

Holy Angels Regional School

2016-2017

Parent - Student Handbook



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Mr. Michael Connell, Principal

Holy Angels Regional School Mission Statement

Holy Angels Regional School is a child-centered, family sensitive Catholic School. We are dedicated to the development of the whole child; intellectually, spiritually, emotionally, physically and socially. Our students are challenged to learn, lead and serve as Jesus taught.

Regional Parishes

Holy Angels Regional School is primarily supported by seven local parishes. We work to create an environment that God is ever-present in our lives. Through the sacraments and regular weekly attendance at Mass, our children nourish their faith and learn how to use their gifts to serve others in need.

St. Francis de Sales, Patchogue
www.stfrancisparch.info/index.htm
Rev. Steven J. Hannafin, Pastor

Mary Immaculate, Bellport
www.maryimmaculatechurch.net/
Rev. Msgr. William A. Hanson, Pastor

St. Frances Cabrini, Coram
www.bouy.com/~sfc/
Rev. Donald Baier

St. Sylvester, Medford
www.stsylvesterli.org
Rev. Thomas Coby, Pastor

Our Lady of Mt. Carmel, N. Patchogue
www.olmcpatchogue.org
Rev. Benne Uwasomba, Pastor

St Margaret of Scotland, Selden
www.stmargaret.com
Rev. James Wood

St. Joseph the Worker, East Patchogue
www.stjosephtheworkerparish.org
Rev Martin Curtin, O.F.M. Cap.

Holy Angels Regional School (the "School") admits students of any and all races and affords all students, regardless of race all rights, privileges, and opportunities to participate in all programs and activities generally afforded and made available to students of the School. The School does not discriminate on the basis of race in the administration of its educational policies, scholarship and loan programs, athletics and other School-Administered programs. When a child is enrolled in Holy Angels, they will attend all liturgies and take part in the daily spiritual formation of our Catholic faith.

Office and School Hours

The office is open on all school days from 7:30-3:30 Monday-Friday

School hours are 8:25-2:25. Access to the school building and office may be limited during the student arrival and dismissal portions of the day. This limited access is between 8:00 am - 8:30 am and 2:20 pm -2:45 pm.

Attendance

COMPREHENSIVE ATTENDANCE POLICY FOR HOLY ANGELS REGIONAL SCHOOL

- Statement of objectives to be accomplished

Holy Angels Regional School establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Description of the specific strategies to accomplish each objective

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch
- Attendance will be taken on class and/or school field trips

- Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each (Noted in Student Handbook).

- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy
- A pupil is absent for part of day if present when attendance is taken and then leaves school.
- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused	Unexcused
The following reasons for absence or tardiness may be considered excused.	The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> • Sick • Scheduled medical appointments • Sickness or death in family • Day of religious observance • Bad weather; impassable roads • Court appearance • Family emergency • District bus problem • College interviews (limit 2) • Funeral • Other school activity 	<ul style="list-style-type: none"> • Music lessons • Take child to work • High school visits • Family trips • CYO trips • Didn't have a ride • Truant

- Description of the coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in the register of attendance

The following coding will be used. Marginal notations may be made for clarification.

Excused	Code	Unexcused	Code
Sick	ES	Trip/vacation (family, CYO, etc.)	UT
Medical appointment (limited hours)	EM	Music lesson	UM
Family sickness/death/emergency	EF	Take child to Work day	UW
Religious observance	ER	Visit to high school	UV
Court appearance	EC	Problem with car/ride	UP
Weather/impassable roads	EW	Other (not deemed acceptable)	UO
District transportation	ED	Trip	UT
Other (documented/noted)	EO		
Other School Activity	EO		
College Interview	EO		
Funeral	EF		
Medical Abs. Home Tutoring	EM		
Retreat	ER		
	Out of school suspension	OSU	
	In school suspension	ISU	

- Description of Holy Angels' Regional School's policy regarding pupil attendance and a pupil's ability to receive course credit (Refer to Student Handbook)

Regular attendance is a critical factor in school success for pupils.

Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

- Description of:
 - Incentives to be used to encourage pupils to attend school

- Disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures

Holy Angels Regional School will identify those incentives and sanctions that will promote regular attendance. In some cases, students' grades under follows school's policy will be lowered if there are more than 5 unexcused absences.

Incentives	Sanctions
<p>Parents of students who are absent or late for ten days of school within a semester will be invited for a conference with the school administration.</p> <p>The school has established a policy to recognize <u>perfect</u> attendance.</p>	<p>The absence/tardiness could preclude participation in extra-curricular activities on that day.</p> <p>A parent/student conference would be required.</p> <p>An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.</p>

- Description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse

- Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the attendance office.

- Description of the process the schools of the Diocese of Rockville Centre will use to develop specific intervention strategies to address attendance problems

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

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems
- After ten days, parents will be asked to come in for a conference to address attendance concerns.
- If necessary an outside agency/proper authority will be notified.
- Identification of the person(s) designated in each school building who will be responsible for:
 - Reviewing attendance records
 - Initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy
- The principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.

- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The Principal is the one responsible to identify and follow up on attendance concerns.
- School policy includes guidelines for teachers and for the school nurse.

Under NYS regulations, all absences, lateness and time lost by a student excused for part of the day, must be recorded and explained. Telephone calls are required on the day of the absence. A written excuse stating the reason for the absence, signed by the parent must accompany the child when the child returns. Calling the health office does not take the place of an absent note. A doctor's note is required for an absence due to illness of five (5) days. Parents may pick up homework assignments after one day and are encouraged to check the teacher's websites.

If a student is absent or has left for illness during the day, they may not return to participate in the sports activity for that day.

Dental and doctors appointments should be made after school hours except in cases of emergency.

Student Work when absent

If a child is absent for one day, school work may be made up when he/she returns to school. If a child is going to be absent more than one day for illness, arrangements may be made for school work to be sent home. Arrangements may be made through the school office or with your child's classroom teacher.

Vacations

Extended absences due to family vacations during the school year disrupt the learning momentum for the student, the class and the teacher. This is discouraged. This type of absence is considered an illegal absence. If, because of necessity, parents choose to take children, they must be ready to accept responsibility of loss of instructional time and possible lower grades. Teachers cannot be expected to prepare work in advance, nor should parents request this.

Student Accident Claims

All students are required to carry accident insurance covering school time. The cost is included in the registration fee.

Arrival and Dismissal

Arrival Procedures

Parents may park on Ocean Avenue or Amity Street and walk to the front of the school with your child/ren.

- The Main Parking lot is closed during student arrival. Vehicles are not permitted inside this area after 8:00 AM.

Parents may follow the bus line and enter the West parking lot via Cedar St. This is a moving vehicle line only. Parking is not permitted in this lot. Students will exit all vehicles at the West entrance under the supervision of the assigned staff member.

- If a bus arrives late, please wait for the bus to be dismissed and wait for direction to move your car forward. You should remain in the line until directed. All buses have priority over car riders.

Dismissal

PreK - you may pick your child/ren up as a walker at the prekindergarten building no later than 2:15 p.m.

- PreK parents should drop off their child/ren at the kindergarten building.
- Dropping off by car-you may wait until after the buses have arrived in the morning and drive into the back lot (between 8:15 a.m. and 8:20 a.m.) to drop off your child at the back door. Please do not arrive any earlier. Buses need to be able to enter our school yard. If you choose this option, enter the bus yard by way of Cedar Street and exit on Division Street. You should remain in a line closest to the curb so buses may still enter the yard. Do not move your car forward until you are directed by a Holy Angels staff member. When moving your car forward, stay close.
- Pre-K - your child/ren will be dismissed as a walker/parent pick-up (2:25 p.m.) with their siblings at the South Entrance (door closest to the garage). Pre-K children will be dismissed prior to all other walker/parent pick-up.

All other children who are designated as a walker/parent pick-up will be dismissed immediately following Pre-K dismissal (2:30 p.m.).

You may designate your child as a Car Rider to be picked up at the back door of the school after the departure of all the buses (~2:45 p.m.). Once again, please wait to be directed by a Holy Angels staff member. Stay close to the school building and continue to move forward as far as possible. Do not park in the parking spaces.

Please have your child bring a note for any dismissal changes. We cannot guarantee your child will receive a dismissal change after 1:00 p.m. Our goal is to insure the safety of all the children and we require the cooperation of all parents to do so. We appreciate your cooperation.

Bus Transportation

You must call your own school district's transportation office in regard to any problems or questions concerning transportation. All transportation requests must be submitted by the deadline of April 1st each year to your own public school district. Currently, Holy Angels students receive busing from the following: Sachem, Middle Country, South Country, Patchogue-Medford, William Floyd, Longwood, Baypoint-Bluepoint and Rocky Point.

As a Holy Angels student on the bus, the uniform we wear serves as a reminder that we are challenged to learn, lead and serve as Jesus taught.

It is very important that each child and family comply with the transportation laws of the district and state. The law states that a child is to be transported from home to school within a 15 mile limit. If the child is not taking the bus home on any particular day, written notification must be given to the teacher.

Each district has its own regulations regarding disruptive behavior. Our administration and the Diocese uphold and support these rules. If a child receives repeated bus conduct reports, the district will notify the parent concerning suspension from the bus. Please impress upon your child the importance of safety. Children are to get off the bus at the expected stop and not make any changes unless there is a written note.

Rules on the bus include:

1. Every child is to remain seated, keeping aisles clear and arms inside the bus.
2. Vandalism or inappropriate behavior will not be tolerated.
3. Each child and parent is to show respect to the driver and fellow passengers at all times.

On the bus, the driver is the adult in charge. If problems arise on the bus, the director of that district transportation department should be notified. Holy Angels can only begin disciplinary actions if it receives a written bus report from the transportation department. The bus drivers have been instructed to write bus referral reports as needed. The first time a written report is received a warning will be given. The second time, a detention will be received. If a third report is received, bus privileges will be suspended for three days. A fourth report results in five days and the fifth requires a loss of all bus privileges. This includes field trips on the bus as well.

Inclement Weather and Emergency School Closings

We have 225 families to dismiss everyday. Closing for bad weather means maintaining the procedures in place for safety.

If Patchogue-Medford closes, Holy Angels will close.

If your school district of residence has a delayed opening, the transportation of non-public students will be delayed even if Holy Angels is open.

Sometimes, the weather may deteriorate as the day progresses.

Our dismissal procedures will remain the same as inclement weather approaches. Parent pick ups will be dismissed first, and then buses will be loaded, followed by car riders. When buses arrive early to take students home, unless there is a written note, regarding the change in dismissal, the students must go home on the bus.

Please make sure your children know that standard procedures will be followed.

When it is necessary to close the school due to extreme weather conditions, or other emergencies, announcements will be made on the website, eblasts and Ch. 12. Phone calls via School Reach will be made to all families.

Dress Code

In choosing to attend Holy Angels, students and their families acknowledge a willingness to comply with dress regulations. By wearing a uniform we present a good appearance and good taste at all times. Uniforms state that we are serious about learning. Loebel's is the official distributor of the school uniform at this time.

The principal reserves the right to deem unacceptable any attire that is questionable. Parents will be notified if their child is not in compliance.

Parents may purchase the uniforms at Loebel's with the personalized Holy Angels logo. Any other navy blue pants or white shirts may be purchased elsewhere provided they follow the dress code. Shoes may be purchased at other stores provided they follow the dress code.

There are some uniforms donated from parents whose children have outgrown them. Parents may come to school to look through them for their child/ren.

Shoe Policy

Grades K-6 Girls-Black flat shoes that can be polished are to be worn. No platforms, high heels, or backless fad shoes. Shoes can be loafers or shoes with straps (Mary Jane). If the child wears loafers they must be kept on. There are to be NO shoes with buckles, ankle straps and glitter.

Boys-Black loafers or tie shoes that can be polished are to be worn. If the child wears loafers they must be kept on.

Grooming Standards

Girls - Hairstyles and jewelry must be appropriate to the school setting and in keeping with the dress code. Extreme and trendy hairstyles are not permitted. No feathers, extensions, colored hair or large hair accessories. Hair accessories should be of the uniform color. One ring, one thin chain, one watch, no bracelets. No earrings other than one basic post earring in each ear lobe. No make-up, colored nail polish, body art or body piercing.

Boys - Hair length must be appropriate for the school setting. The hair length must be above the collar and ears. Faddish hairstyles or unnatural hair coloring are not permitted. No earrings, body art or body piercing.

Uniforms

Pre K

Navy PE uniform, sneakers are to be worn. Students may also wear the golf shirt There will be days the PreK teacher designates as particular dress days based on curriculum and scheduling. Sneakers are to be athletic type. No lighted sneakers or sneakers with wheels. Sneakers should be not be flat. The reason PreK does not wear the full school uniform is due to sizing availability.

Girls Grade K-5

Plaid jumper to the knee, white blouse with round Peter Pan collar, short or long sleeve

Dark navy socks, dark navy opaque stockings, navy leggings

Dark navy uniform sweater cardigan or V-Neck pullover

Optional Summer Uniform May 1- October 15

Plaid skort, white knit shirt, white socks

Girls Grade 6-8

Plaid skirt to the knee, white blouse with round collar, tie, short or long sleeve

Navy knee socks, navy opaque stockings, navy tights

Navy uniform sweater cardigan or V-Neck pullover

Optional Summer Uniform

May 1-Oct. 15

Navy skort, white knit shirt

Boys Grades K-5

Dark navy uniform slacks, worn at waist level, black belt

Short/long sleeve white dress shirt, tucked into pants, plaid tie

Dark navy V-Neck uniform sweater

Black socks

Kindergarten only may wear white knit shirt all year

Boys Grades 6-8

Navy uniform slacks, black belt

Long/short sleeve dress shirt, plaid tie

Optional Summer Uniform

White knit shirt (May 1- Oct. 15)

Navy shorts

Navy or black socks

Gym Attire

All students are to wear sneakers for PE. Sneakers are to the athletic kinds, not flat soled, glittery or with lights.

Grades K-5

Navy T shirt, shorts purchased from Lobel's. In cold weather sweat suits purchased from Lobel's are worn.

Grades 6-8

Navy T-shirt, shorts purchased from Lobel's. In cold weather sweat suits purchased from Lobel's are worn.

Dress down days

On dress down days, students are still Holy Angels students. Dress downs are used for fundraisers, incentives and school community events. Teachers remind the children of what is appropriate the day before it happens. On Dress up/Dress down days, students are expected to dress in conservative clothing and follow all other rules that apply to hair, makeup, and jewelry. The students of Holy Angels must represent themselves in appropriate dress with modesty at all times. No sleeveless tops, low necklines, spaghetti straps, shoulder baring, midriff baring or revealing tops or open back shirts may be worn. Overly short apparel is not permitted. All skirt lengths must be no more than 3 inches above the knee. This length also applies to all skorts and shorts. Overly tight apparel will not be allowed in any fashion, including tops, slacks, jeans, shorts, and skirts. Wearing a top over a tight tank top is not allowed. Students will not be permitted to wear flip-flops, mules, open back shoes or high-heeled shoes and sandals due to safety issues. Uggs will be announced if they are allowed on that day. If the dress code for Dress Up/Down Days is not followed, parents will be called immediately to provide proper clothing. We trust that families carefully consider appropriate dress for all dress up and dress down.

Field Trips

Only students whose day-to-day conduct merits their going on a field trip will be allowed. Parents and children will be notified in case of exclusion. Permission forms must be signed by the time the teacher requests the form returned.

Health Office

A nurse is on duty during the school day to take care of emergency first aid and to contact the parent if a child becomes sick or injured. The parent or authorized adult must come into the school building to take the child home. All medication must be dispensed through the Health office only. All medication must be clearly and properly labeled with the student name, grade, name of drug and the time it should be given. NO medication can be given unless the nurse has a MD note or RX and a parental permission slip. The parent permission slip is to be requested from the school nurse so that all pertinent information is supplied. All meds left in the Health office at the close of the school year will be disposed of properly.

When your child returns to school after surgery or an injury, a doctor's note will be required so the Health office may be guided as to the activity level recommended for the injury sustained or

treatment given. Without a note, a student will NOT be allowed to participate in gym or go outside for recess.

Students may not be released for reasons other than sickness during the school day unless there is a written request from the parent. Please make every effort to schedule doctor or dentist appointments other than during school hours.

New York State requires all new students, Nursery, Pre-Kindergarten, Kindergarten, 2nd, 4th, and 7th graders to have a physical exam. Documentation must be in the nurse's office prior to October 15th or the school physician will perform the exam. All students entering the 6th grade must have proof of Tdap vaccine and Varicella (chickenpox) vaccine or documentation by their physician of having the illness. Please make sure your child is current with immunizations. If not, we might have to exclude them from attending school as per NYS law.

Any student entering the 6th, 7th, or 8th grade that plans on participating in an after school sports program **MUST** have a **sports physical** completed by your physician prior to the first practice. Forms may be picked up at the nurse's office.

Homework

Homework is given to:

1. Help the child to learn independently.
2. Reinforce concepts that have been taught.
3. Instill the habit of reviewing daily class work.

Homework should not be tense. It should be a review and a chance for you to see the work your child is learning. Many assignments are long term and time management planning is vital. Leaving assignments to the last minute is stressful. We are preparing lifelong learners.

Meetings

We believe that collaboration and working as a team will help your child succeed. Parents are expected to attend Parent Teacher Conferences and to attend meetings when requested by the teacher.

In addition to school meeting, each Pastor will be calling meetings at your home parish in conjunction with your school board and parish liaison. It is imperative that you attend. These meetings give you the opportunity for input in our programs, insure the subsidy from your parish and answer questions on the sacrament program that your child will be receiving.

Separated/Divorced Parents

It is our hope that separated, divorcing and divorced parents will recognize the need for consistency in their child's academic, social and spiritual lives at Holy Angels. Communicating with one another about your child supports the child and gives them security and stability for success. Please let us know if, from time to time, you need additional copies of letters, forms, etc. We need to have documentation if necessary for billing, emergency contacts, etc.

Sacrament Programs

It is the parent's responsibility to register their children with the Religious Education Programs in your region's parish and follow the directions in your Church bulletin. Each parish has different programs, education classes, celebrations, and dates for the reception of the Sacraments. Adult education, service projects and specific preparation for the celebration and preparation ceremonies are handled in the parish. Please check with your Pastor and Religious Education Director.

Parental Requests for Teachers, Changes in Programming

There are many factors, which must be considered when making class placements for children. The school has the responsibility of considering the academic and social needs of individual students as well as matching a child's learning style in a suitable learning environment. We need to balance our classes with boys with girls and students' strengths and weaknesses. We, as professional teachers, are aware of your child's academic strengths, weaknesses and classroom behaviors.

While some parent requests are based on community conversations, some input will be considered when there are problems or concerns of which we are unaware.

Parental input will be taken into consideration for individual children but for not groups. We do retain the right to make final decisions. Please send a written note to the Principal by May 1 if you would like to provide information as we create classes. But please do not request specific teachers. The principal and teachers who work at Holy Angels are certified through the NYS Education Department.

Assessment Cards

A personal report is kept for each child. This record contains academic and test information along with personal information taken from the registration form. Under the FERPA act (Family Education Rights and Privacy Act), parents or guardians may review their child's school records by making an appointment with the school secretary. Should copies be needed you will be charged a nominal fee. We send records only after we get a written request. The DRVC seal is stamped on the records to make it an official copy. Holy Angels follows the Diocese of Rockville Centre grading guidelines.

Sexual Harassment Policy

Sexual Harassment shall be defined as any behavior that causes undue trouble, worry or discomfort. The deciding factor is whether a particular phrase, gesture or behavior is unwelcome by the students receiving it or witnessing it. Harassment means any intimidating or disrespectful action, word or gesture. Sexual harassment is illegal and violates state law.

Types of sexual harassment include:

Written sexual harassment, which is defined as letters, notes, invitations, and drawings of a sexual nature. This includes computer messages of a sexual nature.

Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. Examples include comments about a person's body, name-calling, and sexual jokes, using sexual orientation as an insult, sexual suggestions, spreading rumors about a person of a sexual nature.

Non-verbal sexual harassment includes: making gestures of a sexual nature, writing, a person's name along with a sexual remark, facial expressions (winking, kissing), suggestive looks, leering, or staring at another's body, gestures, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Physical harassment means any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking movement.

Harassment and Bullying Policy

Harassment or bullying is defined as acts or behaviors repeated over times that involve a real or perceived imbalance of power. Any gesture whether written, verbal, graphic, or a physical act (including electronically transmitted acts: i.e. the internet, cell phone, wireless hand held device, website or social networking site) will be considered a violation of this policy.

Harassment and bullying behavior is illegal and violates NYS laws. Types of harassing or bullying behaviors include:

- Behaviors that are intended to harm someone by damaging or manipulating his/her relationships with others.
- Indirect, hidden acts of aggression, social isolation, and/or excluding.
- Direct, blatant acts of aggression, which can be physical or verbal.
- Harm through damage or threat of damage to another's physical well-being.
- Obvious and hidden acts of aggression toward another student such as threats, putdowns and name-calling.

Holy Angels is not responsible for any inappropriate Internet/ texting behavior that goes on outside of the school setting.

Holy Angels is not responsible for any activity that goes on between parents.

Reporting:

Any student who thinks they have been the victims of harassment should report the conduct to a teacher, teacher's aide, nurse or principal. They should walk away from the harasser. Go to the nearest teacher. Report the harassment to the teacher.

Any person coming forward in good faith will be free from any retaliation.

Technology Use

Internet Policy

Computers with Internet access are found in the classrooms and may be used by students at different times of the school day. In order to ensure that technology is used safely and properly to produce the maximum educational benefit for its use by all students, students need to remember:

- The use of technology is a privilege, not a right and improper use will result in immediate cancellation of that privilege. Each student is responsible for his/ her own behavior while using technology.
- The purpose of technology is to support research, education and to learn skills that are consistent with our educational objectives. Any use of technology that may be found to be harmful, distasteful, destructive or inappropriate is forbidden.
- Holy Angels makes no warranties of any kind. Holy Angels will not be responsible for damages incurred while using technology. This includes lost data, misdelivery or service interruptions caused by its own negligence or student errors or omissions. Parents and students will sign an Acceptable Use form at the beginning of the school year.

BRING YOUR OWN DEVICE POLICY

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy. Holy Angels Regional School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

- The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.
- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.

- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.
- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

As a student they understand and will abide by the above policy and the Technology Use and Student Behavior Policy. They further understand that any violation of the above may result in the loss of my device privileges as well as other disciplinary action.

As a parent they understand that my child will be responsible for abiding by the above policy and guidelines. They have read and discussed them with her/him, and they understand the responsibility they have in the use of their personal device. This policy is to be signed and on file in the school.

Textbooks

Please make sure textbooks are covered and names written on the front. No other writing should be in the book. Please carry books in a bag to protect them. Textbooks are on loan. We use the Westhampton BOCES for book distribution.

Telephone

If a student finds it necessary to request to use the phone they must check with the teacher and then school secretary. They cannot use the phones in the business or health offices unless granted permission. We are guiding your child to be more independent. The phone cannot be used to call for a forgotten assignment, change in dismissal, or clothing. Students are encouraged not to bring cell

phones to school. If there is an extenuating circumstance when a parent finds it necessary for a student to have access to the cell phone after school, please write a note. Any unauthorized use of the cell phone will result in its being taken away and a demerit will be issued. Students with cause to use a telephone to call a parent will use the office telephone. Parents need to be aware of the texting and cell phone habits of their children with other classmates.

Testing Program

The Diocesan Education Department's Testing Program will be adhered to every year. The program includes ITBS (IOWA test of Basic Reading skill) in Grades 2-8. CoGAT in Grades 1, 4, 7 and NYS Tests (ELA and Math) in Grades 4 and 6. The Diocese and state set the schedule. Please do not schedule vacations and doctor's appointments during this time.

Tuition Payment Schedule

Tuition payments run from July through May with the exception of January. Payments are made to FACTS. It is due between the 1st and 15th of each month. A registration fee for each child is due during the month of January proceeding the new term. Notification of arrears will be mailed when payment is not received by the fifteenth of the second month. Delinquency of payment in excess of three months may result in a family being asked to withdraw children from the school. It is vital that you speak to the Pastor or Business Manager if you find yourself in this position. Payment of bank fees covering returned checks is expected.

Unfortunately, when an account is two or more months in arrears, report cards will be withheld until the payment is made. Participation in extracurricular activities can be limited.

Textbooks will be released to students whose tuition and registration are paid in full and the new Tuition Agreement has been properly signed and returned to school. Please contact the Business office at 475-2641, if you have any questions about tuition or payments.

By being a registered member of a parish, you are expected to contribute to the weekly campaign of your church. That contribution helps us as a parish subsidy to the school as well as to the parish. Our community grows in faith with many parish programs that benefit our children.

Tomorrow's Hope Fund

Tomorrow's Hope Foundation provides tuition assistance grants to those who meet the criteria set forth by an independent auditor. Grant applications are available through the DRVC Education Department website. The application deadline is posted on their website www.tomorrowshopefoundation.org for the upcoming school year. Holy Angels Regional School cannot provide tuition assistance. Grants are not carried over from one school year to the next. You must reapply for assistance each year.

After school Activities

There are many after school activities. Students must be picked up from these activities on time. Any child not picked up on time will be placed in aftercare where they will incur the aftercare fee

Visitors and Volunteers

Volunteers need to sign in during the school day. There are badges, which the school secretary will provide. No one is to go directly to class without a pass. Holy Angels Regional School is a non-smoking facility. There is no smoking on the grounds.

The Diocese's office of Human Resources has developed a background screening procedure that has become part of the employment and volunteer selection. Our children are the most important gifts God has entrusted to us. Therefore, we are asking that each member of our community who wishes to volunteer sign a Code of Conduct for services in Holy Angels. Record of VITRUS training needs to be on file. Volunteers are to dress appropriately and not use their cell phones during their time volunteering.

Code of Conduct/Discipline

It is the responsibility of each student to think of other people, to respect the rights of others and to manifest behavior that results from inner convictions and adherence to our mission statement, "to learn, lead and serve as Jesus did".

We want to create a learning environment that honors all learning styles and creates a community of learners.

The educational relationship between the school and a student is also an educational relationship with the student's parents. Where, in the discretion of the school, the behavior, attitude or conduct of a parent is of such an uncooperative, destructive or disruptive nature that the ability of the school to manage the student's parents is impaired; a parent may be required to withdraw his/ her child or children from the school.

A DEMERIT is a warning to the students that they have violated one of the school's regulations. This is to be signed and returned the following day. Three demerits warrant a detention. Detentions are held during recess on scheduled days or after school. Teachers reserve the right to keep a student from recess occasionally to make up work or reflect on inappropriate choices. The teacher keeps demerits and detentions on file. Serious offenses on the Middle School level will be brought to the attention of the discipline committee. Demerits are given for:

- a. Inappropriate behavior
- b. Inappropriate language
- c. Inappropriate response to a teacher or school staff
- d. Disrespect for the authority of a teacher or school staff
- e. Disrespectful language or actions toward other students
- f. Open possession of cell phones, or other electronic devices
- g. Disregard for morning rules
- h. Disregard for lunch/recess rules
- I. Disregard for rules at dismissal
- j. Chewing gum.
- K. Failure to wear any part of the school uniform without a written excuse
- l. Failure to dress appropriately on a dress up or a dress down day.
- m. Not adhering to grooming standards.

Immediate detention/conference with parent will be given for:

- a. Fighting
- b. Vulgar Language.
- c. Language or actions that show prejudice.
- d. Disregard for school property.
- e. Disrespect towards teachers or other adults
- f. Using a cell phone or electronic device in school not described in the BYOD policy
- g. Lateness - 5 unexcused lateness. Parents **MUST** write notes for lateness.

Among the types of misconduct which makes pupils liable to probation, suspension or expulsion are:

- a. Actions are gravely detrimental to the moral and spiritual welfare of other students or school personnel.
- b. Open, persistent defiance of the teacher.
- c. Assault or battery or any threat of force or violence directed towards school personnel or student.
- d. Habitual profanity or vulgarity.
- e. Stealing.
- f. Bringing a weapon to school.
- g. Sexual Harassment
- h. Smoking or having tobacco.
- i. Use, sale, possession, of any alcohol for beverage purposes on school premises or use, sale, possession of drugs/narcotics.
- j. Willfully defacing, cutting, or otherwise injuring in any way property, real or personal, belonging to a member of the school community or to the school community.

Lunch/Snack

Our students eat in their classrooms. We have parents to supervise while the teachers eat their lunch. Children are to follow classroom rules and to remain seated while they eat. Running is not allowed. Yelling, screaming and loud talking are not conducive to a calm lunchtime. The parent supervisor needs to remind the class to keep the class neat and in order. No glass containers are allowed.

During lunch, students may purchase one snack to have at lunch and one snack if they attend aftercare or go to an after school activity ONLY. Snacks will only be sold if there are enough parent helpers selling.

During the morning, some children have snack time. Snacks are to not be a substitute for another meal. They are to be easy for the child to handle as far as opening them and utensils needs.

Students with Special Needs

Students who qualify for Special Education Services such as Resource, Speech, Other Health Impaired, Physical and Occupational Therapy are considered dually enrolled at Holy Angels and Patchogue Medford Schools. Special Education services are services which must be in compliance as per state law. Holy Angels follows NYSED directives when Individual Education Plans/ Section 504 plans are established. Patchogue- Medford, **not** Holy Angels contracts with various service providers to provide services. Holy Angels works collaboratively with Patchogue- Medford Schools and the service providers.

Fundraising/ Parent Participation

Holy Angels is funded by tuition, parish subsidies and fundraisers. There are 2 mandatory fundraisers. Parents will be expected to volunteer for at least 50 hours. This can be accomplished many ways which will be outlined at the 2012 Open House. The SCRIPTS program is a way our school benefits from purchases which we use everyday. It is the hope that families purchase \$1500 of scripts cards.

This handbook will be frequently updated online.