



HOLY FAMILY

CATHOLIC CHURCH & SCHOOL

Parent and Student Handbook 2019 – 2020

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Holy Family Catholic School
Mission Statement

Inspired by the Gospel of Jesus Christ, the Holy Family Catholic School community commits to fostering deepening faith, academic excellence, responsibility for self, and concern for others.

Beliefs

We believe we must:

- Assist parents, the primary educators, in the formation of their child in areas of spiritual, intellectual, emotional, social, and physical growth through Christian example.
- Cultivate an atmosphere that embraces diversity with respect for individual differences as God created us.
- Meet the diocesan curriculum objectives using a variety of techniques in order to reach all learners.
- Promote creative thinking and a positive self-concept among students, enabling them to develop a life-long love of learning.
- Provide a safe, secure, and positive learning environment guided by qualified and dedicated faculty and staff.
- Facilitate communication between all stakeholders throughout the school and parish community.
- Prepare students for social responsibilities and interpersonal skills such as setting goals, cooperating with others, and making ethical and moral choices.
- Model and encourage the true meaning of the Gospel message which is to utilize our time, talent, and treasure through outreach and missionary programs.

SCHOOL INFORMATION

<u>Address:</u>	9800-3 Baymeadows Road Jacksonville, Florida 32256	
<u>Telephone:</u>	904-645-9875	
<u>Fax:</u>	904-899-6060	
<u>Website:</u>	http://www.hfcatholicschool.com	
<u>Facebook:</u>	http://www.facebook.com/HFCatholicSchool	
<u>School Hours:</u>	AM Pre-Kindergarten	7:45 am-11:45 am
	AM Pre-Kindergarten/ PAL	7:45 am-2:30 pm
	K- 4th Grade	7:45 am-2:30 pm
	5th - 8th Grade	7:45 am-2:50 pm
	After School Care	2:30 pm-5:45 pm
<u>School Colors:</u>	Black and Gold	
<u>School Mascot:</u>	Wildcats	

Holy Family Catholic School is accredited by the Florida Catholic Conference and is a member of the National Catholic Education Association. Holy Family Catholic School was named a National Blue-Ribbon School of Excellence in 2012.

The terms Holy Family, Holy Family Catholic School and HFCS are used interchangeably in this document and refer to the school entity.

School's Right to Amend

The Principal, Pastor, and/or the school retains the right to amend this handbook for just cause, and the parents will be promptly notified of changes by written notice.

ADMISSIONS POLICIES

Financial Responsibility

Holy Family Catholic School, like our families or businesses in the community, has certain operating expenses. Holy Family counts on the prompt and faithful payment of tuition and other expenses from the families of its students. Families who find themselves late with a payment should immediately contact the Principal to discuss payment arrangements. Families understand that if they are three (3) months delinquent, Holy Family may withdraw their student and hold any academic records until such time as the account is brought current. If a family does not pay their outstanding balance, they agree that they may be liable for any legal fees that are incurred.

Re-registration of Currently Enrolled Students and Parishioners

In mid-January, families of currently enrolled students who are eligible to re-enroll will be instructed to re-register online. After re-registering, these families submit the registration fee and required documents.

Forms/payment not returned by the due date may result in the loss of their child's space for the following school year. The final decision for re-admission rests with the Pastor and the Principal.

Open Registration Period

New families will be allowed to register online beginning the last Sunday in January, which is the beginning of Catholic Schools Week. Priority will be given in the following manner:

- current students and their siblings
- registered, involved, and contributing members of Holy Family Catholic Church
- newly registered parishioners who provide a letter from their previous parish
- parishioners from other Catholic churches
- other members of the community

Consideration will be given to families moving from out of the area who wish to continue in a Catholic school.

While following the priority in admissions detailed above, Holy Family admits students of any race, religion, and ethnic background. The final decision for admission rests with the Pastor and the Principal.

All new students will be placed on a minimum probationary period of nine school weeks. Should an academic or disciplinary problem become evident during this period, as well as any other time throughout the year, withdrawal procedures may be initiated. This decision rests with the Pastor and the Principal.

While Holy Family maintains an open admissions policy for families who are seeking a faith-based education for their children, limited resources prevent the school from accepting students who would require more than simple accommodations. While we do not provide a special education program, we will try to make reasonable accommodations for students with special needs on a conditional basis.

Educational Needs

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

In the interest of matching each family and student with the program best suited to helping each student succeed, Holy Family Catholic School may suggest that a family consider other educational settings for children who will benefit from a program with more appropriate accommodations.

Admissions Requirements

Children entering Kindergarten must be 5-years-old on or before September 1st; children entering Grade 1 must be 6-years-old on or before September 1st and must document completion of Kindergarten. (Florida Statute 232.01) Pre-Kindergarten 4 students must be 4-years-old on or before September 1st. Pre-Kindergarten 3 students must be 3-years-old on or before September 1st.

Students entering PK-3 and above must be fully potty trained.

Florida law also requires that immunizations be up-to-date before the start of school. Students are required to have the appropriate immunization and school entry health forms in their school files. The following original forms must be on file in the school office by August 1st of the school year:

- Florida Certificate of Immunization (HD 680)
- Student Physical examination (HD 3040) – no temporary exceptions can be made, especially for those entering school in Florida for the first time
- Birth certificate (a clean certified copy)
- Baptismal Certificate (for Catholic students)
- Copy of student’s report cards from the prior two years (for students entering grade 1 or higher)
- Copy of student’s standardized test scores from the prior two years (for students entering grade 3 or higher)

Academic records are reviewed to determine whether the program at Holy Family will meet the educational needs of the student. An interview with the student may be part of the admissions process. Placement testing in key academic areas may be held for incoming students in Grades 2-8 and all students who may qualify for the McKay scholarship or other academic programs.

ACADEMIC POLICIES

Homework

Homework is an important educational tool that reinforces the learning experience that takes place in school. It gives students the opportunity to practice the skills taught in class, to develop independent work habits, and to complete projects and long-term assignments accurately, neatly, and punctually.

Parents are encouraged to take an interest in their child’s homework but must realize that homework is only beneficial if done by the student. The responsibility of the parent is to provide the child with a definite time and quiet place to do homework each day. To help children develop organized study habits, parents can teach children to check assignments off the student planner when completed and to pack all homework and books in the backpack before going to bed. It is also important to spend time reading or listening to your primary-aged children read on a daily basis.

Incomplete homework will result in lower grades on report cards. Parents will be notified if a student repeatedly fails to turn in homework.

Students in grades 2 - 5 are responsible for writing down homework assignments in their student planner/calendar issued at the beginning of the school year. Students in grades 6-8 may opt to use the calendar and reminders apps on their iPads to track homework assignments.

The following time guides are directed for the average student:

- Grades 1 10 – 20 minutes per night
- Grade 2 20 – 30 minutes per night
- Grade 3 30 – 40 minutes per night
- Grade 4 40 – 50 minutes per night
- Grades 5 and 6 50 – 70 minutes per night
- Grades 7 and 8 70 – 90 minutes per night

In grades 3-4, 25% points will be deducted from assigned homework that is turned in one day late. Students will be assigned to silent lunch to provide an opportunity to complete work. After the second day, 50% points will be deducted from assigned homework. If a homework assignment is three days late or more, the grade will be a 0%.

In grades 5-8, 50% points will be deducted from assigned homework that is turned in one day late. Students will be assigned to silent lunch to provide an opportunity to complete work. After the second day a homework assignment is late, the grade will be a 0%. Do not penalize a student who leaves completed homework in their locker but notify administration if this becomes habitual.

Report Cards

Students are expected to carry on the tradition of academic excellence by making every effort to meet the educational challenges that are set. The faculty and staff are committed to helping students who make the effort to find success.

Report cards are issued quarterly at the end of each nine (9) weeks for grades K-8. Grades are based on class work, homework, class participation, extra projects, and test results.

Report cards for the first quarter will be received by the parents at the required parent/teacher conference following the end of the first quarter. All other report cards will be sent home electronically.

If tuition and other finances are not current, the school policy is to withhold the student's report card until financial arrangements are made. If tuition is not up-to-date at the end of the year, final grades and school records will not be transferred to another school.

Grading Scales

Kindergarten - Grade 2 and Enrichment classes:

- S+ = Consistently meets grade level expectations with independence and accuracy. (used in Grade 2 only)
- S = Student is proficient in meeting grade-level skills
- S- = Student is meeting the majority of grade level skills. (used in Grade 2 only)
- N = Student shows a developing understanding of skills, assistance is required

- U = Student shows little understanding of the skills, cannot complete task independently
- NI = Not introduced

Grades 3 - 8 and Enrichment classes 3-8 use the following grading system:

- A.....90 – 100
- B.....80 – 89
- C.....70 – 79
- D.....60 – 69
- F..... 59/below

Honor Roll

The following requirements apply to Honor Roll for Grades 4-8:

- High Honors: Students who earn all A's in Academic and Resource courses and incur no more than three detentions in a nine-week period.
- Honors: Students who earn all A's and B's in Academic and Resource courses and incur no more than three detentions in a nine-week period.

End of Year Exams

- Grade 5 - Math and English: these tests are calculated as 10% of child's final grade for the year.
- Grade 6 - Math, Science, Social Studies, and Literature: these tests are calculated as 10% of child's final grade for the year.
- Grade 7 - Math, English, Literature, Science, Social Studies, and Religion: these tests are calculated as 10% of child's final grade for the year.
- Grade 8 - Math, English, Literature, Science, Social Studies, and Religion: these tests are calculated as 10% of child's final grade for the year. Additionally, if an 8th grade student is selected to participate in the Northeast Florida Regional Science Fair and earns a 90% in Science for the year, that student is exempt from the end of the year Science exam.

Valedictorian and Salutatorian

Eighth grade valedictorian and salutatorian are selected based on the two highest GPAs in the graduating class calculated over the course of their eighth-grade year. In the case of ties, multiple valedictorians and salutatorians may be selected.

Promotion and Retention Standards (Diocese of St. Augustine)

When a school accepts a student, it accepts the responsibility for educating that child. The performance of each child will be directed toward maximizing individual talents and abilities. The uniqueness of each student is a strong belief in the value system of our Catholic school, and every effort will be made to meet the varying individual needs among our students within the realm of local resources.

The following factors will be considered in the promotion of a student:

- Class performance according to the grade level requirements
- Student age and ability
- Student achievement on tests and examinations
- Successful achievement of required passing grade average

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that a student cannot complete a year's work in that given time.

In that case, it may become necessary to retain a pupil in a particular grade for an additional year. This possibility will be discussed with administration and parents at the semester break, and the final decision will be made by early May. If so, school personnel will follow the Diocesan Criteria for Retention:

- Unsatisfactory progress or failure to pass the major subjects at each grade level:
 - Kindergarten Lack of Readiness Skills for Grade 1
 - Grades 1 – 2 Failure in Reading
 - Grade 3 Failure in Reading and/or Math
 - Grade 4 – 8 Failure to achieve a passing grade average in the major subject areas: Religion, Reading, Language Arts, Math, Social Studies, Spanish or Science.

Students in grades K-8 must attend 37 days per each 45-day grading period to qualify for a passing grade in that quarter.

MEDICAL AND ATTENDANCE POLICIES

Immunization Requirements for Florida Schools

Florida law requires all students enrolled in a Florida school to have a current Florida Certificate of Immunization (DH Form 680) on file in the school office. This form may be secured from the Duval County Health Department or at the child's personal physician's office. A new student from out-of-state may enroll temporarily for 30 days. The DH Form 680 must be presented within the 30-day period.

Florida law also requires all students enrolled in a Florida school to present a Florida Certificate of School Entry Health Exam (DH Form 3040) to the school office. The exam must be performed

within one year prior to enrollment in school. A new student from out-of-state may enroll temporarily for 30 days. The DH Form 3040 must be presented within the 30-day period.

Attendance Guidelines

Regular and punctual attendance is the first step toward school success. Important skills are taught at the beginning of the school day when the students are most alert. Children who are tardy are at a disadvantage as they miss teacher explanations and must work quickly to catch up with others. Further, children who are tardy disrupt the learning process of children who were on time.

- Arrival: Our school day begins promptly at 7:45 am for all students. **Students must be in their homeroom at 7:45 am when the bell rings.** All entries will be through the front door of the school by the office. All visitors or volunteers must receive a badge before gaining access to the school.
- Absences: Parents are asked to notify the school office of their child's absence in writing by email no later than 8:30 am. At that time, they may request the child's work which can be picked up after 2:50 pm. If make-up work is requested and given, the expectation is that the work will be completed upon return to school. Otherwise the student will be notified of make-up work upon return to school. A student is allowed one day per each day absent to make up required work. If a student is absent 3 or more days, a doctor's note is required when the student returns to school. This note must state the student's name along with the date and reason for the absence and must be signed by a doctor.
- Excused versus Unexcused Absences: Excused absences include only illness, accident, or death in the immediate family. Parents choosing to take their child out of school for an unexcused absence must notify the Principal and homeroom teacher. The notice should be submitted in writing **5 days** in advance. Teachers will provide school work reflected in advance lesson planning, but students returning from an unexcused absence may have other work assigned due to changes in instruction. Both unexcused and excused absences count equally in determining truancy.
- Tardies: Students are considered tardy when the bell rings at 7:45 am and they are not in their homeroom. Students will be admitted to class with a late pass. Students who arrive at 7:50 or later must be accompanied to the office by a parent who will sign the student in and receive a late pass. Parents must walk tardy students into the office to sign them in and receive a tardy slip. Students arriving after 7:45 am. will not be admitted to class without a tardy slip. Students are to be in their homeroom at 7:45 am when the bell rings. A student can be marked tardy three times per grading period to allow for any medical appointments, family emergencies, or transportation problems that might arise. After three tardies, parents will be notified. The 4th tardy and all others during one quarter will result in a charge of \$5.00 per student per tardy.
- Early dismissals: It is understood that it is sometimes difficult to arrange medical and dental appointments after school hours. However, do your best to make these as rare as possible since the instructional time your child loses can be very detrimental to academic progress. Notify the teacher in writing and in advance if it is necessary for

you to pick up your child early for any reason. A student who arrives late or leaves early must be signed in or out by a parent/guardian.

- Partial absences: Children who are present but have missed more than one hour of the school day will be marked 1/2 day absent. Those missing more than 3 hours will be marked a full day absent.
- Truancy: The Diocese of St. Augustine requires a minimum attendance of 37 days per each 45-day grading period to qualify a student for a passing grade for that quarter. Both excused and unexcused absences are included. If special consideration is warranted, the Principal will make the final decision concerning passing grades after meeting with parents and teachers. Parents will be notified after 5 absent days in a quarter.
- Consequences: Absence from school precludes attendance at any extracurricular activities that day. Students must be in attendance by 11:00 am to be eligible for any after school activity.
- Team dismissals: Athletes not riding with their parents to after school sporting events must have a written note allowing them to ride with an adult listed on the student's pick-up list. Only team siblings may be signed out early by their parents for after school sporting events.
- Re-entry: Students are not permitted re-entry to classrooms, lockers, etc. after dismissal for safety reasons. If a special circumstance occurs, please contact the front office.

Medications and Illness

If your child has any serious medical conditions (severe food allergies, diabetes, epilepsy, etc.), please contact the school office to schedule an appointment with the teacher(s) and school nurse to discuss your child's condition.

Parents/guardians are informed promptly when a student is injured or becomes seriously ill while at school. This is logged in writing for school records. The school staff is prohibited from providing any medication, including over the counter medicines, to any student without completion of the required authorization forms.

Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Students requiring medication while at school must adhere to the following policies:

- The Diocesan Medical Authorization Form must be completed and signed by the student's parent/guardian and the child's physician. Neither phone calls nor handwritten notes are accepted.
- Changes in dosage or times of dosage must be communicated to the office by completing a new Diocesan Medical Authorization Form.
- All medications must be brought in the original container to the main office by a parent. The prescription label must indicate student's name, name of medication,

physician's name, dosage, and times for dosage. Parent/guardian must also provide utensil for dispensing liquid medicines brought to school.

- Medicine will remain in and be dispensed from the school office. A note should be sent to the child's teacher asking the teacher to send the child to the office at the proper time to receive medication. (Note: medicine will only be dispensed to children who report to the office for it.)
- Students may keep inhalers with them if the Diocesan Medical Authorization Form is on file in the office.
- Students may not have other medication in their possession (i.e. in backpacks, lockers or lunch boxes) during the school day. This includes cough drops.
- Students must be free of fever (fever = over 99°) without medication, and not have vomited or had diarrhea for 24 hours before returning to school. **If sent home from school with these symptoms, student is to remain home the following day.**
- A doctor's note is required to return to school after missing more than 3 days of school due to illness or an infection such as chicken pox.
- The Diocese of St. Augustine has a no-nit policy regarding re-admittance of students after head lice infestation. Students must be nit (egg) free before returning to school and must be accompanied by a parent/guardian before being allowed to return.
- Only students with a documented medical condition may be allowed to use the elevator. Students must use an elevator pass from the main office and may have a classmate assist them when moving from floor to floor.

Sports Physicals

Before a student can participate in a school sport, a Diocesan Student Athletic Participation Form must be completed after June 1st and prior to the start of the new school year. Students participating in any club sport that competes off campus must also turn in the form. Duval County Sports Physicals are not accepted. The form must be turned into the front office before the first day of practice. No sports physicals will be accepted on the day of tryouts.

DRESS CODE

Standards

As a Catholic Christian community, we believe that all people are made in the image and likeness of God. While dressing neatly shows respect for self and for those with whom we spend our days, it is not necessary to alter or greatly adorn our God-given image.

Students are expected to adhere to uniform regulations and to wear the full official uniform. Uniforms should be neat and clean. Shirts and blouses should be tucked in neatly; pants and skirts must be worn at waist level and waistbands must be visible. Students may not wear boots at school. All uniform articles should be appropriately sized for the student. All uniforms should be permanently labeled with the child's name. All specified items are available at RC Uniforms.

Girls:

Uniform:

K – 4

Plaid uniform jumper with white blouse and shorts underneath

Grades 5-8

Plaid uniform skirt with forest green knit uniform shirt with logo or blue oxford blouse

All uniforms must be appropriately sized and reach the top of the knee.

Shoes: Worn properly at the heel

K-2: Plain tennis shoes – no characters or flashing lights

3-8: Plain black, brown, or tan shoes. No boots, heeleys, sandals, open toes or backless shoes.

Socks: All grades

Plain white, navy, gray, or black socks

Plain black leggings may be worn on cold days.

Outer Wear:

In the classroom: Forest green uniform sweatshirt or fleece jackets with school logo may be worn. On cold days, students may wear any plain jacket or coat to school. Once in the building or in the church, only approved cold-weather apparel may be worn.

Hair: should be neat and clean and appropriate for school

Not permitted: unnatural colors, fad or extreme styles, shaved, beaded-tropical braids

Appropriate hair clips, head bands that coordinate with the school uniform

Not acceptable: scarves

Jewelry:

One pair of small post earrings that are no larger than the earlobe

One watch, one ring, and one chain with a crucifix or a religious medal

Not permitted: any bracelets, personal fitness monitors, or smartwatches

Make up:

Not permitted: Make up, nail or gel polish, lipstick, body glitter, or tattoos (permanent or temporary)

Boys:

Uniform

K-4

Navy uniform blue pants or shorts with logo above the back-right pocket

Forest green knit shirt with school logo (plain white undershirt may be worn under the uniform shirt)

Kindergarten boys may wear elastic waistband shorts or pants.

5-8

Navy uniform blue pants or shorts with logo above the back-right pocket

Forest green knit shirt or light blue oxford shirt with school logo (plain white undershirt may be worn under the uniform shirt)

All pants and shorts must be appropriately sized and must be worn with a solid black, brown, or navy-blue belt.

Shoes:

Shoes: Worn properly at the heel

K-2: Plain tennis shoes – no characters or flashing lights

3-8: Plain black, brown, or tan shoes. No boots, heeleys, sandals, or backless shoes.

Socks:

All grades

Plain white, navy, gray, or black socks

Outer Wear:

In the classroom: Only forest green uniform sweatshirt or fleece jackets with school logo

On cold days, students may wear any plain jacket or coat to school. Once in the building or in the church, only approved cold-weather apparel may be worn.

Hair: Should be neat, clean, and appropriate for school; cut above the eyebrows, ears, and shirt collar

Not permitted: unnatural colors, fad or extreme colors or (streaked) styles, shaved, beaded-tropical braids

Not permitted: any facial hair including long sideburns

Jewelry:

One watch, one chain with a crucifix or a religious medal is permitted

Not permitted: any bracelets, personal fitness monitors, or smartwatches

Not permitted: body piercings or tattoos (permanent or temporary)

PreK

Uniforms Boys and girls

Navy-blue pull-on shorts or long pants with RC logo with forest green t-shirt with school logo

Not permitted: PE shorts, sweatpants, pants with zippers or belts

On cold days, forest green uniform sweatshirt or fleece jackets with school logo

Shoes:

Plain tennis shoes with either Velcro or shoe laces

Not permitted: Characters or flashing lights

Socks:

Plain white, navy, black,

Outer Wear:

In the classroom: Only forest green uniform sweatshirt or fleece jackets with school logo

On cold days, students may wear any plain jacket or coat to school. Once in the building or in the church, only approved cold-weather apparel may be worn.

Hair:

Girls:

should be neat and clean and appropriate for school

Not permitted: unnatural colors, fad or extreme styles, shaved, beaded-tropical braids

Appropriate hair clips, head bands that coordinate with the school uniform

Not acceptable: scarves

Boys:

Should be neat, clean, and appropriate for school; cut above the eyebrows, ears, and shirt collar

Not permitted: unnatural colors, fad or extreme colors or (streaked) styles, shaved, beaded-tropical braids

Jewelry:

Girls:

One pair of small post earrings that are no larger than the earlobe

One watch, one ring, and one chain with a crucifix or a religious medal

Not permitted: any bracelets, personal fitness monitors, or smartwatches

Boys:

One watch, one chain with a crucifix or a religious medal is permitted

Not permitted: any bracelets, personal fitness monitors, or smartwatches

Not permitted: body piercings or tattoos (permanent or temporary)

PreK students should have a change of clothes at school for the occasional spills or accidents that may occur.

Physical Education Uniforms

As an integral part of our instructional program, all students are required to participate in Physical Education classes unless a doctor's note is presented. Grades in P.E. are based on participation so that not dressing out for P.E. (and therefore not participating) will result in a lower grade. Sharing of P.E. uniforms is not permitted. To participate in P.E. classes, students in grades 2 and higher must be dressed in the P.E. uniform, which is as follows:

- Holy Family uniform blue gym shorts available at RC Uniforms
- Holy Family green t-shirt available at RC Uniforms
- Athletic shoes should be plain (no characters or flashing lights), with non-marking bottoms.
- Kindergarten and 1st Grade students do not change into PE uniforms.
- On cool days, students may wear uniform sweatshirt and/or plain dark sweatpants.
- It is recommended that students in Grades 3-8 have roll-on deodorant in their gym bags. Aerosol spray deodorant is not allowed.

Spirit Days/Non-Uniform Dress Guidelines

On School Spirit Days, the following items may be worn:

- Regular School Uniform
- Spirit Shirt with regular length jeans or denim shorts (shorts must not be shorter than 3 inches above the knee)
- Spirit Shirt with Khaki color pants or Khaki color shorts (shorts must not be shorter than 3 inches above the knee)
- Tennis shoes are acceptable for all grade levels
- No athletic shorts, leggings, yoga pants
- Ripped jeans or those with holes are not permitted
- Standard uniform guidelines apply for socks, outer wear, hair, make-up, and jewelry

SPORTS

Rules of Eligibility – Academic

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. Coaches determine age eligibility for each sport. Students who wish to play on school sports teams are required to have the Diocese of St. Augustine sports physical form completed after June 1st and notarized. Parents will be notified of eligibility.

- Major subjects are Religion, Reading/Literature, Social Studies, Math, Science, and Language Arts for Grades 4-8. Students who drop to an “F” or two “D’s” in a major subject will automatically be ineligible for five school days (a minimum of 1 game) beginning the day after the athletic director is notified or ten school days (a minimum of 3 games) after report cards are issued.
- If the student does not meet the eligibility standards after the five/ten-day period, they will be removed from the team.
- Students who receive an “F” in a Resource class have ten school days to improve their grade, or else be removed from the team.
- If a student receives a 2nd detention in a nine-week period (N-conduct), the student will not be allowed to participate in the next scheduled game.
- If a student receives a 3rd detention in a nine-week period (U-conduct), the student will be suspended from the team for at least 10 school days. It is the coach’s decision as to whether the student will remain on the team.
- All students shall be given equal opportunities to try out for all teams and age/eligibility rules shall apply when a student is part of the squad.
- Coaches will choose students for a team based on many factors not just skill level. The rules of eligibility will then be applied for each of the following evaluation periods.
- If a student is ineligible at his school and then transfers to another school, his/her ineligibility will be carried over to the next grading period at the new school.
- A student, by reason of lack of school attendance or improper conduct may at any time be declared ineligible by the Pastor or Principal.
- The Administration reserves the right to make a policy with stricter guidelines.
- Diocesan guidelines for attire must be followed.

After School Care for Sports

Team members who wish to remain on campus in order to participate in a team sport that does not immediately begin after dismissal must be enrolled in our After-School Care program. A parent note needs to be on file in the office by 2:00 pm if the team member needs to take advantage of After School Care. Unsupervised team members will be placed in the after-school program and the appropriate fees will be charged.

TECHNOLOGY

Internet Acceptable Use Policy (Diocese of St. Augustine)

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of internet use, our school and the sponsor of this internet connection will not be liable for the actions of anyone connecting to the internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

- All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
- The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
- Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number. Do not agree to meet with someone you have met online; report the incident to your teacher immediately.
- Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
- Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons.

Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.

- Do not download any software without the prior consent of your teacher. Do not bring flashdrives to school or use flashdrives without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students are not permitted to take pictures/video or tape recordings without prior approval of the administration and the teacher. No pictures from school-sponsored activities or students in uniform may be posted on any website or social networking sites.
- Students in Grades 3-8 using electronic books/readers must have a signed permission slip on file with the office. This form includes all the rules and consequences for violating these rules. (HFCS 2012)
- Teachers may not email students or join any social networking site as friends with students. Teachers and students may not text each other unless authorized by the principal. Students may not post pictures or messages that reflect negatively on Holy Family.

The school specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

iPad and eReader Policy

Holy Family is dedicated to the appropriate use of student technology and following the stipulations of the Children's Internet Protection Act (CIPA), designed to protect minors from inappropriate internet content.

Technology resources at Holy Family are provided for the purpose of supporting the school's goal in promoting educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school/diocesan rules and policies including, but not limited to, those stated in this Handbook. It is understood that members of the Holy Family community will use technology devices and the school's network in a responsible, ethical, and legal manner at all times.

e-Readers (Grades 3 and 4)

The love of reading is an important quality to instill in children and electronic books/readers can serve a useful purpose within the school setting to help achieve this goal. Holy Family, in the interest of supporting reading, sets forth the following guidelines for the use of electronic books/readers on campus:

- Parents must turn in an eReader permission slip to the homeroom teacher.
- Students in 3rd and 4th grades may only bring simple dedicated eReaders to school such as the Basic Kindle, Kindle Paperwhite, Kindle Paperwhite 3G, Basic Nook, Nook GlowLight, Nook SimpleTouch, Kobo, Sony PocketReader, Sony PRS Series, or like device. Only devices designed primarily to provide books in electronic form may be brought to school. Such devices must be used exclusively for reading. Direct questions about eReading devices directly to the Principal.
- Playing games, using the internet, talking or texting, taking pictures, or anything else that these devices may be able to do, is not permitted.
- Students in 3rd and 4th grades are not permitted to bring an iPad, iPad mini, Android, Kindle Fire, Nook HD, Samsung Galaxy Series, Asus or any other full featured tablet to use as an e-Reader.
- Students are permitted to borrow eBooks for personal enjoyment through the Holy Family Media Center if their device is equipped to do so.
- Smartphones may not be used as reading devices
- Students may use the devices when instructed to do so by the teacher or when they have been given the opportunity for self-directed reading.
- Parents are solely responsible for monitoring the books downloaded to make sure they are books appropriate for a school setting.
- If a student uses the device inappropriately or when not permitted to do so, the device will be taken and returned to the parent. Student may forfeit the privilege of bringing electronic books/eReaders to school for a designated period of time or permanently.
- The full responsibility for the device, its security and safety, rests with the student. Because the liability for the device rests with a single user, the student, the device may not be shared with other students/classmates.
- Holy Family is not responsible for loss or damage to such devices.
- The school reserves the right to search all electronics, including electronic books/readers that students have brought onto school property.
- The device must be labeled with the student's name.

School Controlled iPads (Grades 5 through 8)

iPads are property of Holy Family Catholic School and should be used only for educational purposes. While teachers always control content on the iPads while at school, students attempting to defeat the security system for non-educational purposes will incur disciplinary action. Holy Family Catholic School retains sole right of possession of the iPad and related equipment.

- Receiving your iPad: Orientation training is provided before the distribution of the iPads in the classroom so that students will learn how the iPads will be used during classroom instruction. During the iPad Orientation, the media specialist reviews the Internet Acceptable Use Policy of the Diocese of St. Augustine for students to use the iPads during the school year. Students will be assigned an iPad number for their use in

the classrooms and the iPads are bar-coded and checked out for the year through the media center

- Taking Care of the iPad: Students are responsible for the general care of the iPads. If there is a problem with the iPad, the student should notify the media specialist so that the technology assistant can evaluate the equipment.
 - iPads must remain free of any writing, drawing, stickers, or labels
 - iPads must remain in their protective cases with the school logo.
 - iPads must never be left where there is a possibility of theft.
 - Students may not use "skins" to "personalize" their iPads.
 - Students may not share iPads or write anything on another student's iPad.
- Protective Cases: The cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the top of the iPad.
 - Do not place anything near the iPad that could put pressure on the screen.
 - Only if directed, clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
 - Do not "bump" the iPad into walls, floors, etc. as that will eventually break the screen.
- Passwords: All iPads are password protected. This password is kept on record with the technology department and may not be changed without school permission. Passwords should not be shared or communicated to other students and doing so is a violation of policy
- Screensavers/Backgrounds: A standard screensaver and background will be preset on the iPad and may not be changed by the student.
- Photos/Sound/Music/Games: Photo/Image storage on the iPad will be for school projects only. Students may not download music from iTunes or any other music sharing site. Music is only allowed on the iPad if provided by the teacher for educational use. Internet games are not allowed on the iPads. All software/apps must be school provided. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should supply a simple set of ear buds for use with lessons that have sound.
- School Management of Device: Holy Family consistently synchronizes the iPads to the school server. Students may not attempt to synchronize iPads or add apps through a personal iTunes account. The software apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times. The school runs multiple checks a day to ensure that students have not removed required apps and/or installed non-approved apps. Administration retains the right to physically assume control of a student iPad at any time.
- Student e-Mail: Students are provided school email addresses only for the purposes of Google for Education, an educational iTunes account, and school controlled

educational products such as Accelerated Reader and IXL. Student emails are set through the schools Intranet, not through the public internet – no emails leave the Holy Family Server. Students are prohibited from using the email addresses for communication, either to each other or to teachers. All school communications are handled through the Parent/Student portal. Students may not use their Holy Family email credentials for any personal internet services.

- Personal Reading: Students are permitted to borrow eBooks for personal enjoyment through the Holy Family Media Center. Students may also read electronic books from home on their school iPads. Other eBooks, cloud reading services or reading apps such as Kindle or Nook can be loaded onto the iPad by the technology coordinator through the media specialist. Teachers and the After-School Care director have complete discretion to limit iPads for personal reading time.
- Cameras: Camera access is turned on and off at the teacher's discretion for in-school use only. At this time, all camera access is turned off for 6th -8th graders leaving the building with school issued iPads.
- After School Care: Students enrolled in After School Care in grades 6-8 have access to their own school managed iPad during After School Care. The controls are passed from the classroom teacher to the After-School Care director. Students who "Drop In" to After School Care do not have access to iPads due to system and personnel restraints.
- Procedures for re-loading software: If technical difficulties occur or illegal software (non-approved installed Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.
- Cost of Repair: Students will be held responsible for all intentional damage to their iPads including, but not limited to: abusive damage, inoperability and the like. Should the cost to repair exceed the cost of a new device, the student will pay for full replacement. Accidental damage, such as a screen crack, is covered under insurance. The first insurance repair is free and subsequent incidents are handled on a case-by-case basis.
- iPad Identification: Student iPads are barcoded for physical tracking and media center checkout. This identification must not be removed from the iPad.
- Acceptable Use: The use of Holy Family technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates the Diocesan Internet Acceptable Use Policy privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The School Code of Conduct shall be applied for student infractions.

Per the school's right to amend this handbook, parents will be notified to any changes made to the iPad policies.

Wearables: Smartwatches, Physical Trackers, and Internet/Bluetooth Devices

Because emerging wearable technology can receive text messages and hold digital content, for the purposes of academic security, students are not allowed to wear any devices that connect to the Internet or use Bluetooth enabled connections. Teachers are unable to take time to review the functions of all wearable devices. Therefore, this ban includes even the simplest "Fit Bit" style trackers, Apple Watches and other wearable technologies as commercially available.

AFTER SCHOOL CARE

Overview

Holy Family is pleased to offer After School Care (ASC). This program is designed to provide a safe, enjoyable environment for your child/children. It operates from 2:30 pm to 5:45 pm See the school calendar for specific open and closed dates. Enrollment is open to students of Holy Family. A drop-in program is available. Parents must notify the school office in writing via e-mail by 11 am to use the drop-in service. Drop-in service is limited to twice a week. A \$9.00 per hour/per student drop in fee must be paid at pick-up. After 2:30 pm, the main contact number for ASC is (904) 899-6050.

Parents may not wait at the ASC front desk to pick up students from paid enrichment programs such as Karate, Dance, et cetera. These programs will dismiss from the doors to the gym foyer.

Student Pick-Up Fees

It is very important that your child/children be picked up by 5:45 pm. Late pick-ups will be charged an overtime rate per student of \$20.00 for the first 5 minutes and \$1 per minute thereafter, without exception. Repeated late pick-ups will lead to termination of ASC enrollment. Late fees are to be paid as they incur and should be paid to the After-School Care Director at the time of pick up.

Discipline

Good behavior will be expected of all children in the program. All Holy Family Parent/Student Handbook policies apply in ASC. This is necessary to provide a safe and happy environment for everyone. The discipline policies for the After-School Care program are the same as those for the school. In the event of any disciplinary action, parents and principal will be notified. If a child seriously undermines this philosophy, it can lead to expulsion from the After-School Care program.

Activities

The children will play, rest and have the chance to enjoy many individual and group activities that are educational and fun. The program is scheduled as follows:

- Roll Call
- Change clothes (if desired); they must be appropriate for weather.
- Students provide their own snack (beverage is provided)
- Study/quiet time (homework, reading, prayer, rest, etc.) Please bring beach towels: no folding mats.
- Organized play involving various activities (outside if weather permits).
- 5:20 pm is "settling down" time and toys are put away.

After School Clubs and Activities

Students who wish to remain on campus in order to attend an after-school activity that does not immediately begin after dismissal must be enrolled in our After-School Care program. Students must be signed out by a parent or pre-approved adult. Unsupervised students will be placed in after school care and the appropriate fees will be charged.

Homework During ASC

Allotted times:

- Grades 1– 2 30 minutes
- Grades 3 – 4 45 minutes
- Grades 5 – 8 60 minutes

Students have some access at ASC to extra reading material or the family may choose to keep an extra reading book in the student's bookbag to read after homework is finished. The student (if homework is completed) makes this decision. The adult caregivers are not able to check the quality or completeness of homework assignments. Adult supervision is available for questions concerning directions for work and to maintain quiet. The responsibility for completion of assigned work remains with the student.

Personal Items

Nothing should remain at ASC overnight and we require you to label student belongings with their name. The school accepts no responsibility for items brought from home. ASC provides board games, puzzles, art supplies and some homework tools (such as rulers or scissors). Students do need to bring textbooks, notebooks, paper and other materials required to complete their assignments.

Food

Students need to provide their own snacks. Juice is available every day; other beverages may also be served. If your child is allergic to or you do not wish him/her to have certain foods, you must notify the ASC supervisor in writing.

Play Clothes

These should be sent in each day if you do not wish your child to play in the school uniform. The P.E. uniform may be worn during ASC. Students should bring athletic shoes to change into for play outside and in the gym. Clothes should be clean and in good repair. Plain t-shirts or collared shirts are preferred; tank tops are not appropriate attire. All clothes should be appropriately sized for the child; neither very tight nor oversized baggy clothes are permitted. Shoes must completely enclose the feet; open-toed, open back or platform shoes are never appropriate on campus.

OPERATING POLICIES

Bookbags and Backpacks

The school is mindful of keeping the weight of books and supplies within reason so that students are not carrying excessively heavy bags to and from school. The school is also concerned about keeping classrooms and hallways free of obstructions. Therefore, bookbags or backpacks should not be overly large. Wheeled bookbags are not permitted on campus.

Broad Loss/Crisis Plan

The school staff has a plan to handle a crisis situation involving a student or staff member as well as a plan to handle a crisis when a threatening intruder may be on school grounds or in the school building. This plan is found in each staff member's handbook and is discussed during orientation at the beginning of each school year.

Carline

To ensure the safety of all students, each vehicle must display the school issued carline sign and correct student name(s). Carline signs are sent home in the first Friday folder. Any vehicle without this sign must park and go to the main office to verify the release of students.

Parents must notify the school via note or email by 2:00 pm if alternate dismissal arrangements have been made for their student(s). In an emergency, please contact the main office at 645-9875. Students will not be released if the office has not received a notice of a dismissal change. Please do not use your cell phone while in car line.

Morning drop-off for PreK-8 is from 7:15 am. – 7:40 am. in front of the school building. Drivers should pull up along the orange/yellow cones and patrols will help students out of the car and into the building. Pre-Kindergarten walk-up is from 7:15 am.-7:40 am. PreK students may be escorted to the classroom by parents after they have signed in at the office.

At the 11:45 am. and 2:30 pm/2:50 pm dismissals, drivers should display their carline sign (one color for 2:30 pm line; another for 2:50 pm line).

- For the PreK 11:45 am. carline only: Parents will pull in front of the church, pass the rectory office, and circle around to collect their students from the gym door. The area

directly in front of the school office will be blocked off during 11:00 am. – 1:00 pm in order to facilitate safe traffic to the Parish Hall for lunches.

- For 2:30/2:50 pm only: Pull off Baymeadows eastbound, forming four lines of cars between Holy Family and Deermeadows Baptist churches. Orange/yellow cones will indicate four distinct lines ahead of dismissal. Parents picking students up in the 2:50 wave are asked to refrain from arriving early, but in the event of overlap, please pull to the line closest the Baptist church. Faculty will call for children by reading your sign and guide drivers from the three lines closest to the Parish Life center to pull up in front of the school to pick up children. At no time should a driver leave his/her car. Please do not use your cell phone while in carline.

Drivers should not park in the area across from the orange cones; if parking is necessary pull up all the way past the gym doors before parking. Students should only cross at the crosswalk in front of the gymnasium with the assistance of the patrols.

Carpools are encouraged to help alleviate traffic. Please be sure to contact the office to make sure each family is on the appropriate Emergency Cards. Any additions/changes to carpooling during the school year must be reported to the school office.

Change of Vital Information

For the safety or security of your child, please help us maintain accurate records. Notify the office if there is a change in your phone number, address, work numbers, email address, emergency contact numbers, or custodial status. This information must be updated by the parent/guardian on the emergency card in the office.

Divorced or separated parents must file a court-certified copy of 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.

The school abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding academic progress unless there is a court order specifically stating denial of access.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents

that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Class Parties and Birthdays

Parties are scheduled for various times throughout the school year to celebrate holidays and special occasions. Classroom parties are planned by the teacher and homeroom parent and occur more frequently in the lower grades where this activity is part of a student's socialization. We ask that parents do not attend classroom parties unless expressly invited by teachers.

As part of their family service contribution, parents may be asked to help plan parties, help with parties or send refreshments. Most classroom parties will be held later in the day.

Birthdays are special for all students. Teachers, especially of younger students, have special birthday observations in their classes (a hat, bandana, line leader for the day, etc.) If parents would like for students to share a birthday treat with their classmates, they must have made prior arrangements with the classroom teacher. Parents may send in cookies, brownies, muffins or Rice Krispies treats with the student in the morning. Due to the thick frosting and food coloring, cakes and cupcakes should not be sent into Pre-Kindergarten and Kindergarten classes. Nothing that requires refrigeration is permitted. The teacher will then decide the best time to share the treat, typically snack time or lunchtime. No party favors, balloons, etc. may be used.

Invitations to birthday parties may not be distributed at school unless the child's entire homeroom is invited. If so, the teacher will be glad to hand out the invitations in the Friday folders. Since all are included, no names may be put on the invitations.

We realize that it is not always possible to include every classmate and suggest that you use the school directory to obtain needed phone numbers or addresses when this is the case. The school wants to spare the feelings of those not included.

Class Rosters

The principal determines student homeroom placement and considers several criteria when making class rosters.

City Wide Emergencies

Holy Family will follow Duval County Schools in emergencies such as hurricanes. Proper procedure for fire, tornado, bomb threat drills are posted in each classroom. Fire Drills are held monthly. Other emergency drills are held throughout the year to familiarize students with safety procedures.

Communication

- Electronic Mail (E-mail): Teachers and administrators respond to e-mail in a timely fashion. A response can be expected within 48 hours. Teachers' email addresses consist of first name initial followed by the last name @hfcatholicschool.com (for

example, Mary Jones would be mjones@hfcatholicschool.com) unless otherwise noted by the staff member. Students do not use their email accounts for communication.

- **Voice Mail:** Teachers and administrators can be reached by voice mail by calling the school at 645-9875. Teachers are expected to check messages daily. A response can be expected within 48 hours.
Voice Mail should not be used for emergencies. In those cases, please call the main office and speak to the receptionist.
- **Friday Folders:** Each Friday, students take home packets containing important information. Folders should be returned Monday morning.
- **Parent – Teacher Conferences** – Scheduled conference days are listed on the calendar. Parents may arrange a conference with the teacher whenever it seems necessary. Please send a note, an e-mail, or call ahead to arrange for an appointment. Teachers are available by appointment only and should never be called at home, nor should they be informally approached before school, during the school day, in the classrooms, at dismissal duty, etc.
- **RenWeb:** Grades are updated and posted via the RenWeb system every week. Parents who have questions regarding grades must put their questions in writing via email to the teacher. It is not acceptable under any circumstances for parents to approach teachers in person, especially outside of school, to discuss academic matters.
- **Daily Email:** The daily email or “blast” updates are sent from the school communication office. Contact rslater@hfcatholicschool.com if you are not receiving a daily email. Also contact the main office for details, questions, and suggestions.
- **School Website:** Parents may refer to our website <http://www.hfcatholicschool.com> as a resource for school information and classroom news. RenWeb is available through the *Current Parents* page of the website
- **Facebook:** Celebrations of school news and events can be found at <http://www.facebook.com/HFCatholicSchool> or by liking us on your own Facebook account.

Family Service Hours and Volunteers

Each family is expected to complete 20 hours of service each school year. Families that choose not to complete the required service hours will be charged \$20 for every hour that is not completed. Volunteer tracking forms are available on our website and in the Main office. Voluntary participation beyond the 20 hours is greatly appreciated.

In accordance with the policy established by the bishops in Florida, any person who works or volunteers in schools or with children must be Live Scanned fingerprinted and complete a Diocese of St. Augustine History Screening. The History Screening/fingerprinting must be completed every five years but may be completed at any parish or school in the Diocese of St. Augustine. Additionally, staff or volunteers must also have completed the course *Protecting*

God's Children. Information about the course, including the dates and places it is offered, can be found either through the diocesan website, <http://www.dosafl.com>, or at <http://www.virtus.org>.

All visitors/volunteers to the school and family members are required to sign in and out at the school office each time they come on campus. Badges must always be visible and worn while on campus. Volunteers may not bring small children to school when volunteering.

Fees

In addition to tuition, Holy Family Catholic School assess several fees per year.

- Annual Fee: All students are assessed a yearly fee to defray costs for activities, special programs, technology and textbooks. While a budget does exist for these costs, tuition does not cover the cost of educating a child at Holy Family.
- iPad Lease Fee: Students in Grades 5-8 are assessed a yearly fee to lease an iPad from the school.
- Fundraising: Parents are asked by the PTO to participate in one major yearly fundraiser. Contributions through ticket sales or other means indirectly offset this requirement, which is fixed by the PTO board.

All specific questions about fees should be directed to the business office.

Field Trips

Chaperones are selected by Holy Family for all fieldtrips. Chaperones are required to sign in and out at the school office prior to leaving on the field trip. Badges must always be visible and worn while on the trip. Chaperones must have satisfied the History Screening and fingerprinting requirements specified in the [Family Service Hours and Volunteers](#) policy.

Parents who have not been selected as chaperones may not attend field trips. Even field trips to public venues usually include a private tour for students and only pre-determined chaperones may participate. All students will be transported to and from the school in school contracted and diocesan insured vehicles.

Forgotten Items

Parents are not called when a student forgets an item including materials, P.E. uniforms, homework or projects. Any items left by students at home or in the car may be brought into the main office. Items will be placed on a pick-up table in the foyer of the main office. Label the item with the child's name and grade and email the homeroom teacher to alert them that an item is waiting for pickup. Teachers will allow children to pick up these items at an appropriate time to prevent the interruption of classes and distractions to the students' learning environment. Even if the parent brings these items in, the assignments, etc. may still be considered late.

Library Books

Library books are to be treated with care and respect. Students will be required to pay for books that have been damaged in any way or lost while checked out to them. Books are to be returned to the Media Center when due. If the student has not finished reading the book, it may be

checked out again. Damaged or lost library books must be paid for before report cards will be issued.

Lunch Program

This year the lunch program is provided by outside vendors every day.

- My School Bucks: a convenient online service that allows you to securely pay for your student's meals online using your credit/debit card or electronic check
 - Set up automatic recurring payments
 - Track and review meal history
 - Create low balance alerts
 - Make payments with the mobile app
 - Contact Liz Price (lprice@hfcatholicschool.com) with any questions
 - <https://www.MySchoolBucks.com>
- Order Deadline: Lunches are called into the vendors at 8:30, after this time, parents must make other arrangements.
- Snack Bar: Student can purchase a-la-carte items such as drinks and snacks every day. All items are \$.50 each. Items can be paid for with My School Bucks or cash. If using cash, to facilitate ease for parent volunteers in the lunch room, we ask that children bring exact change for the snack bar, \$.50 for one item, \$1.00 for two items. Students are responsible for tracking their own change.

Lost and Found

All articles of clothing, school supplies, and lunch boxes should be clearly marked with the child's name. Students are expected to be responsible for their own property and to turn in any found articles to the office. Lost articles are placed in a green bin in the gym foyer.

At the end of every quarter, the lost and found is cleaned out and unclaimed articles are donated to a charitable institution. The school is not responsible for lost or broken items.

Mass

Parents are invited to join the school community for our weekly Mass. Please see the school calendar for days and time.

When attending Mass (and wishing to sit with your child), please fill out a name tag located in the back of the church. You may sit with your child's class. Students are always to remain with their class.

If more than one child attends Holy Family, the parent should sit with the youngest child. Siblings may sit with the youngest child as well.

Messages and Deliveries

To prevent disruptions in teaching and learning, messages will not be sent or called to classrooms during the school day. Parents are asked to let their children know before school about after-school transportation plans or about doctor's appointments. If unavoidable changes or delays

occur regarding who will pick up a child or when a child will be picked up, the student will be called to the office at the end of the day and given the message.

Deliveries to students are not permitted. Birthdays and other special occasions are appropriate times to celebrate at home, but flowers, balloons, cookies or other deliveries will not be accepted at the school.

Safety

Your child's safety is of prime concern to all Holy Family faculty and staff. Your cooperation with the following practices helps us assure the safety of our students.

- Students should arrive at school no earlier than 7:15 am. Prior to this time there will be no adult supervision of students. Under no circumstances may a child be left at school without adult supervision.
- No person may use a cell phone while driving in the school parking lot. Parents are asked to refrain from cell phone use while waiting for pick-up so that attention does not waver while students are in proximity to motor vehicles.
- **Under no circumstances** should students be dropped off in carline before reaching the main doors of the school. Please drive down as far as possible past the main doors and wait for a student patrol or parent volunteer to accompany your child out of your car.
- Once school begins, a barricade is set for children to pass between buildings. **Under no circumstances** are parents permitted to move cones or barricades on the property or negotiate vehicles through cordoned off areas of campus. Please park either on the east or west parking lot and walk up to the school office during school hours.
- Parents of Pre-kindergarten students may sign in to accompany their children into the classroom each morning between 7:30 – 7:45 am. and greet the teacher before leaving. As the Pre-kindergarten student becomes familiar with the routine, we encourage parents to drop the student off in the carline or have the student walk in with an older sibling. Research shows that confidence building is key to early childhood development.
- Students in grades K and up should enter the school building and report to the designated area of the hallway for their class prior to the bell. They are to wait against the hallways outside of the room for their teacher to unlock and open the classroom for the day.
- Any student who leaves school prior to the scheduled dismissal time that day must leave from the school office and be signed out by the parent.
- All children will have recess or break time when they will go to the playground, field, gym, or rest in classrooms, courtyard, Mary's grotto, Christina's garden, et cetera. Rules to help safeguard the students are established and enforced by the classroom teacher with the approval of the principal. Rules are appropriate to the age and grade of the student and are made with the safety of the children as the primary goal.
- No glass or sharp objects are allowed at school. Mirrors in lockers must be plastic due to safety concerns regarding breakage.

Each member of the Holy Family Catholic School community is asked to help ensure safety by immediately reporting to the principal or school office any damaged or loose fixtures and equipment as well as any actions or practices that may be unsafe.

Snacks and Lunch

We ask that parents cooperate with teachers by sending only healthy finger foods for snacks, if the teacher has indicated that students will have a morning snack. Send nothing requiring spoons. Fruits, vegetables, dry cereal, and granola make good snacks.

Eating together should be a pleasant experience: courtesy and good manners are required. Children are expected to clean their own lunch area of papers and crumbs before leaving. Students are not allowed to share each other's lunches due to possible food allergies.

Parents may only provide lunch for their own children. Please do not send in special treats or snack items for other students without first making arrangements with the homeroom teacher to provide for all children in the class.

Parents are called for forgotten lunches when early notice is given to the office. Forgotten lunch boxes are to be left on a table in the school foyer. Label them with child's name and grade. Students may claim them from the table before their snack/lunch time.

Students may carry water bottles throughout the school day. All water bottles must be **translucent** with a secure twist-on top and students may not carry other drinks in their water bottles. A clear Nalgene style bottle is recommended.

Telephone Use by Students

Students may not use the telephone during the school day. To help them learn responsibility, students should remember to bring necessary materials, P.E. uniforms and homework to school and will not be permitted to call a parent for forgotten items. If a student forgets their lunch, they may call their parent prior to 8:30 am. If a student becomes ill or is injured, the student will be sent or brought to the school office and an adult will call the parents if necessary.

After-school plans should be made in advance so that a phone call during the school day is not necessary. Should a school-sponsored scheduled activity be cancelled (for reasons such as weather) then students affected by the cancellation will be permitted to call from the office.

We discourage students from bringing cellular telephones to school, especially smart phones which provide students unmonitored internet access. Cell phones brought to school must be turned off between the hours of 7:15 to 3:15 and they must be turned into the assistant principal's office at the beginning of the day. Cell phones may be picked up at the end of the day.

Textbooks

Textbooks remain the property of the school. Students are obligated to treat them carefully. Textbooks must be covered at all times and the covers kept free of writing and marks. Contact paper and tape are not to be attached to the cover of non-consumable textbooks.

School textbooks are to be returned at the end of the year in good condition. Holy Family will charge full price for any book that is damaged or lost so that a replacement can be purchased. Damaged or lost book charges must be paid before report cards will be issued or records are transferred.

Additional textbooks are not available for parent checkout. If additional textbooks are needed, please contact the principal for information on ordering the books.

Toys

Non-educational toys are not permitted at school. Students may not bring their personal toys to school unless a teacher makes a specific request. Fidget spinners are considered toys.

Tuition Payments

Tuition payments must be paid through FACTS. Tuition is due each month June-March (10 monthly payments) or June-April (11 monthly payments). A late fee of \$25 will be applied for payments received five days or later. FACTS is Holy Family's online management payment plan. FACTS offers convenient flexible payment options for families. It is a secure password protected parent portal. <https://online.factsmgt.com/signin/4J31N>

Visitors

All visitors to campus must sign in and out electronically at the school office when arriving and leaving. Visitors may not enter the corridors or classrooms without a visitor's badge. After signing in, they will receive a name badge identifying them as a visitor on campus. This policy includes those family members who are completing their Family Service requirement and also includes volunteers.

A family member or friend of the family who is not listed as an emergency contact can only visit a child with signed written permission delivered to the main office 24 hours prior to the visit. Any chaperone assisting a teacher for a classroom activity such as a party or field trip must have completed volunteer fingerprinting and Protecting God's Children training. Classroom parties are open to visiting parents by permission of the classroom teacher only.

For the protection of the students and to avoid the disruption of classes, visitors are not permitted to enter classrooms any school day between 7:15 am. and 2:50 pm without having the teacher's consent and signing in at the office to receive a visitor's badge.

Faculty and Staff 2019 - 2020

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Tim Kennedy, Matt Hannigan, Doug Gray - Maintenance Staff

Khint Lwei, Thana Jway - Custodians

