

Holy Family Catholic School

Employee Handbook

2023 – 2024



Administration

Pastor: Reverend Father Fritzner Bellonce

Principal: Ms. Nyce Daniel

Assistant Principal: Mr. Casey McCoy

Administrator: Mrs. Faradjah L. Muller

Mission Statement

Our mission is to provide a quality education rooted in the sacraments and the Gospel values. We aim to profess our Catholic faith through academic excellence, community service, and integrity so that our students become empowered to reach their ultimate potential.

August 07, 2023

Dear Faculty and Staff members:

Please accept my warmest welcome in our pursuit to cultivate an environment that will meet the spiritual, academic, and social needs of our students. This handbook delineates all the policies and procedures necessary to perform your job effectively. In addition, we strongly encourage you to familiarize yourself with the Archdiocese Employee Manual which is available online.

Let us use our “Faith to Move Mountains” and renew our commitment to ensure the success of our students and community.

With the Lord’s Blessings,

Nyce Daniel
Principal

FAITH TO MOVE MOUNTAINS

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BELIEF STATEMENTS

- Believes that Catholic education is a fundamental part of the Church's mission to proclaim the Gospel message
- Believes in fostering the religious, academic, and social growth of our students, where faith and values are integrated with learning and life.
- Believes that each child is a unique child of God and is capable of learning.
- Believes that teachers should use a variety of teaching methods to help each student achieve their greatest potential.
- Believes that all teachers and staff are responsible for promoting learning and success in a Christ-centered environment.
- Believes that mutual respect among and between students and staff creates an atmosphere that is wholesome and safe.
- Believes that structure and discipline are essential for the academic and spiritual formation of our students.

School Hours / Meetings / Dress Code

All employees must be at school by 7:30 a.m. unless otherwise scheduled. It is necessary to clock in on-time every morning before the start of class. **Clock out every day before leaving the school.** All staff may leave at 3:30 p.m. unless otherwise scheduled. Teachers should have their children lined up by the picnic tables by 7:35. Teachers in grades 5-8 should be outside for dismissal by 2:55 p.m. Students in grades Pre-K through fourth grade will dismiss from the classroom and dismissal is at 2:45 p.m. Students arriving to class after 8:00 a.m. need a late pass from the office.

Faculty Meetings and Parent Meetings

Faculty members are expected to participate in team level/PLC meetings and on committees (Catholic Schools Week, Science Fair, Safety, Field Day, Multicultural Month, subject area, etc.) Monthly parent meetings are scheduled the first Wednesday of the month; attendance by faculty and staff is required. Teacher workdays are not holidays; teachers and staff are paid for time worked and attendance is required.

Dress Code

Teaching is a profession, and all staff should dress professionally. Women's blouses/tops should have sleeves, be loose fitting, and no plunging necklines. Slacks or skirts are to be loose-fitting and professional looking. Skirts and dresses are to be mid knee length or longer. Men should dress professionally with dress slacks and oxford style shirts or solid color polo shirts.

Remember:

- no denim, no stretch or sweatpants, no leggings, no capris
- no flip flop styled sandals
- no visible tattoos
- no excessive jewelry
- no sleeveless shirts, blouses, or dresses
- no T-shirts
- no UNNATURAL hair colors

Supervision

Students are to be actively supervised at all times. If there is a need to leave the classroom even for a few minutes, please notify the office or another teacher. Students should always be where an employee can see them. When bringing a class to PE, cafeteria, art room, etc. it is necessary to be walking with the students and watching them. Do not leave students until the other teacher takes over the supervision.

- **Morning arrival:** All teachers and staff should be lined up with students by 7:35 a.m. in the picnic area. Assigned staff will be responsible for student supervision starting at 7:15 a.m. Students must be actively supervised at all times. Teachers must be in the courtyard with their class by 7:40 a.m. to begin Morning Prayer.
- **Lunch Duty:** Teachers remain in the cafeteria with their students during lunch. Teachers are responsible to assure that each child has lunch, behaves appropriately and cleans up after they eat. Please follow the assigned lunch schedule in a timely manner. If the lunch monitor is not in the cafeteria, teachers are responsible for taking the lunch count for their class. This means as each student receives a **complete meal** the teacher crosses off a number.
- **Afternoon Dismissal:** Grades 5-8 must be ready to move outside to the picnic tables when the dismissal bell rings at 2:55 p.m. Pre- K through grade 4 dismiss from the classroom at 2:45 p.m. All students must be carefully supervised during dismissal. Students are released by the teacher to the parent/guardian for dismissal. Students not picked up by 3:00 p.m. are brought to After-Care by the teacher.
- **Rainy Days:** Students report to classrooms at 7:30 a.m. on rainy mornings. Students remain in the classrooms for dismissal. At 3:00 teachers bring students to After-Care.
- **Church/Assemblies:** Teachers are responsible for student behavior.

Reporting Abuse

Florida Law requires that a school/teacher report any situation of suspected sexual or physical abuse of a minor by calling the abuse hotline (1-800 9ABUSE). The staff member must notify the Principal ASAP.

Virtus - Protecting God's Children

All employees are required to participate in the Virtus workshop training and maintain monthly updates via the internet.

Lesson Plans

All teachers are responsible to prepare their lesson plan on a weekly basis and make it available in RenWeb every Monday morning. Lesson plans include the Standards, Objectives, Procedure (cooperative groups, discussion, activity, experiment, lecture...), and materials needed beyond the textbook such as manipulatives, learning centers, music, art, etc. to meet the variety of learning styles. Homework assignments and long-term projects should be noted. The principal and/or the assigned administrator will check lesson plans weekly.

Grading

Recording evidence of student progress is the responsibility of the teacher. All student work is to be corrected and graded by the teacher or instructional assistant. Accurate records are to be kept by the teacher on RenWeb. Student grades are determined by an average of class work, projects, quizzes, performance assessments and tests. Percentages to be used will be determined by the level team. There should be an assessment grade and 2 classwork grades entered into RenWeb grade book by 8:00 am Tuesday of each week for all core classes.

Attendance Records

Teachers are responsible for keeping accurate attendance records for their classes. Attendance is kept on both the attendance cards and in Rediker. Absences are to be recorded on a daily basis (before 8:05 a.m.). Students who arrive in the classroom after 8:00 am are tardy and must get a tardy slip from the office.

Classroom Order

Classrooms should be neat, clean, and orderly. Bulletin boards should teach a lesson and be changed frequently. Classrooms should reflect what the students are learning through displays. There should be religious items (crucifix, statue of Mary, Bible, etc.) in each classroom. **Please teach and encourage the students to keep the classroom clean.**

Classroom Management

Classroom rules, procedures, expectations, and consequences should be positive, brief, and very clear. Rules, consequences, and rewards should be posted in each classroom. Set the tone on the first day of school. Procedures and routines are very helpful and need to be practiced. Students need to know what is expected each day when they enter the classroom. Be consistent, no idle threats! **Corporal punishment is NEVER used! Keeping a positive and Christian manner of treating the children is a must.**

Procedures and Routines

Every routine is a clear and practiced procedure. If the students aren't walking in line the way it was explained, practice some more. Do not settle for less than what is expected from them.

1. Students should have something ready to do when they enter the classroom.
2. Plan your work and work your plan.
3. If there is too much talking, do student desks need to be rearranged?
4. Halls must be supervised during all transitions.
5. During arrival/dismissal students must be in their assigned area.
6. Raise your hand not your voice to quiet the students.
7. Walk around, circulate while students are working.
8. **DO NOT SIT AT THE DESK WHILE TEACHING**

Sending Students to the Office:

All students must have a "PASS" when they come to the office. If they are sent for behavior problems, they must be referred to the grade level administrator with a completed "Behavior Reflection" paper. Students should be sent to the office for serious behavior infractions only.

Administrative Withdrawal

In certain cases, the principal must make the determination of continued enrollment of a student after the process of discipline has been taken. The best practice is to confer with the parents and come to the mutual understanding of having the child withdraw.

The pastor or principal must consult with the superintendent before a student is administratively withdrawn or asked to withdraw. A student who has been withdrawn from a school of the Archdiocese will not be accepted into another Archdiocesan school unless the principal from the first school supports the application of the child. This support is given when there is good reason to believe that the child will succeed if given a chance in a new setting.

Communication with Parents

It is very important to keep parents notified of a student's progress and/or behavior. Parents are kept informed of student progress through progress reports, report cards, parent-teacher conferences, and special notes or conferences. Teachers may not hold parent conferences during the school day except as scheduled during a planning period. Rediker is to be kept up to date with grades and homework. Every Wednesday the parent bulletin is sent home. Each teacher should read the bulletin with his/her class every week. Parent communications, folders, tests, etc. should be sent home on Wednesdays. **All general letters, notes, and emails to parents must be approved by the Principal or designee. Please check all notes for correct spelling and grammar.**

Homework

Homework should be assigned every day; Friday is optional. All homework assignments should be written in the student homework agenda or on the class homework sheet and posted in Rediker. All homework must be turned in on the assigned day. The teacher is responsible to check assignments. Homework should be checked and sent home. Parents should sign folders or notebooks that contain the student's work. Copies and worksheets are to be limited!

Guidelines for Assigning Homework Daily:

Grades K-2: 30-45 minutes

Grades 3-5: 45-60 minutes

Grades 6-8: 60-90 minutes

Communication with the Principal

The Principal should be consulted or informed of any extraordinary projects happening with your students. All notices and requests being sent home with students to parents must first be approved by the principal or designee. If there is ever a problem or concern that needs to be discussed, please contact the Principal immediately

Visitors to the School

All visitors must obtain a visitor pass in the school office. Parent volunteers must wear a badge that can be received in the school office. Any suspicion of someone on the school campus must be reported immediately to the school office. Do not allow any visitor in the classroom without a pass from the office.

Maintenance Needs

For maintenance needs, please use the maintenance form, and email to the grade level administrator. Do not make any request directly to the maintenance staff. Once approved, the request will be processed by maintenance.

Request for Supplies

All needs for classroom supplies must be written and given to the grade level administrator. Any items that are needed but are not in the general supplies must be requested in writing and placed in the principal's mailbox. List the needed item and the cost.

Instructional Materials

Teachers are responsible for all materials and equipment in the classroom. Software and equipment may not be lent to students at any time. Teachers will be responsible for the cost of repairs for damage incurred to equipment (laptops, iPad, etc.)

Office Staff

The office staff is under the supervision of the principal, and responsible for managing the front office, answering phones, answering the door, files, supplies, copies, records, lunch program. The office area must be kept clear. Teachers and staff may use the computer and the phone in the teacher's lounge.

Areas Designated for Employees

The Staff lounge is designated for employee use only. Teachers are expected to tidy up after themselves and keep the area clean. Students and visitors are not allowed in the faculty lounge.

Copies

Request for copies must be made at least two days in advance through the grade level administrator. Materials with a copyright may NOT be copied.

Religious Practices

Prayers: All teachers and assistants must be good role models during Morning Prayer and school liturgies. The students and staff must be respectful of the prayer time together. It is essential to pray with the students throughout the day (before and after lunch, before starting a class, at the end of the day, etc.).

Liturgies: Teachers and students in grades K-8 attend Mass every Friday at 8:30 a.m. There is no morning gathering on Fridays. Students report to class when the 7:40 bell rings to prepare to leave for Mass. All teachers and students are to be in Church by 8:20.

Liturgical Seasons: Classroom decorations should reflect the liturgical seasons (Advent, Christmas, Lent, and Easter...). Stress up on the religious aspect of the holidays when celebrating them: All Saints Day in place of Halloween, the Nativity in place of Santa Claus, and the Resurrection of Christ in place of the Easter bunny.

Classroom Parties

Simple birthday parties for students in Preschool, Pre-K and K may be celebrated in school. Parents need to request permission from the teacher for the party at least two days in advance. **Only cupcakes and juice are allowed**; no other food or gift bags are permitted. Parents are to provide all the necessary food and paper goods. Holiday parties are allowed on all grade levels with permission from the administration. Teachers are responsible for planning and organizing the party with the students and parents.

Archdiocese of Miami Faculty Handbook

Employment

Hiring Procedures for Teachers

- The school will post the opening on the Archdiocese of Miami website and the school website.
- The principal will contact the Office of Catholic Schools and Human Resources as well as all the references.
- A committee will be formed to interview the candidates. The committee should include the principal and at least one other teacher.
- A minimum of three candidates will be interviewed.
- The Pastor will make the appointment to the position.

Required Certification

- All principals must have Florida certification in Educational Leadership or be eligible to receive certification within three years of hire according to the Archdiocesan contract.
- All teachers must have Florida certification in the area in which he/she teaches or be eligible to receive certification within three years of hire as required by the Archdiocesan contract.

Catechetical Certification

- All teachers must complete the four (4) required courses for Catechist certification. (High school theology teachers must have a Master's Degree in theology)

Teacher Evaluations will consist of three components:

- Walk throughs conducted by principal or designee
- A minimum of one classroom observation by principal or designee
- A summative evaluation and conference with principal

Performance Improvement Plan

The Supervisor:

1. Enumerates precisely what is wrong and needs improvement.
2. States that the school wants the employee to improve.
3. States what the school will do to help the contracted employee.
4. Provides a deadline for all parties to review improvement or lack thereof.
5. Explains to the employee the consequences of disciplinary action if improvement within the time frame stated is not accomplished.
6. Gives the employee a copy of the conference document stating the first five points and asks the teacher to comment on the document to ensure understanding.
7. Has the employee sign the document and add any comments he or she wishes to include? If employee refuses to sign, have another person witness the refusal.

Types of Employees

Contracted—Teachers and Administrators only - Employee HB, Exempt - Employee HB, Non-exempt

Sick Days

Contracted employees receive ten (10) sick days (3 of which may be used as personal days) for use during the contracted year. Sick days used as personal days may not be taken either preceding or following school holidays, nor may they be taken during the first or last two weeks of the school year.

Sick days not used during the year may be accumulated from year to year, up to a maximum carry-over balance of twenty (20) days. Regardless of the carry-over balance, ten (10) days are received at the beginning of the contract year. Contracted personnel may use three of the available sick days as personal days during the contract year. Sick days may not be transferred to another teacher or be used to provide additional compensation if not taken.

Vacations

Contracted employees are required to work the dates that are specified on the school calendar as instructional days. Vacation time is part of the school calendar. Teachers are not able to take vacation during scheduled school days. If a teacher requests vacation during the school year, the principal must contact the Office of Catholic Schools to discuss the impact on the education of the students and next steps to be taken.

Family Leave of Absence

All FMLA must be discussed with and approved by the Office of Human Resources after three consecutive days of absence.

Cell Phone Use

Teachers are not permitted to use cell phones during instructional time for business or personal phone conversations or text messaging.

Talking or texting on the cell phone is never allowed when a staff member is responsible for the supervision of the students. All cell phones are to be silenced during class, lunch, and meetings. All employees may be contacted through the school office at 305-947-6535. In case of an emergency the employee will be contacted immediately. Students may not have cell phones or any other electronic devices on school grounds.

Field Trip Procedure

All field trips must be approved by the Superintendent and Principal. The teacher must complete the request for the fieldtrip. After receiving the approval, the teacher is responsible for all the planning of the field trip. This includes writing a letter to the parents with an official permission form, securing bus transportation, and the collection of money and permission forms. All field trip money needs to be turned into the office on a daily basis. Checks for the event will be written by the school with at least a 72 hours' notice. Buying souvenirs is prohibited.

Field trips planned with an educational objective may be sponsored by school authority provided that they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or on the individual student. Ordinarily, vehicles equipped according to state or county regulations for the transportation of school children are to be used.

A parental consent form, signed by the parents/guardians requesting that their child be allowed to participate in an education field trip, should be obtained for any child to participate in a field trip. A sample form may be found on the school website.

The original forms should be submitted to the main office prior to the trip. The teacher should carry a copy of this request form for the students while on the trip.

Field trip forms should be kept in the school for one year after the trip takes place. In cases where an accident occurs on a field trip, a copy of the parental consent form should be kept with the accident report in the student's file.

Field trips extending beyond school hours are discouraged for elementary schools. Over- night field trips are forbidden for elementary school. No siblings may be taken on trips.

Parent Drivers must be 25 years old, VIRTUS trained, fingerprinted, and show evidence of the mandatory level of auto insurance coverage

Florida child restraint requirements:

- All children under the age of 18 must be buckled up while riding in any car, pickup truck, or van on Florida's roads, no matter where they are sitting in the vehicle.
- Children through the age of 3 must be secured in a federally approved child-restraint seat.
- Children ages 4 through 5 must be secured by either a federally approved child-restraint seat or a safety belt.
- Drivers are responsible for buckling up the child.

Vehicles for Student Transportation

The schools are to follow the state and county requirements for operating a van or bus for the purposes of transportation. The requirements differ from county to county. The Archdiocese prohibits schools from using fifteen passenger vans for transporting students.

Freedom of Expression

Religious institutions have the legal right to set certain requirements for the conduct of personnel, especially when that conduct violates a religious belief. Teachers must publicly support the teachings of the Catholic Church. There is no legal requirement that one agrees with the beliefs, but courts will generally uphold employment decisions based on an employee's behavior that is inconsistent with the tenets of the sponsoring religion.

Elementary Grading Scale

Pre-Kindergarten through Second Grade will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

- 4 Exceeding grade level standards
- 3 Proficient in meeting grade level standards
- 2 Development in meeting grade level standards
- 1 Emerging in the development of grade level standards

The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year.

The standards (under each subject) and Active Learner will be measured by:

+ Area of strength S Satisfactory performance - Area of weakness

Grades Three through Eight will receive a percentage grade. The grading scale is:

A 100-90 B 89-80 C 79-70 D 69-60

F 59 *An F is 59% nothing lower

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music, Physical Education, and World Language).

The standards (under each subject) will be measured by:

+ : Area of strength S: Satisfactory - : Area of weakness NA : Not assessed at this time

Grading

Grades should be issued for academic work only. **Attendance, behavior, and effort are not to be included in the academic grade.**

1. Parents and students should have the grading policy in writing.
2. Grades must be posted according to school policy.
3. Grades may not be used to punish a student.
4. Do not have students call out grades. Collect the papers to record the grades or have students approach teacher's desk privately.
5. Before permitting peer review seriously consider whether it is appropriate for students to grade each other's work.
6. If the reason for allowing peer review is that the teacher doesn't have time to grade the papers, the teacher should reconsider the assignment.

Suspension

A school may determine that a student should be suspended from attending school for a specified period of time. This is done when the action(s) of the student, either for a single or for repeated offense, are very serious and will warrant dismissal from the school if steps are not taken to prevent a re-occurrence. Each school should outline in their Parent/Student Handbook the procedures for student suspension. Ordinarily, a conference with the parent will be part of the suspension process. A contract may be signed by the student and the parent and will be part of the process for the student to return to school. This contract will indicate the changes in behavior that are needed, and the consequences of failing to make those changes.

The procedures for student suspension are outlined in the Parent/Student Handbook.

Communications with students

1. Do not stay alone in a room with a student unless there is a window permitting others to view the interior of the room or the door is open.
2. Do not allow students to become overly friendly or familiar with you. Students should never call teachers by their first names or nicknames.
3. Do not engage in private communication or correspondence with students by phone, email, or social media.
4. Do not visit students in their homes unless their parents are present and the reason for the visit is related to the employee's professional responsibilities.
5. Do not invite students to your home.
6. Do not transport students in your vehicle without the written permission of their parents and consent of principal.
7. Do not take the role of surrogate parent with a student.
8. Do not criticize a student's parent or other staff to the student.
9. Do not give students your home or cell phone number without the permission and knowledge of principal.
10. Do not communicate with students from your home email address.
11. Do not use instant messaging. Do not put students on your "buddy list."
12. Remember that boundaries must be respected in written correspondence as well as in oral communication. Don't push the boundaries of teacher/student relationships.
13. Do not hire students to work in your home without the express knowledge and consent of principal.

Tutoring / Camps / Private Lessons

No teacher may charge a fee to tutor a student on school property; no teacher may tutor his students off campus for a fee.

Counselors employed by the School may not see students in their private practice.

All day or overnight camps and private lessons on or off campus must be authorized by the principal.

Schools may not provide tutoring for the high school entrance exam as the test should reflect the child's true ability.

Negligence

Negligence is an unintentional act that results in injury. Teachers need to be engaged while performing assigned duties. "The younger the child chronologically or mentally, the greater the standard of care needed."

All students must be supervised from the time they arrive at school until they leave.

Professionalism/Loyalty

Catholic school officials should be concerned about protecting the good name of all entrusted to their care. Disciplinary procedures, records, may have an impact on a student's reputation. Care must be taken to guard against unnecessary harm.

Confidentiality

Teachers may receive confidential information from students. However, teachers do not enjoy the privileged relationship of doctor and patient, or lawyer and client. Also, if a student tells a teacher that suicide or other violent action, to the student or to others, is being considered, such information must be shared with the principal or pastor immediately, following proper procedure protocol. Confidentiality protects both students and teachers.

Custody Issues

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation

decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Tardiness, Truancy, and Early Dismissal

Parents presume that their child is under the care of the school during school hours. Therefore, considerable care should be taken regarding a student who arrives late, is truant, or asks for early dismissal.

Every effort should be made to correct the practice of tardiness on the part of the student. A school should develop policies with regard to tardiness, including the requirement of a written explanation from the parent/guardian.

If a student is truant, the school will make reasonable efforts to contact the parents immediately to inform them.

A child should never be released early without the knowledge of the parent/guardian. The principal or principal's designee will release the child only to the person previously authorized. Any other person seeking the release of the child must have the approval of the parent with legal custody.

Students should not be detained unduly after school without the knowledge of the parent/guardian or without permission being reasonably presumed.

Excessive absences

A student who is absent from school for more than 20 days in a school year (or 10 days per semester) will not be promoted to the next grade and may be asked to be withdrawn from the school.

Outstanding Debt

In cases where a family is delinquent in paying tuition, the administration of the school may refuse to allow the child to sit for exams. The student will have an Incomplete on his/her report card.

It is Archdiocesan policy that a child will not be accepted into another Archdiocesan school until the outstanding debt in the former school is paid.

False Accusations

Anyone who purposefully does anything to damage the good reputation of another has committed a serious moral wrong. False and malicious complaints of harassment whether sexual, verbal, physical, visual, or written (as opposed to complaints which, even if erroneous, are made in good faith) will result in appropriate disciplinary action, up to and including discharge or expulsion.

Cooperation with Legal Authorities:

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such interview, unless this is not permitted by the investigators.

COMPUTER USAGE POLICY HOLY FAMILY CATHOLIC SCHOOL POLICY

1. Objective

The objective of this policy is to define standards of conduct when accessing and using computer resources made available by or through Holy Family Catholic School. These computer resources include, but are not limited to, computers, computer files, networks, software, as well as electronic mail, voice mail, and the Internet and/or Intranet, that is made available by and through Holy Family Catholic School (collectively "information technologies"). This policy applies to all Holy Family Catholic School employees, contractors, vendors and agents with Holy Family Catholic School owned or personally owned computer or workstation used to connect to Holy Family Catholic School network.

2. General Policies

a. Permitted Use

Holy Family Catholic School expects all employees to use Holy Family's information technologies for the benefit of Holy Family Catholic School. We recognize, however, that employees may, from time to time, use Holy Family's information technologies, including the Internet and e-mail, for personal use during working hours. Such personal use is permitted provided (i) it does not interfere with the performance of the employee's job duties and obligations, and (ii) it does not violate this policy or any other Holy Family Catholic School policy, and (iii) it does not interfere with the operation of Holy Family's information technologies.

b. Right and Ability to Monitor

All information technologies, including the e-mail system, are the property of Holy Family Catholic School. All electronic data and information, including electronic messages, on or within Holy Family's information technologies are the property of Holy Family Catholic School.

Employees should not assume that their use of any information technologies, including but not limited to electronic mail, data, and Internet usage, are confidential or private. Holy Family Catholic School (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on its information technologies, even if protected by private password. Those individuals using Holy Family's information technologies have no expectation of privacy in connection with the use of such information technologies or transmission, receipt, or storage of information through the use of such information technologies.

Holy Family Catholic School specifically reserves the right to monitor all Internet usage and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from Holy Family's system can be intercepted on the local system and on the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through Holy Family's e-mail account or through a private web-based e-mail account accessed using Holy Family's information technologies.

3. Prohibited Uses

The following uses are strictly prohibited:

- Excessive personal use of Holy Family's information technologies.
- Using information technologies to violate Holy Family's Confidentiality Policy, including but not limited to the disclosure or dissemination of confidential information of Holy Family Catholic School to any third party without express authorization.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Holy Family Catholic School.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Holy Family Catholic School or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using information technologies to engage in any conduct that violates any federal, state or local law, or any of Holy Family Catholic School policy, including but not limited to, using Holy Family's information technologies to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through Holy Family's information technologies.
- Any commercial use or any use for personal gain.

- Obtaining and/or using another user's passwords without their knowledge and consent.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing, or obstructing the use of computing equipment, facilities, or documentation.
- Installing any software on any computer without Holy Family's permission.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.

This list is by no means exhaustive but attempts to provide a framework for activities that fall into the category of unacceptable use of Holy Family's information technologies. Any employee who uses Holy Family's information technologies in an inappropriate manner will be subject to discipline, up to and including discharge. Further, any employee aware of any activity or activity by another employee that violates this policy is required to notify his/her supervisor and the Information Systems department immediately. If you are unsure as to an item's appropriateness, consult the Information Systems department or Holy Family Catholic School administration.

4. Blogging

We recognize that employees may have their own blog, contribute to another's blogs, or make comments on blogs. Holy Family Catholic School may, from time to time, monitor blogs to track what is being said about Holy Family Catholic School. Employees who create or contribute to blogs are expected to abide by certain rules. The following activities are strictly prohibited, with no exceptions:

- Disclosing Holy Family's confidential or trade secret information on a blog or making any statements that violate Holy Family's conflict of interest policy.
- Drafting, creating or accessing any blog on any Holy Family Catholic School information technologies at any time.
- Representing that you are speaking or acting on behalf of Holy Family Catholic School, or that you are representing or presenting Holy Family's view, unless specifically authorized by Holy Family Catholic School.
- Using a blog to harass or attack any Holy Family Catholic School employee, contractor, customer, or vendor.

Employees should keep in mind that they are subject to legal action for posting material on a blog that is defamatory to Holy Family Catholic School or other persons, and for posting private information about a coworker's medical or financial affairs. In addition, Holy Family Catholic School requires that employees make clear that the views and positions described in their blogs are their own and not those of Holy Family Catholic School.

Employees should ensure that all content associated with them is consistent with their position at Holy Family Catholic School and with Holy Family's values and professional standards.

5. Social Networking

Employees are prohibited from having social interaction with students through the internet, cellphones, or other means of electronic communication. All forms of electronic communication are subject to the same professionalism standards as any other personal interactions. In order to avoid this prohibited social conduct, employees should not:

- Knowingly “friend” or allow a student to access a page on Facebook or similar social networking sites.
- Post any information on any blog, website, or other electronic format affiliated with any student.
- Send any emails to students that do not originate from the school’s recognized email account.
- Send or respond to any text messages to students except as specifically authorized by the school principal for necessary communications with appropriate parental permission.

All electronic communications with students must be transparent, accessible to school administrators, and professional in content and tone. Employees must decline or disregard invitations from students to interact through texting and/or social networking sites. In addition to the specific prohibitions as to contact with students, this section also applies to contact with any minor, regardless of whether he/she is a current student.

6. Violations

An employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.