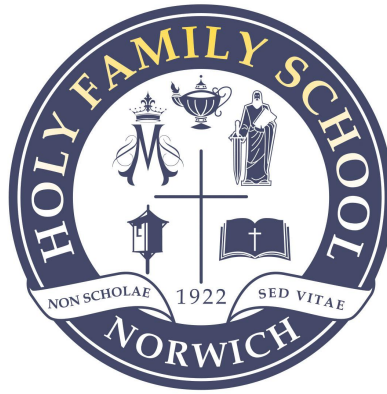




Parent & Student Handbook

REV. 08/2026

607-337-2207

www.hfsnorwich.com

MISSION STATEMENT

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.

BELIEF STATEMENT

We believe Holy Family School Norwich is a place that fosters a(n)...

Supportive Community: Welcoming and valuing every child in the spirit of our Catholic faith in a supportive and nurturing environment.

Academic Excellence: Committing to a high-quality education with strong academic rigor.

Preparation for the Future: Equipping students for academic success, faith, service, and leadership.

Holistic Development: Nurturing both mind and spirit to empower students to reach their full potential.

Compassionate and Responsible Citizens: Developing students into caring and accountable members of the world.

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Section One

Policies and Procedures

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, copy of birth certificate 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

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 TTA provide the revenues necessary to cover the school's expenses. Due to the continually increasing costs, it is essential that each family enrolled in 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 of the current school year 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 FACTS tuition payment plan. For more information about this plan please contact our business office at 607-337-2201 or email Margaret Caezza at mcaezza@syrdiocese.org

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

- Birth Certificate
- Record of Immunizations with corresponding dates
- History of any medical illness, surgery, physical or speech handicap
- Current Physical
- IEP or 504 Plan if applicable.

FACTS Family Portal

1. Go to www.factsmgt.com.
2. Select **Parent Log In** from the menu bar and then **FACTS Family Portal** from the drop-down menu.
3. Enter the district code **Holy-NY**
4. Type in your username and password. If you've forgotten them, please click the provided link.
5. Please direct any questions to the school office and/or principal for assistance

School Times, Arrival and Dismissal Procedure

Through the years, we have learned that success in school and regular attendance go hand in hand. We ask for your cooperation in teaching your child about the importance of being on time. Students can go to their classrooms from 7:45-8:00 AM. Children attending our before school program (KidZone) may enter the school as early as 6:45 AM through the gymnasium doors. Children will go to their classrooms at 7:45 AM. Classes begin promptly at 8:00 AM. Students are considered tardy, with a documented arrival time of after 8:05 a.m.

Students arriving on buses will follow the instructions of their bus driver regarding safety. They will go directly into the building. Late arrival students should be escorted to the main door by an adult. Walkers must enter through the main door.

Dismissal time is 2:35 PM. PreK3 through 2nd grade are dismissed from the doors near the chapel. 3rd grade through 5th grade are dismissed from the main door. Students will not be permitted to walk past the cones without being escorted by an adult. Please meet your student inside the cones for everyone's safety. Additionally, parents are not permitted in the building at dismissal time as part of our school safety plan.

Students who will be going home with someone other than their parent(s) must present a note to the classroom teacher or parents must send an email on the day of this occurrence. If no note/email has been sent, the student must adhere to their regular dismissal plan.

Morning KidZone

Students arriving between 6:45 - 7:45 AM will be enrolled in the Morning KidZone program through the school. A nominal fee is charged; parents/guardians will be billed weekly.

After School KidZone - YMCA Afterschool Program

The After-School KidZone program is run by the Norwich Family YMCA for students 4 years old through 5th grade. The program begins at 2:35 P.M and ends at 5:30 pm. Parents must register their child for this program at the Norwich Family YMCA. Please contact the YMCA for more information about this program, 607-336-9622.

Attendance/Tardiness

Regular attendance and being on time is necessary for students to be successful in school. Please consider it a serious obligation to have your child(ren) attend school daily and arrive promptly. Classes begin promptly at 8:00 AM. Students are considered tardy, with a documented arrival time of after 8:05 a.m. If a child is going to be absent or tardy, please notify the school by sending an email to Mrs. Mullin cmullin@syrdiocese.org or by calling the school office (337-2207).

An excused absence is defined as personal illness, death in the family, the funeral of a relative, or family vacations. All other absences are considered unexcused. All make-up work for any absence should be returned to the teacher as soon as possible. Classroom teachers should be notified as soon as possible for planned absences.

An instance of tardiness is defined as excused when prior notification is made to the school office and/or teacher.

Communication

Check 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 teachers and parents. 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 only 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.

Emergency School Closings

In the event of bad weather conditions that would necessitate the closing of Holy Family School, closures will normally occur in conjunction with the Norwich City School District. However, please note, that because the population of Holy Family School is composed of many faculty and families from outside the Norwich City School District, the Holy Family School principal reserves the right to close Holy Family School even if the Norwich School District remains open.

In the event of school closings, delayed openings and/or early dismissals due to inclement weather, all households will be notified via our automated messaging system and the closure will also be posted on our website/Facebook page. Please make arrangements for your child in the event that school would have to close.

Emergency Procedures

As a school, we adopted the "I Love You Guys" Standard Response Protocol in the Fall of 2024. These practices align with the new NYS Safety Guidelines for schools.

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.

Hold, Secure, Lockdown, Evacuate & Shelter 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 during each type of drill. Information is sent home at the beginning of each school year and again prior to each drill type as a reminder.

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.

Playground Rules/Recess Policies

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.

Weather permitting, students are given outside recess each day. Decisions to have outside recess during cold weather depending upon the temperature and the wind chill factor. Students should always dress for outside recess.

Bus Transportation

Busing is provided by your home school district. 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 transported at the district's discretion.

Parents must directly contact the bus garage in their individual school district to set up transportation for their child(ren).

School districts providing transportation to Holy Family School

Norwich City Schools (607) 334-1600 ext. 1600

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

Cafeteria - *See the school website for more information under the Lunch Menu tab*

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.

Holy Family School will be participating in the Free Universal School Lunch Initiative instituted by Gov. Houchul starting in the Fall of 2025. All students regardless of eligibility will be able to receive free lunch in the cafeteria.

Application for Free/Reduced Lunch will still be sent home in the fall and participation in completing forms will still help our school with Federal Title I Funds for academic support.

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

Cafeteria Account Balances

It is important that you make every attempt to keep your student's account positive if they will be purchasing ice cream or milk. You may send in lunch money with your student's name in an envelope, and/or make payments using the Meal Manage payment center.

First Friday Masses

School Masses will be celebrated with the Holy Family School community once a month (usually the First Friday) and Holy Days. Anyone in our school community is invited and welcome to attend. During the school year, students in 2nd grade through 6th grade take turns planning the liturgy, readings and petitions. We look forward to celebrating the Mass with you.

Personal Electronics & Cell Phone Policy

To support a focused and engaging learning environment, student use of *cell phones, smartwatches, and all other personal electronic devices are strictly prohibited during school hours (including class time, recess, and lunch).*

- Parent-Student Communication- If a student needs to contact a parent or guardian during the school day, they may use the office phone with permission or request that a teacher send an email on their behalf. Parents who need to reach their child during school hours should call the main office directly.

Withdrawing 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.

Section Two

Health and Wellness

Illness

If your child is ill for any reason please do not send your child to school. If a student is seen in the office and has a temperature of 100 degrees or higher the parent or emergency contact will be contacted to come to pick up the student.

Please refer to the below guidelines for student illness -

Guidelines for Keeping Sick Children Home from School

Fever: The child should remain home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Strep Throat: Following diagnosis by rapid strep test or culture, the child may return to school after 24 hours of antibiotic treatment and 24 hours fever free without fever reducing medication (Tylenol/Motrin)

Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.

Conjunctivitis (Pink Eye): Following a diagnosis of conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication.

Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorized the child's return to school.

Flu Symptoms/Colds: A child with thick or constant nasal discharge should remain home. Very few younger children can effectively blow their noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.

Head Lice/Pediculosis: Holy Family has a "no nit" policy. Students must be free from live lice and louse eggs before returning to school. Any child who has been treated for head lice must be cleared by the school office before returning to school. If occurrences of lice become a distraction to student learning, dismissal from school may become necessary.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover

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 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.

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 all immunizations required by law.

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:

- A written request must be provided by the physician/dentist/orthodontist stating the name of the medication, the reason for taking the medicine, dosage and times to be taken.
- Medication must be in the original prescription container. Most druggists will provide an extra container and label for use at school if you request one.
- 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.

Section Three

Academics

Curriculum

The subjects in the curriculum are determined by the requirements of the 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.

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.

Report Cards

Holy Family School uses the Diocesan-recommended report card. Report cards are issued to the students in grades Kindergarten - 5th Grade at the end of each quarter, November, February, April and June. PreK3 and PreK4 will receive progress reports in January and June.

If necessary, report cards will be held until all financial obligations are met.

Conferences

Parent-teacher conferences will be held each school year in November. You will be notified in advance of the conference times by your child's teacher. These conferences allow for the sharing of information on your child's academics, behavior, attitude and 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 Principal.

Extracurricular Enrichment Activities

Holy Family School endeavors to provide additional enrichment for its students through extracurricular activities. Activities run through monthly sessions for different grade level groupings. Topic areas include - Art, Spanish, German, Lego, STEM, Hiking and more. Additional activities such as Odyssey of the Mind and Choir are more year round activities offered to our higher grade level students.

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. 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 walking.

Participation in field trips is a privilege, not a right. A student may be denied the opportunity to participate in a field trip for academic or disciplinary reasons.

Section Four

Uniforms

Dress Code

Holy Family School enforces a dress code for both the girls and the boys to ensure 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 is focused on uniformity and be cost-effective for the parents. Uniforms may be purchased from designated suppliers or taken freely from our uniform closet donated by families whose children have outgrown their uniforms.

GENERAL REQUIREMENTS OF THE DRESS CODE FOR ALL GRADES:

1. Belts are recommended but not required to be worn with pants.
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.
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 solid white or light blue turtleneck may be worn, 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. On Mass days, 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 day of the month, typically Friday. 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

All students are expected to wear their hair in neat/clean styles, appropriate for school, with simple hair ribbons or barrettes only. Students may not wear their hair in any 'extreme' style that may distract from the learning climate; extreme includes mohawks or emblems 'carved' into the hair. Children's hair should be the NATURAL color, no "shock" colors please.

Regular School Day - Girls

Plaid jumpers, navy or khaki skirts with white, navy or light blue blouses or polo shirts. Navy blue, black or white socks. Skirt length should be no shorter than one inch (1") above the knees. No solid color jumpers may be worn. During colder weather, girls may wear navy blue or white tights. Leggings are not allowed. Girls may wear navy blue or khaki slacks.

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. No artificial nails of any kind.

Mass Day - Girls

Girls are required to wear jumpers or skirts with a button-down blouse, no shorts or pants. Dress shoes are suggested.

Regular School Day - Boys

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

Mass Day - Boys

Boys are required to wear navy blue or khaki pants with a blue or white dress button-down shirt and a solid navy necktie. Dress shoes are suggested.

Gym Uniforms - All Students

Navy blue short-sleeved shirt with the school logo on it, navy blue sweatshirt with the school logo on it. Navy blue sweatpants (logo optional), no leggings. Navy blue shorts (logo optional) may be worn before November 1st and after April 1st. Good tennis shoes or sneakers are required. Gym uniforms should be ordered from Prosapia Marketing Norwich, NY 607-376-1176. An ordering link can also be found on our website.

<https://holyfamily2022.itemorder.com/shop/home/>

Section Five

Volunteering

Visitors to School

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE.

All school doors are locked 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.

Safe Environment Training

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 Safe Environment and the Protecting God's Children for Adults Program training. The training must be completed 90 days after 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 training follow this link <https://www.syracusediocese.org/safe-environment/training-for-adults/initial-safe-environment-training/>

Volunteers

Volunteers are a vital part of the school program. All Volunteers must complete the Safe Environment training program. Volunteers must sign in at the office upon arrival. If you're interested in volunteering please contact the principal to discuss the opportunities available for the school year.

Parent Teacher Organization

The Parent/Teacher Organization of Holy Family School provides assistance for the school both financially and physically. Regular meetings are designed to be informative and educational. The PTO sponsors activities to strengthen the family-school relationship.

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.

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

Section Six
Diocese of Syracuse -- Catholic Schools Office
Guidelines and Code of Conduct

Diocesan Mission Statement

Inspired by the evangelizing mission of Jesus Christ, the Catholic Schools of the Diocese of Syracuse partner with families, communities, and parishes to nurture academic excellence rooted in Gospel values. We empower students to develop a strong moral conscience informed by the teachings of the Roman Catholic Church, and to live their faith with compassion, integrity, and respect for all life. Preparing them for a diverse world, we cultivate lifelong learners who are witnesses to Christ's love through service to others.

Most Rev. Douglas J. Lucia
Bishop of Syracuse
August 14, 2024

Diocesan Belief Statements

Spiritual

We believe that...

- Jesus is the Master Teacher, serving as the role model for all educators, parents, and students.
- Parents are the primary educators of their children, and Catholic schools partner with them to pass on our Catholic faith and values.
- Teachers in our schools are evangelizers, bringing the Good News of God's love and salvation to all within our communities.
- Catholic schools share in the educational and evangelical mission of the Roman Catholic Church and seek to develop and nurture relationships with parishes.
- Schools within the system embrace the common mission of Catholic schools in our diocese; our Catholic Identity is the foundation of a Catholic school education.

Academic

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.
- Students learn at different rates and in different ways; each is unique, made in the image and likeness of God.
- Academic excellence is an essential and achievable goal.
- Quality athletic, fine arts, and extracurricular programs are essential components of a

comprehensive educational program.

- Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.
- Our school cultures should promote the continuous development of individual programs.
- Schools within the system should be aligned with educational programs while adhering to national, state, and diocesan standards.

Stewardship

We believe that...

- Our students develop leadership skills that enable them to be responsible and educated citizens who serve others, especially those in need.
- Our Catholic schools teach students to be stewards of the gifts and talents God has given them.
- Students have a sense of responsibility for caring for the environment and all of God's creation.
- Our schools practice sound fiscal and responsible stewardship.

Social

We believe that...

- Our schools are called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those in need.
- Our students are taught to view all people as members of the family of God; we value and respect diversity within our schools.
- School communities, in partnership with parents, foster the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.

Diocesan Profile of a Graduate

Graduates of the Catholic schools in the Diocese of Syracuse will:

- **Live their faith by:**
 - Knowing, understanding, and promoting the principles of the Catholic faith.
 - Protecting and nurturing human life at all stages.
 - Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control, and concern for others.
 - Serving God through service to others in society and the Church.
 - Respecting the dignity of others, including people of other cultures and traditions, as modeled by Jesus by extending acceptance, empathy, compassion, and love toward others.
 - Being responsible stewards of all of God's gifts.

- Continuing to devote attention to their own ongoing faith formation and evangelization.
 - Providing leadership enhanced by moral considerations to the Church, local communities, their families, and future generations.
- **Use their educational experiences by:**
 - Mastering a rigorous academic program with conscientious work habits and study skills.
 - Continuing to build on a strong academic foundation provided in Catholic schools as principled lifelong learners dedicated to academic excellence.
 - Being effective communicators orally, in written form, and in the use of technology.
 - Using technology in an ethical manner to create, access, and share information.
 - Demonstrating the acquisition of life skills that promote collaboration, creativity, critical thinking, self-reflection, and problem-solving in a variety of settings.
 - Taking active roles as responsible community leaders in order to make significant positive contributions.
 - Demonstrating an understanding and appreciation for the development of the whole person — spiritually, academically, physically, emotionally, and socially.

Summary Statement of Relationship Parents, Students and Catholic Schools of the Diocese's Syracuse, New York

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. It will allow both students and parents to clearly understand their rights and obligations while attending the School and minimize the potential for misunderstanding in this regard. It is understood that by seeking enrollment in and attending the School, the applicant- student and his/her parents/guardians understand and agree to the following statements regarding the rights and obligations of students and parents, and this statement is an integral part of the School's enrollment contract.

To ensure a safe and appropriate educational environment, the student and his/her parents understand that students must obey the School's Code of Conduct, observe its rules and regulations, and perform the required academic work to result in appropriate academic progress while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right possessed by a student or the student's parent(s). Admission and continued enrollment at the School require students to behave consistent with the Code of Conduct, all of the School's other rules and regulations, and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, and relative to any off-campus behavior that negatively affects the School's operations or educational environment.

To protect its standards of academics, discipline and character, the School reserves the right to require a student's withdrawal at any time, for any reason deemed sufficient in the sole discretion of the School's administrators. Through their application to and enrollment in the School, all students and their parents/guardians acknowledge, agree, and concede that the School has this right. Moreover, by a student's enrollment in the School, he/she and his/her parents

acknowledge the important obligations and restrictions contained in the School's Parent-Student Handbook and agree to be bound by its terms.

Students attending the School and their parents understand and agree that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's Code of Conduct are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Students also acknowledge and agree that School officials have the right to search their person or property if they reasonably believe that the student may have violated a School rule, the School's Code of Conduct, or the law and the search may. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student Handbook may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the Student handbook.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The Student Handbook contains the School's Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

Superintendent's Message

Dear Students & Families,

While these recent words from Pope Leo XIV were intended for leaders of higher education— he speaks to us all as well, “As you continue to carry out the Church’s evangelizing mission, it is my hope that students will always be able to find in your Institutions the sound doctrine (cf 2 Tim 4:3) entrusted to the Church that will serve as a true and lasting foundation not only for their lives, but for the future of the Nation.” ([3 June 2026](#))

It is with great excitement and joy that we welcome you to our school community! The Diocese of Syracuse has a long and proud history of faith-centered, academically excellent education that forms the entire child. We are eager to partner with you— the primary educators of your child— working together to foster growth and learning.

Please do not hesitate to reach out to the leadership of this school, or our office, if you need support at any time. Thank you for your partnership in faith as we walk together!

Amy Sansone, EdD
Superintendent of Schools

Student Privacy

A request form for parents and legal guardians to examine their child’s education records is available at the Main Office. The school requires at least 24 hours' notice for this request. Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without their written consent in certain circumstances. In this regard, the School generally follows the prescriptions of the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"). The Principal or another authorized person must be present when records are viewed to provide necessary interpretation.

The school generally and voluntarily abides by the provisions of FERPA regarding the rights of non-custodial parents. In the absence of an order from a court or other authorized agency to the contrary, Holy Family School will provide the non-custodial parent with access to academic records and other school-related information about the child. If there is a court order specifying

that no information should be given, it is the custodial parent's responsibility to provide the School with an official copy of that order.

Divorced or separated parents must file a court-certified copy of the custody section of their divorce or separation decree with the Principal's office. The school is not responsible to enforce or interpret custody and visitation orders, but will make reasonable efforts to help facilitate such orders, assuming it receives timely notice of such an order and its requirements.

Personnel Access to Student Records

The following personnel have access to student records without the previously noted consent:

- Professional personnel employed by the School, including independent contractors and their employees who provide services to the School
- School officials at an educational institution to which the student is transferring or seeking admission
- Authorized personnel of Diocesan or State Education Departments
- Those possessing a court order or subpoena, or in other circumstances in which distribution is permitted by FERPA without parental authorization.
- Individuals or entities to which a parent or guardian has authorized the School to release student education records.

Expectations for Student Success

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment.

As a Catholic school, Holy Family School Norwich emphasizes whole child development. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others, and a reverence for each person. The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, rather than imposed control, on the part of students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

All students at Holy Family School Norwich are expected to:

I. Conduct and Respect (Behavioral Expectations)

- **General Respect and Courtesy:**

- Treat everyone with courtesy and respect.
- Greet and respond to everyone in a polite manner.
- Be considerate of the needs of others.
- Demonstrate respect for teachers, staff, and peers.
- Treat self and others with respect and kindness.
- Celebrate the unique gifts and talents of each person, recognizing them as made in God's image.

- **School Environment:**

- Demonstrate Catholic values in speech and action.
- Conduct themselves in a manner that does not interfere with the learning environment.
- Participate and contribute in a positive manner in the classroom and the school environment throughout the school day.
- Comply with all policies, rules, and regulations as specified or implied in this handbook, including the uniform policy.
- Accept responsibility for their own actions.
-

II. Academic Integrity and Responsibility (Learning Expectations)

- **Academic Honesty:**

- Complete all work honestly and ethically.
- Avoid cheating, plagiarism, and other forms of academic dishonesty.
- Respect intellectual property.

- **Responsibility and Engagement:**

- Take responsibility for their own learning and behavior.
- Take responsibility for the completion of assigned work both inside and outside of class.
- Maintain good attendance and arrive at school and classes on time.
- Engage actively in class discussions and activities.
- Ask thoughtful questions and seek clarification.
- Engage in respectful and productive discussions.
- Listen actively and attentively to others.
- Collaborate effectively with peers.

III. Intellectual Growth and Learning Habits (Personal Development)

- **Curiosity and Growth Mindset:**

- Demonstrate a desire to learn and explore new ideas.
- Show a willingness to take on intellectual challenges.
- Embrace challenges and view mistakes as learning opportunities.
- Persevere through difficulties and maintain a positive attitude.

IV. Technology and Digital Citizenship (Digital Expectations)

- **Responsible Technology Use:**
 - Use technology effectively and ethically.
 - Practice safe and responsible online behavior.
 - Understand and respect digital privacy.

A. Definitions for a Respectful Environment

We define the following terms to ensure a clear understanding of the conduct we actively prevent and prohibit.

- **Harassment and Bullying:** These mean the creation of a hostile environment by conduct or by threats, intimidation, or abuse (including cyberbullying) that:
 1. Unreasonably and substantially interferes with a student's educational performance, opportunities, benefits, or mental, emotional, or physical well-being.
 2. Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.
 3. Occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment.
- **Cyberbullying:** Harassment or bullying that occurs through any form of electronic communication (e.g., text, email, social media), even if the conduct occurs off school property, against another school student.

B. Incident Reporting and Response

Holy Family School - Norwich is committed to responding promptly and effectively to all reports of harassment or bullying.

1. Reporting Incidents

- **Prompt Employee Reporting:** Any school employee who witnesses bullying or harassment, or receives an oral or written report of such conduct, must notify the Principal or Head of School (or their designee) orally not later than one school day after the incident/report. A written report must follow promptly, typically within two school days.
- **Student and Family Reporting:** Students, parents, and family members are strongly encouraged to report any witnessed or experienced incidents of harassment, bullying, or retaliation immediately to a staff member, teacher, counselor, or the Principal. Formal written reporting forms are available in the main office and on the school website.

- **Protection Against Retaliation:** The school strictly prohibits retaliation against any person who reports an incident or who assists in an investigation. Retaliation will be treated as a serious violation of this policy.

2. Investigation and Documentation

- **Prompt Investigation:** Upon receiving a report, the Principal or Head of School (or designee) will promptly investigate the matter to gather all relevant facts and determine if a violation occurred. The investigation will be thorough, impartial, and confidential to the extent possible.
- **Action Plan:** The investigator will communicate their findings and take immediate steps and appropriate follow-up action reasonably calculated to ensure the prohibited conduct has stopped and to ensure the safety and well-being of all students, including those who could be subject to retaliation.
- **Documentation:** All steps of the process—including the initial report, investigation findings, actions taken, and follow-up—will be thoroughly documented to maintain a complete record.

C. Age-Appropriate Notification of Outcomes

We are committed to communicating findings with the victim and their family in a manner that is supportive and appropriate for the student's age and developmental stage.

Student Level	Recipient of Communication	Notification Process
Elementary School (Ages 5-11)	Parents/Guardians	The Principal or a designated staff member will communicate the investigation's final outcome and the steps taken to ensure the student's safety directly to the parents/guardians. The notification will focus on the safety plan and assurance that the conduct has stopped.

Confidentiality: To protect the privacy rights of all students involved, the specific disciplinary consequences imposed on the student who engaged in the misconduct will not be shared with the victim or their family. The notification will focus on the finding (whether a violation occurred) and the remedial actions taken to protect the victim.

Harassment/Bullying Incident Flowchart

This chart outlines the steps for reporting and responding to incidents to ensure a safe and supportive environment for all students at Holy Family School - Norwich.

Step	Action and Responsibility	Timeline (NYS Requirement)	Focus
1. Incident Occurs/ Observed	A student, parent, or staff member witnesses or is informed of an act of bullying, harassment, or discrimination.	Immediate	Safety & Care: Check on the well-being of the victim.
2.Immediate Report to School Personnel	The reporter (any person) verbally notifies a teacher, staff member, counselor, or the Principal/Head of School.	Immediately	Prompt Alert: Ensure the administration is aware to initiate next steps.
3. Employee Written Report	The school employee who received the verbal report files a written incident report (using the school's form).	Not later than two school days after the original verbal report.	Documentation: Create a formal, documented record of the report.
4.Investigation Initiated	The Principal/Head of School (or designated investigator) receives the report and promptly initiates a thorough, impartial investigation.	Promptly	Fact-Finding: Interview all parties (victim, alleged perpetrator, witnesses) separately and confidentially.
5.Determination & Action	The investigator determines if the reported conduct constitutes a violation of the Harassment/Bullying policy. Remedial action and/or discipline are implemented.	Dependent on complexity; must be completed promptly	Resolution & Safety Plan: Stop the prohibited conduct and protect the victim from further incidents or retaliation.
6. Notification of Outcome	The Principal/Head of School (or designee) notifies the victim and their family about the outcome of the investigation.	Following the completion of the investigation	Assurance & Support: Inform the victim that the matter is resolved and that steps have been taken to ensure their safety.
7.Documentation & Filing	All forms, evidence, investigation notes, and outcome reports are officially filed in a central school location (not the student's permanent record).	Immediately upon conclusion	Compliance: Maintain records as required by state law.

Statement on the School's Philosophy about Safe and Ethical Generative AI Use

Holy Family School Norwich believes in embracing the powerful capabilities of generative artificial intelligence (AI) tools in a manner that is ethical, safe, and aligned with our educational values. Students are expected to recognize that generative AI has the potential to augment human intelligence and creativity in remarkable ways. However, students will learn to understand the risks of misuse, including the potential for generating misinformation, violating intellectual property rights, and amplifying societal biases and harms. Students will learn to recognize that generative AI tools like language models and image generators can be powerful aids for learning across all disciplines.

However, it's important to use these tools ethically and safely. When using AI, it's important to be mindful that outputs can contain inaccurate information, biases, or inappropriate content. As a result, when using AI all students are responsible to:

- Defer to their classroom teacher's directions about appropriate use of AI.
- Double-check important facts from authoritative sources.
- Never use AI tools to produce hate speech, misinformation, or to violate others' intellectual property rights or privacy.
- Attribute any material (text, images, etc.) derived from AI appropriately.
- Use critical thinking when interacting with AI, and do not blindly trust all information AI generates.
- Not humanize AI by attributing human behaviors or characteristics to it.
- Follow the "Ground Rules for Using AI" document.

Ultimately, students are responsible for the ethical use of these tools and the integrity of your work. Students who violate the acceptable use policy or rules specific to plagiarism will be subject to disciplinary consequences. If you have any concerns, consult a teacher or trusted adult for guidance.

Ground Rules for Using AI

1. Understand AI's Role: AI is a tool to assist in learning, not a replacement for critical thinking or personal effort. Students should use AI to enhance their learning process and not rely on it to do their work for them.
2. Respect Academic Integrity: AI should not be used to cheat, plagiarize, or produce work that students pass off as their own. Students must always give credit when AI assists in generating content or ideas.
3. Be Transparent: If students use AI in any part of their schoolwork, they should disclose how they used it. This includes specifying if AI was used for brainstorming, writing, problem-solving, or any other assistance.
4. Maintain Privacy: Avoid sharing personal, sensitive, or identifiable information with AI tools, as these tools may not guarantee data privacy.
5. Verify Information: AI-generated content should be fact-checked and verified against reliable sources. Students should develop the habit of questioning and validating the information AI provides.
6. Use Age-Appropriate Tools: Ensure that the AI tools used are suitable for educational purposes and appropriate for the students' age group. Always follow age restrictions and link your @mtlstudents.net account to AI tools for official school work.

7. Use AI Ethically: Know that there are many ethical implications of AI, including biases, limitations, and the overall impact of AI on society. Any issues that you encounter while interacting with an AI tool should be brought to the attention of your teacher, counselor, or unit principal.
8. Follow School Policies: Adhere to the Acceptable Use Policy regarding the use of technology and AI in the classroom.
9. Follow Classroom Policies: Each teacher has the freedom to set rules around the use of AI in their classroom. These rules will vary from assignment to assignment and from teacher to teacher. If students are uncertain about how to use AI appropriately or if its use is acceptable, they should ask their teacher for clarification.
10. Do Not Humanize: Remember, AI and Chatbots are not humans; they do not have feelings, consciousness, or desires. Do not attribute human characteristics to AI systems. In addition, avoid emotional attribution and be mindful of the relationships formed with them.

Diocese of Syracuse Catholic Schools Student Technology Use Policy

Introduction

Grounded in the Catholic Church's view of technology as a gift (*Aetatis Novae*, #2), the Diocese of Syracuse Catholic Schools embraces technology to enhance learning in alignment with Church teachings, safety, and legal requirements. This policy governs all student use of devices (school-owned and personal), internet access, and related services within school settings and at school events. Violations may result in disciplinary action.

Definitions

1. **Acceptable Use Policy (AUP)**: This policy governing the use of internet services and devices on school premises and at school events.
2. **Catholic School Office (CSO)**: The administrative office of the Diocese of Syracuse Catholic Schools.
3. **Code of Conduct**: Each local school's established behavioral guidelines.
4. **Digital Devices**: Any hardware or software used for electronic data creation, receipt, storage, transmission, or manipulation. This includes computers, laptops, tablets, smartphones, wearables, network systems, and related peripherals and applications.
5. **Diocese**: The Roman Catholic Diocese of Syracuse, New York.
6. **Diocesan/School Resources**: Any technology-related property or service owned or provided by the Diocese or local schools, including devices, networks, internet access, email, cloud storage, and software platforms.
7. **Educational Purpose**: Technology use directly related to the school's curriculum, extracurricular activities, or administration.
8. **Electronic Communication**: Any digital transmission of information, including email, messaging apps, online forums, social media, file sharing, and web content.

9. **Internet/Network:** The global network of interconnected computer networks, including school-based (intranet/Wi-Fi) and external access.
10. **Local School:** Any Catholic school affiliated with the Diocese.
11. **School Policy:** Any official rule or guideline issued by the CSO or a local school, including the Code of Conduct.
12. **School Event:** Any school-sponsored or endorsed activity, regardless of location or supervision.
13. **School Property:** Any physical or digital asset belonging to the Diocese or its schools.
14. **Harassment (including Sexual Harassment):** Any offensive behavior (verbal, written, visual, physical, or digital) that creates a hostile environment, consistent with the Diocese of Syracuse Catholic Schools Office's Harassment Policy.
15. **Student:** Any individual enrolled in a Diocesan school.

Acceptable Use Terms

Student use of all technology resources is contingent upon adherence to this AUP, school policies, and all applicable laws.

Specific Terms:

1. Students are responsible for all activity associated with their assigned accounts and must protect their login credentials.
2. School-provided technology is to be used solely for educational purposes.
3. Technology use on school property or at school events, regardless of ownership, must be aligned with the Expectations for Student Success.
4. Technology access is a privilege that may be revoked at any time by the school principal without prior notice or process.
5. Students are prohibited from using another individual's accounts, creating fake accounts or attempting unauthorized access to any system.
6. Students shall not alter system configurations or assigned passwords without explicit permission.
7. Use of personally owned digital devices during the school day, on school property is prohibited unless specifically authorized in writing by the principal.
8. Technology shall not be used in any way that is inconsistent with Church teachings or school policies, including but not limited to:
 - Accessing, viewing, transmitting, or storing inappropriate, offensive, or illegal content (e.g., sexually explicit material, hate speech, illegal activities).
 - Using disrespectful, abusive, or objectionable language in any communication.
 - Engaging in harassment, sexual harassment, cyberbullying, or attacks on others.
 - Unauthorized access, use, or damage to any technology resources or accounts.
 - Wasting limited resources (e.g., excessive bandwidth, printing).

- Commercial or political activities unrelated to schoolwork, or any activity violating laws.
 - Creating or using fake accounts of any kind.
9. All school-provided technology remains the property of the school and/or Diocese. Students have no expectation of privacy regarding its use.
 10. The Diocese, CSO, or local school reserves the right to access, monitor, review, download, print, copy, and delete any material on or transmitted through their technology resources at any time, without cause or notice. This information may be shared with law enforcement or other authorities as deemed appropriate.
 11. By acknowledging receipt of the Student Handbook, parents/guardians and students acknowledge that there is no right to privacy, exclusive possession, or access to school technology resources and waive any such rights.
 12. Upon suspension or termination of technology privileges, students must immediately return any school-provided equipment and access information.
 13. Students must grant immediate access to any school-provided technology upon request.

Consequences and Penalties for Violation of AUP

Consequences for violating this AUP will be determined by the principal, consistent with this policy and the school's Code of Conduct. Examples include, but are not limited to:

1. Parental notification and conference.
2. Penalties outlined in the school's Code of Conduct (e.g., loss of privileges, detention, suspension, expulsion).
3. Requirement to reimburse for damages to technology or property.
4. Legal action to recover damages.
5. Loss of technology access and use privileges (with potential for supervised reinstatement).
6. Notification of law enforcement agencies when criminal activity is suspected, in consultation with the CSO.

The Catholic Schools of the Diocese of Syracuse Student Technology use Agreement

1. I have read and understand the "DIOCESE OF SYRACUSE CATHOLIC SCHOOLS STUDENT TECHNOLOGY USE POLICY (2025)."
2. I agree to abide by the terms of this policy and understand that I will be held accountable for any violations.
3. I understand that all technology access provided by the school is for educational purposes only.
4. As a user of the school network, I agree to comply with all school rules, policies, and applicable laws and to use the network responsibly.

Parent/Guardian Agreement

As the parent/guardian of the student, I grant permission for my child to access school technology resources, including internet and network services. I understand that my child may be held liable for violations of the Technology Use Policy and/or applicable laws. I also understand that while the school takes precautions, some online content may be inappropriate, and I accept responsibility for guiding my child's technology use and setting expectations for selecting, sharing, and exploring information and media. I agree to discuss this policy with my child and ensure they understand its terms. I understand and accept that my child's technology access may be revoked for any breach of this policy.

Drug and Alcohol Policy

Holy Family School Norwich is committed to maintaining a safe and healthy environment for all students. Students may face **expulsion** if any of the following conditions exist during school hours or at any school-sponsored event:

- A student sells, gives, or deals drugs or alcohol to other students.
- A student is under the influence of drugs or alcohol.
- A student is detected using drugs or alcohol.
- A student is in possession of drugs or alcohol.

Should any of these infractions occur, parents/guardians will be notified immediately. A conference will be arranged with the student, parent/guardian, and administration. Disciplinary action will be taken, which may include probation, suspension, expulsion, or reporting the activity to the local police department. If necessary, counseling will also be arranged.

Parents or family members who come to school grounds or a school event in possession of, or attempt to sell, or are under the influence of alcohol or drugs will be reported to the local police. Such actions may also result in the revocation of the student(s)' enrollment at the school.

Gun-Free School Policy

Holy Family School Norwich, as a Catholic school within the Diocese of Syracuse, aligns its policy on firearms with the federal Gun-Free Schools Act of 1994. Any school pupil determined to have brought a weapon to school will be **expelled** and will not be permitted to attend any diocesan school.

Addressing Infractions: Our Approach

When expectations are not met, it is considered an infraction. The overall goal of working with students and their families when an infraction occurs is to help the student make better choices in the future.

Responses to Infractions

The school employs a range of responses to address infractions, including:

- Redirection by teacher/staff
- Verbal warning
- Written warning
- Communication with parents
- Behavior Plan
- Loss of Privileges (e.g., choice of seating, eating lunch with peers, recess choice, early dismissal, late arrival, student parking, honors pass, free periods, choice of where to move through hallways, cell phone on person)
- After-School Detention
- Suspension
- Written and/or verbal apology
- Redo of assigned work
- Expulsion
- Contacting Law Enforcement

Range of School Responses

The Principal has the right and authority to implement school responses for infractions if they conclude that the student's behavior is harmful to the good order and discipline of the school and its religious mission. The Principal is the final authority in all disciplinary situations.

General Disciplinary Guidelines - PreK3 - 5th Grade

The classroom teacher is the primary in-school disciplinarian. They will work directly with the student to reinforce and support expected behaviors. Written communication and/or a telephone call to the home will facilitate communication between the teacher and parents. The teacher will consult with the Principal regarding matters that warrant further attention.

To maintain consistency across all classrooms, the following procedures apply when a student continues to not meet expectations after the teacher has worked with the student and family to improve the situation. Further infractions will result in a referral to the Principal/Assistant Principal, and the following plan of action will be invoked:

- After the third infraction for not meeting the same expectation, a meeting will be scheduled with the Principal, teacher, parents, and student to create an action/behavior plan designed to guide the student toward better choices in the future.
- All subsequent infractions will be communicated to the Principal, who will address the situation with the parents and assign further responses to the infractions.

If a student is unable to transition from externally imposed discipline to self-discipline, the Principal will exercise authority in deciding what is best for all concerned: the school, the student, and the family.

Suspension

When a student continuously disregards school expectations, short-term suspension may result. Parents/guardians will be notified of the charged offenses and given the opportunity to meet with the Principal or the Principal's designee regarding the suspension.

During a suspension, the student may be in school or out of school during regular hours. If in-school, academic studies will be pursued in a setting isolated from the classroom. All instructional work during the time of suspension must be completed, and all privileges will be lost.

Out-of-school suspension will be implemented only after other measures have proven ineffective and further parent/guardian communication has taken place or where the conduct in question is of such a nature that, in the Principal's sole discretion, it is deemed likely that the student's continued attendance constitutes a danger to other student, to others, to school property, or of a disruption of the educational process. In keeping with due process, suspended students will be granted a conference with the Principal, with reasonable notice, at which the student may present his/her response to the charged infractions and/or appropriate penalty.

If a marked improvement, specifically a positive behavioral change, fails to occur, expulsion may be imminent.

Expulsion

The expulsion of a child from a Catholic school is a serious matter decided by the Principal in consultation with the Catholic School Office. Parents/guardians will be informed of the events leading to the expulsion.

Search and Seizure

School authorities may conduct a search of a student's locker, backpacks, bags, or personal items only when there is sufficient cause to believe that drugs, alcohol, weapons, or other prohibited materials are hidden. Any search must be conducted in the presence of another staff member.

Safe Environment: Our Commitment to a Safe and Respectful School Community

At Holy Family School Norwich, the safety and well-being of our students are always our top priority. This means we have clear procedures in place to address any concerns about student safety and respectful interactions.

When there is a basis for a reasonable suspicion that a child has been the victim of child abuse or maltreatment, School personnel will contact the State Central Registry through the Child Abuse Hotline to report the matter and, where there is a basis to suspect that a child is in imminent danger of abuse or maltreatment, they will contact Child Protective Services or call 911 to seek immediate assistance.

When an issue, concern, or incident involves a sexual matter—such as sexual abuse, sexual assault, sexual harassment, or inappropriate sexual comments, texts, or pictures between students, students and staff, or students and visitors—schools are required to contact either the Diocesan Safe Environment Office (SE) or the Catholic Schools Office (CSO) to investigate. Representatives from the Catholic Schools Office and/or the Diocesan Safe Environment Office will visit the student's school as a team of two. The team meets with individuals involved, as well as any witnesses. This is done prior to notifying families to ensure unbiased responses and because students are typically more forthcoming with information related to this topic with individuals outside their family. Upon completion of any investigation, the team makes recommendations to the school's administration. These recommendations could range from calling 911 and/or CPS to being unfounded with no action recommended. Families of all students who have been interviewed will be notified by the school's administration immediately following the conclusion of the investigation.

We believe that this process creates and maintains a safe environment where all students can learn and grow. We are committed to open communication and working together with families to ensure the well-being of every child in our care.

Appendix A: Harassment, Bullying, or Discrimination Incident Report Form

This form is used to report incidents of harassment, bullying (including cyberbullying), or discrimination that violate the Holy Family School - Norwich Code of Conduct. All reports will be promptly, impartially, and with appropriate confidentiality.

Section	Field	Details
I. Reporter Information	Name of Person Reporting:	
	Relationship to School:	☐ Student ☐ Parent/Guardian ☐ Staff Member ☐ Other:
	Contact Phone & Email:	
	Date Report Filed:	
II. Incident Details	Type of Conduct Reported:	☐ Bullying ☐ Harassment ☐ Discrimination ☐ Cyberbullying ☐ Retaliation ☐ Other:
	Date(s) of Incident(s):	(Specify if it occurred once or multiple times)
	Time of Incident(s):	
	Location of Incident(s):	

III. Individuals Involved	Name of Student/Victim Grade/Class of Victim:	(Person who was targeted)
	Name(s) of Perpetrator(s) (If known): Grade/Class of Perpetrator(s):	(Student or Staff accused of misconduct)
	Name(s) of Witness(es) (If known):	
IV. Detailed Description	Please provide a detailed, factual account of what happened:	(Describe the specific words, actions, or electronic communication used. Include any injury, damage to property, or interference with school activities.)
	Basis for Harassment/Discrimination (If applicable):	(Why do you believe the person was targeted? e.g., race, religion, disability, gender, etc.)
V. Remediation and Safety	Have immediate steps been taken to ensure the victim's safety?	☐ No ☐ Yes (If yes, describe what was done):
	What steps are requested to prevent this from happening again?	

Signature of Reporter: _____ Date: _____

For Internal School Use Only

Field	Details
Date Received by Principal/Designee:	
Assigned Investigator:	
Date Investigation Concluded:	
Findings:	☐ Policy Violation Confirmed ☐ Policy Violation Not Confirmed
Action Taken (Remedial/Disciplinary):	
Date Victim/Parent Notified of Outcome:	