey all school rules and regulations. 12. Respect public, private and school property. 13. Attend school regularly and punctually. 14. Develop high moral standards and the courage to live by them. 15. Strive for mutually respectful relationships with teachers and comply with

reasonable requests of teachers and administrators. 16. Develop opinions and values that will make them an asset to the school community.

#### IV. DEFINITIONS

##### *A. Definitions of Key Words and Terms*

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. Assault: The physical abuse, or infliction of personal injury, or unlawful

detention of any person and the intentional use of physical force, or the threat thereof, that place, or attempts to place, another person in well-founded fear of personal injury. 2. Controlled

Substance: A drug or other substance identified in certain

provisions of the Federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code. 3. School Function: Any school-sponsored extracurricular

event or activity. 4. School Property: Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines

of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school district, providing transportation to Holy Family School

students. 5. Explosive: An explosive device of a nature or in a quantity that is sufficient

to cause injury to the person of the holder thereof or to the person or property of others,

including the School. 6. Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or

used under any other authority under the Controlled Substances Act or any other federal or New York State law.

7. Illegal Substances: Alcohol, and tobacco and look-alike drugs. 8. In-School Suspension: The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive a substantially equal, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be readmitted to classes. 9. Out-of-School Suspension: The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive a substantially equal, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be readmitted to classes. 10. Parent: The biological, adoptive or foster parent, guardian or person in parental relation to a student. 11. Suspension: The disciplinary removal of a student from his or her regular educational program and activities. 12. Expulsion: The permanent removal of a student from the school program. 13. Violent Student: A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any personal lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property. 14. Visitor: Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present. 15. Weapon: A firearm as defined in 18 USC Section 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk razor, stiletto, switchblade knife, gravity knife, pocket knife with a blade of at least 2 1/2 inches, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

## V. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

### ***A. Teachers and Other Professional Staff.***

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

### ***B. The Administrative Staff***

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of School and Assistant Superintendents.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

### ***C. Parents of Students.***

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the School that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code (See pg. 3), and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments. Recognize that primary responsibility for their child's welfare and development rests with the parent.
12. Satisfy financial obligations to the school.

### **VIOLATIONS OF THE CODE OF CONDUCT**

#### ***A. Acts of Misconduct Defined.***

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in Section VII of this Code after compliance with the procedures set forth in Section VIII hereof.

**Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include arson, assault, bomb threats, fighting, and possession of an explosive or a weapon. Arson: the intentional destruction or other damage by fire, explosion or smoke to real

property or personal property of the school, to personal property of school students or

staff, or to personal property of third parties. Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury. Bias Harassment: The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendos, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability. Bomb Threat: The intentional false claim that an explosive device is located on

school property or at a school function. Cheating: The act of giving or receiving (or conspiring to give or receive) answers to

class assignment (includes copying computer material) or test answers from another source.

Chronic Violation of School Rules: The accumulation of any combination of

detentions and suspensions that equals 10 or more days in a semester. Destruction of Property:

The destruction, defacing or other impairment of school

property or property belonging to other persons. Disorderly Conduct: Conduct that obstructs or disrupts a teaching, research,

administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community. Disruptive Conduct: Conduct by a student under the age of 21 that is substantially

disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program. Dress Code Violation: The appearance of a student at school in clothing other than

that specified in the school's dress code (Pg. 3) without permission. Drug or Alcohol Violation:

The possession, use or sale of an Illegal Drug or Illegal

Substance, or the act of being under the influence of drugs without appropriate authorization

(includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation

will also be considered a drug violation. Extortion: Any intentional action which reasonably instills fear in another individual

that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual. False Alarm:

The intentional or grossly negligent activation of a fire alarm when no

threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists. Fighting: Combative

physical contact or other violent encounters between two or more persons. Forgery: The

involvement in the imitation or fabrication of another's signature or written work. Harassment:

The act of threatening bodily harm, verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating

or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or

any other behavior that is designed to annoy, intimidate, or cause fear. Insubordination: The refusal or failure to comply with any school rule, regulation

or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request.

Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of

students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to

non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law

enforcement officers acting in performance of their duties. Littering: The general distribution or dissemination of printed, written, recorded or

other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the

distribution and dissemination of materials on school property. Loitering: Remaining in an area after the bell when assigned to a particular

classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building. Other Misconduct: The act of soliciting, commanding, aiding or

otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act, which is in violation of any Federal or State law or any

school rule or regulation, including the School's Safety Plans. Plagiarism: The unauthorized use

of another's material that is represented as one's own work. Possession of an Explosive: The use, actual or constructive possession, or the sale of an Explosive.

Possession of a Weapon: The use, actual or constructive possession, or the sale of a Weapon. Reckless Endangerment: The commission of any act that has the likely potential to cause bodily harm to another individual or oneself. Repeatedly Disruptive Conduct: Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester. Sexual Harassment: Any act or conduct that involves or affects the harassment of another person based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name-calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender. (See page 31 for the complete Catholic School Office policy on Sexual Harassment.) Tardy: Students are tardy when they are not in their seats when the bell rings. Tardy

to home room means arriving after the bell, but before the attendance has been sent to the main office. Theft: The unlawful use, taking possession of, or control over, property belonging to

the school or another. Threatening the Well Being of Another Person: The act of making a threat of any kind that has as its end the harm to another person. Tobacco Violations: The act of possessing, smoking or chewing tobacco or tobacco

products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law. Traffic Violation: The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school. Trespassing: The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use. Truancy: The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without permission of the administration, or failing to attend classes in consecutive periods. Violation of the Technology Policy: The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.

Vandalism: The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected.)

### ***B. The School's Dress Code.***

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions. Each building principal shall inform all students and their parents of the student dress code at the beginning of the year, and of any revisions to the dress code made during the school year. (See page 3 for a complete explanation of Holy Family's student dress code.)

### ***C. Conduct on School Buses.***

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department.

When riding vehicles owned or rented by the school all of the provisions of the school's discipline policy and code of conduct shall apply. (See Page 5.)

### ***D. Visitors.***

The School encourages parents to visit the school and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The building principal has authority over all persons in the building and on the school grounds.
2. All visitors to the school must report to the school office upon arrival at the school to sign the visitors' register and be issued a visitor's identification badge. The identification badge must be worn at all times in the school or on school grounds, and returned to the school office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Teachers should not be expected to take class time to discuss individual matters with visitors.
4. All visitors are required to abide by the rules for conduct on school property contained in this Code.

### ***E. Misconduct Committed Off School Property.***

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of the school administration (1) is a violation of civil or criminal law involving moral turpitude; (2) would reflect or discredit the reputation of Holy Family School; (3) threatens the health, safety or welfare of a student, teacher or other member of the school staff; (4) is contrary

to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of Holy Family School; or (5) is likely to interfere with a positive educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violators respective group including expulsion, termination and ejection.

#### ***F. Misconduct Not Specifically Defined.***

The definitions of misconduct set forth in Section VI of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State Statute or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

#### ***G. School Building Rules.***

The principal of the school building has the authority to establish standards of conduct and rules for local matters, school building activities and the granting or withholding of students privileges. These standards and rules may include procedures for home room; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices, cell phones, and laser pointers; and other local matters related to discipline and order in the building.

### **VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT**

Students, employees and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

#### ***A. Range of Potential Responses.***

##### **1. Scope**

The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code.

##### **2. Corrective Actions**

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

(a) Parent Conference: The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School.

(b) Disciplinary Probation: School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student

complies with the specific terms of the probation no additional disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.

(c) Special Disciplinary Probation: The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms if the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.

(d) Counseling: Students may be referred for counseling in appropriate cases.

(e) Court Intervention: Court assistance in the form of a PINS (Person In Need of Supervision) petition.

### **3. Range of Penalties**

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

(a) Verbal Warning (b) Parent Notification (c) Written Warning Signed by Parents (d) Parent/Teacher Conference (e) Parent/Teacher/Administrator Conference (f) Counseling (g) Special Probation (h) Special Disciplinary Probation (i) Detention (j) Suspension from athletic, social, or extracurricular activities. (k) In-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of suspension. All conditions for re-entry must be satisfied before the student is readmitted.

(l) Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of suspension.

(m) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution.

In addition, the principal may invoke the following when in his or her discretion they are warranted:

(a) **Principal's Disciplinary Conference:** A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including, but not limited to, indefinite suspension from school or expulsion.

(b) **Delegation of Responsibility to Conduct the Disciplinary Conference:** The Superintendent, principal or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Disciplinary Board will follow all of the procedure outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.

(c) **Personal Liability:** The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.

(d) **Police Notification:** In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

#### **4. Academic Sanctions**

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

#### **5. Progressive Discipline**

Depending upon the nature of the violation, student discipline is progressive, i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

***B. Penalties for Specific Violations.***

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

**Penalty First Repeated Conduct Range Occurrence Occurrence**

Arson 1 Minimum Suspension Suspension  
Maximum Expulsion Expulsion

Assault 2 Minimum Parent Notification Suspension  
Maximum Expulsion Expulsion

Bias Harassment Minimum Parent Notification Parent Conference  
Maximum Suspension Expulsion

Bomb Threat 1 Minimum Suspension Suspension  
Maximum Expulsion Expulsion

Cheating Minimum Detention Suspension w/ Conf.  
Maximum Suspension Expulsion

Chronic Violation Minimum Conference Suspension of School Rules Maximum Expulsion Expulsion  
Destruction Minimum Detention + Liab. Suspension + Liab. of Property<sup>2</sup> for Damages for Damages  
Maximum Suspension + Liab. Expulsion + Liab.  
for Damages for Damages

Disorderly Minimum Verbal Warning Detention Conduct Maximum Suspension Expulsion

Disruptive Minimum Verbal Warning Detention Conduct Maximum Suspension Expulsion

Dress Code Minimum Verbal Warning Parent Notification Violations Maximum Detention Suspension

Drug or Alcohol Minimum Suspension Expulsion Violation<sup>3</sup> Maximum Expulsion Expulsion

Extortion<sup>2</sup> Minimum Suspension Expulsion Maximum Expulsion

False Alarm 1 Minimum Suspension Expulsion Maximum Expulsion

Fighting Minimum Detention Expulsion Maximum Expulsion

Forgery Minimum Detention/Parent Notified Suspension  
Maximum Suspension Expulsion

Harassment Minimum Verbal Warning Written Warning Signed by Parent Maximum Suspension Expulsion

Insubordination Minimum Verbal Warning Detention Maximum Suspension Expulsion

Littering Minimum Verbal Warning Detention

Maximum Detention Suspension

Loitering Minimum Verbal Warning Detention

**Maximum Detention Suspension Penalty First Repeated Conduct Range Occurrence Occurrence**

Other Minimum Verbal Warning Detention Misconduct Maximum Suspension Expulsion

Parking Minimum Parent Notification Detention Violations Maximum Suspension Expulsion

Plagiarism Minimum Parent Notification Detention Maximum Suspension Expulsion

Possession of Minimum Suspension Expulsion An Explosive 1 Maximum Expulsion

Possession of Minimum Suspension Expulsion A Weapon 1 Maximum Expulsion

Reckless Minimum Suspension Expulsion Endangerment Maximum Expulsion

Repeatedly Dis- Minimum Suspension/Parent Note Expulsion ruptive Conduct Maximum Expulsion

Sexual Minimum Verbal Warning Suspension Harassment Maximum Expulsion Expulsion

Tardy Minimum Verbal Warning Parent Notification

Maximum Detention Suspension

Threat to Minimum Suspension w/ Evaluation Suspension w/ Evaluation Well Being 5 Maximum Expulsion Expulsion

Theft Minimum Parent Conference Suspension

Maximum Suspension Expulsion

Tobacco Minimum Detention Suspension Violation Maximum Suspension Expulsion

Traffic Minimum Parent Notification Written Warning/ w parent sig. Violation Maximum Suspension Expulsion

Trespassing Minimum Parent Notification Parent Conference

Maximum Suspension Expulsion

Truancy Minimum Written Warning/ parent sig. Suspension

Maximum Suspension Expulsion

Vandalism Minimum Detention/Liability for Loss Suspension/Liability for Loss

Maximum Expulsion Expulsion

Violation of Minimum Verbal Reprimand Technology Policy Maximum Expulsion

Notations 1 The school will notify police. 2 The school may notify police. 3 Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure. 4 In addition loss of driving privileges may result. 5 The student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student

### ***C. Minimum Penalties for Students.***

1. Students Who Bring a Weapon to School The minimum period of suspension from school for any student found guilty of bringing a weapon onto school property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using the procedure set forth above. 2. Students Who Commit Other Violent Acts The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to property or to a school event shall be two days. 3. Students Who Are Repeatedly Disruptive The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of the classroom on five or more occasions during a semester shall be one day. 4. Reports by Teachers All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

***D. For Misconduct at a School.***

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code. When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

***E. For School Employees.***

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

***F. For Visitors.***

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants. The authorization of visitors who violate this Code, to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

## VIII. DISCIPLINE PROCEDURES A. For Students.

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. For Detentions Teachers, and the principal may use after-school detention as a penalty for student misconduct.
2. For Suspensions from Athletics or Extra-Curricular Activities A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.
3. For Short-Term In-School Suspensions and Out-of-School Suspensions School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension." A student subjected to a short-term in-school or out-of-school suspension is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty. Any conditions for reentry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.
4. Long-term Suspensions When the Superintendent or Administrator determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a Discipline Conference at which the student and the parents will be informed of the charge against the student, as well as a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request additional witnesses or circumstances be

investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior and render a decision.

5. For Expulsions Permanent suspension is reserved for extraordinary circumstances. When the Superintendent or Administrator determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the student and parent will be informed of the charge against the student, as well as a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior and render a decision.

***B. Waivers of Disciplinary Conference.***

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

***C. School Employees.***

Administrators, teachers and support staff members are subject to the provisions of the Code as well as the provisions of their respective Personnel Policies Handbook and contracts and Faculty Handbook, if any. Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

***D. For Visitors.***

The following procedures shall apply to violations of this Code by non-students: 1. Holy Family's Administrator has the authority to enforce these rules and

regulations. 2. Holy Family's Administrator may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made. 3. Holy Family's Administrator may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes. 4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

## **X. REFERRAL TO AUTHORITIES**

### ***A. To Law Enforcement.***

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

### ***B. To Juvenile Justice Agencies.***

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer any student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under Section 1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

### ***C. To Human Services Agencies.***

The Superintendent, principal, or delegate may make a referral of a student discipline case to an appropriate human services agency whenever, in his or her judgment, the same is warranted. The superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

## **XI. ALTERNATIVE EDUCATIONAL PROGRAMS**

### ***A. For Suspended Students***

When a student of any age is suspended for violation of this Code, the school will take immediate steps to provide the student with adequate alternative instruction.

## **XII. IN-SERVICE EDUCATIONAL PROGRAM**

### ***A. Suggested Programs***

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level. 2. Superintendent's Workshop days. 3. Building faculty meetings. 4. Assertive Discipline Programs and films

Presented at the building.

## **XIII. INTERPRETATION**

### ***A. Calculating Time Limits.***

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

### ***B. "Time Out" Techniques***

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

### ***C. Authority to Suspend.***

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

### ***D. Inconsistent Provisions.***

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling. To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of the individual's respective Personnel Policies Handbook, Faculty Handbook

and contract shall be controlling. To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of the individual's respective Personnel Policies Handbook shall be controlling.

***E. Not Exclusive.***

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal actions, as it deems appropriate or necessary to maintain public order. (Code of Conduct Issued From The Diocese of Syracuse, August 2005)

## ***SEXUAL HARASSMENT POLICY FROM THE CATHOLIC SCHOOLS OFFICE, DIOCESE OF SYRACUSE***

**The Catholic School Office of the Diocese of Syracuse (“CSO”), and each of its component schools (individually, “School” or collectively, “Schools”), is committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination<sup>1</sup>, including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.<sup>2</sup>**

**The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.**

**The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the Schools. \_\_\_\_\_**

1. Except as concerns any matter for which there is a statutory or judicially

recognized exception for religious institutions. 2. The CSO and its component schools specifically prohibit all student-employee relationships of a sexual, quasi-sexual, or romantic nature, regardless of whether they are consensual.

DEFINITIONS Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student’s academic progress or a student’s successful completion of any course of study, educational or extracurricular



activity; 2. Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity; 3. Such conduct has the purpose or effect of unreasonably interfering with a

student's academic performance, evaluation of a student's academic performance or progress, participation in an educational or extracurricular activity, or creating a sexually intimidating, hostile or offensive learning environment; 4. Submission to such conduct is, either explicitly or implicitly, made a

condition for continued employment, the evaluation of an employee's performance, or the pay, benefits and/or working conditions of any employee; 5. Submission to or rejection of such conduct by an employee is used as a basis

for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions; 6. Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile or offensive work environment; 7. Conditions exist within the school environment that allow or foster harassing

activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments and innuendo, or, among other things, sexual advances. 8. Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extra-curricular activity, and/or academic performance, or an employee's work performance or pay, benefits, and/or which creates an intimidating, hostile or offensive learning or working environment.

**While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or work environment, the following are some examples of conduct that may constitute sexual harassment, depending upon the totality of the circumstances, the severity of the conduct and its pervasiveness:**

1. Unwelcome sexual advances, regardless of whether they involve physical contact;
2. Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sexual activity, deficiencies or prowess;
3. Displaying sexually suggestive objects, pictures and/or cartoons;
4. Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
5. Inquiries into one's sexual experiences; and
6. Discussion of one's sexual activities.

**The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered. While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.**

## **COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION**

### ***1. Appointment of Sexual Harassment Officers***

**The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic Schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September to August of the next school year.**

### ***2. Reports of Sexual Harassment***

**The CSO and its Schools strongly encourage any student or employee who has been subjected to ("subject") or otherwise witnessed ("reporter") conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Assistant Principal or to a School Counselor.**

**The staff member to whom the complaint is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.**

**The Principal shall notify the CSSHPO and the Superintendent.<sup>3</sup> In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer's duties and take any other appropriate action. IN all events, the**

**CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Save Environment Policy (“VIRTUS”).**

**The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (e.g., the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic School administrator, Principal, counsel or an outside investigator or a team of these individuals.) All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.**

\_\_\_\_\_ 3. In all events, unless the subject of the report, a staff member receiving such a report shall notify the Principal of the School where the alleged harassment took place and that Principal shall notify the CSSHPO and/or Superintendent of the matter. If the Principal is the subject of the report, the procedure stated infra shall apply.

### ***3. Investigation of Reports of Sexual Harassment***

**Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.**

**Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator’s findings of fact and recommendations as to any appropriate remedial action. The investigator shall file the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the Superintendent’s office, via the CSSHPO. The Superintendent’s office shall share the report and/or the necessary content of the report, as is appropriate in each case.**

#### ***4. Corrective Action Based on Investigation***

**If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency.**

**In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.**

#### ***5. Prohibition of Retaliation and Follow-up to Investigation and/or***

**Corrective Action The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow-up inquiries by the appointed investigation CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation.**

**In addition, the SSHPO and/or investigator shall follow-up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of retaliation by any student, staff, parent or other person.**

**If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent's Office shall follow-up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution, and shall act as a liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.**

## **TRAINING AND DISTRIBUTION OF POLICY**

**The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.**

**A copy of this policy shall be distributed to all personnel, and included in all school handbooks for students and parents/guardians.**

*(Revised August 2018)*

**Holy Family School**

**PARENT/STUDENT HANDBOOK CONTRACT**

I, \_\_\_\_\_, have read and discussed this Handbook with my child(dren)\_\_\_\_\_.

We understand the procedures, rules and regulations stated in the Diocese of Syracuse Catholic Schools' Code of Conduct and agree to abide by them.

I understand that this handbook can be amended at any time for any reason. The school administrator will provide written notice promptly.

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to the HFS school office by 09/10/18.**