

## **MISSION STATEMENT**

Holy Family School provides a quality education with spiritual growth, character development and the understanding for service. Students pursue academic excellence in a safe, diverse, Catholic Community.

Our Faculty and Staff believe that:

- All Children can learn and have the right to an education that is culturally and racially diverse, spiritually inspiring, intellectually challenging, and emotionally nurturing.
- Our school community, students, teachers, administrators, and parents all share the responsibility for advancing the school's mission.

A cooperative relationship between the Holy Family School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

**If a parent/guardian refuses to abide by the rules and regulations of Holy Family School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Holy Family School.**

**Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, students, and other parents..**

## **HISTORY**

Holy Family School is financially subsidized by St. Mary Church of the Visitation, St. Joseph Catholic Community, and Queen of the Universe. Holy Family was established in 1979 when St. Mary's and St. Joseph's Parish Schools were merged. St. Joseph's School was founded in 1956 by the Society of the Divine Savior as a mission school. St. Mary's School was founded in 1901 as the parish school for Visitation Church.

## **GOVERNANCE**

The Principal shall be the sole administrator of the school. The Principal will be responsible administratively to the Pastor and the Diocesan Superintendent of Schools.

Holy Family School is run and operated as a nonprofit organization. The Holy Family School Advisory Board is a group of concerned and committed, adult representatives from the PTO and the supporting parishes. The purpose of the School Advisory Board is:

- a. To promote the mission of the school in the parish, community, and public forums;
- b. To encourage parental participation in Catholic Education;
- c. To provide stability for the future by setting short and long term goals and evaluating past performance;
- d. To develop, promulgate and evaluate policies in alignment with policies of the Diocesan Catholic School Board;

- e. To deal with the financial needs of today and planning for the future, including helping to plan the budget;
- f. To serve as a conduit of communication among Pastor, Principal, parents, and parish;
- g. To allow the principal more time to serve as an educational leader.

## **CONDITION OF ENROLLMENT**

**The education of a student is a partnership between the parents and Holy Family School. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.**

**The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects are:**

- 1. Internet activities (such as blogs, chat room, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.**
- 2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic School by a student or parent/guardian is serious whether this be done orally, in writing, via e-mail or on the web and whether it is done on a school computer or not and on school time or not. Therefore, any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.**

**The school reserves the right to discipline a student for actions committed off-campus to include but not limited to Facebook, texting, etc. if they, in the opinion of the school principal, have an effect on a student or they adversely affect the safety and well-being of a student while in school.**

**Any conduct both in and out of school if, in the opinion of the principal, that may reflect negatively upon the reputation of the school may be subject to disciplinary action.**

**A FIGHT FREE SCHOOL – KYHFAAOOTY (Keep your hands, feet, and all other objects to yourself)**

At Holy Family School, we have committed ourselves to children. As part of that commitment, we are striving to find better ways to avoid conflict and to keep our students safe. We have adopted the Fight Free Program as a positive method of promoting and teaching our students in a secure environment and a teacher's right to facilitate learning in a risk-free environment. Let's make it happen this year!

**Definition:**

**Fight:** a fight is an aggressive physical exchange or aggressive verbal contact between two people. It can be a kick, punch, hit, push, bite, destroying property, name calling, etc. (Teachers may use discretion in any situation.)

The school has a Fight Free Flag, and each classroom has a classroom flag outside of their room to show their commitment to the Fight Free program. Each student also has a personal flag that will hang in the classroom door. Should a student in the classroom violate the Fight Free Program, the class flag, student flag, and the school flag are taken down by the violating student(s). This will happen each time the Fight Free Program is violated.

**Consequences per quarter:**

First Violation.....Pride Time: this is an after-school detention time. Students will learn to take pride in their school by helping to keep it nice and clean. The job for the day will be posted on a calendar and posted in the school office.

Second Violation....Pride Time and a written warning to the parent that another violation could result in a school suspension. The type of suspension will be determined by the principal.

Third Violation.....School Suspension

Fourth Violation.....School Suspension. In order to re-enter school, a formal contract will be discussed with the principal.

Daily announcements will be made to track the number of fight free days.

A hero is someone who responds appropriately to a negative situation. Heroes will also be recognized

We hope you will take time to discuss this program with your student and support us at home as we try to maintain a Fight Free School.

## **GENERAL INFORMATION**

**ADMISSION:**

Holy Family School reaffirms non-discriminating policy on the basis of sex, race, religion or national and ethnic origin in its educational programs and alternatives in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Academics.

The principal, with proper consultation with the pastor, will admit students to the school.

If a family wishes to enroll a student in Holy Family School, the family must demonstrate to the Administration (pastor/principal) a desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school.

Pupils entering 4-K must be 4 years old on or before September 1 of the year entering. Pupils entering Kindergarten must be 5 years old on or before September 1 of the year entering. Pupils entering First Grade must be 6 years old on or before September 1 of the year entering. Proof of age is required. Parents are required to provide an original birth certificate for the child on the day of registration.

Pupils who transfer to Holy Family School after attending another school may be admitted to the grade certified by the school from which they came. Holy Family School reserves the right to test and place students appropriately within our grade levels.

Holy Family School opens registration to currently enrolled families first, then to parishioners of St. Joseph, St. Mary of the Visitation, and Our Lady Queen of the Universe Parishes, then, on a first-come first served basis.

## **ATTENDANCE**

School begins at 7:50am for all grades 4K-8. Students arriving after 7:50am are considered tardy and must receive a tardy slip at the school office before going to class. Students may start arriving at school at 7:30am and will go directly to their classroom. Students arriving between 7:00-7:30am should report to Before School Care held in the Cafeteria. **Students are not to arrive before 7:00am since there is no supervision available.**

Before School Care is available in the cafeteria from 7:00am – 7:30am daily. Please see appendix for rates.

Dismissal is at 3:00pm. Students not picked up by 3:15pm will be escorted to After School Care. This program is available daily from 3:15pm – 6:00pm. Please see appendix for rates.

When a child is unable to attend school, parents should call the school office before 8:00am. Parents should give the student's name, grade and reason for absence. If a call is not received, school personnel will call the home or workplace to confirm the reason for the student's absence. Any student absent from school on a given day will be ineligible for participation in school-sponsored events that afternoon and evening.

**Parents are discouraged from taking students out of school for vacation. Teachers are not required to prepare work for students prior to leaving school for a vacation. Work missed will be made up at the discretion of the teacher. Tests/examinations may not be given prior to a student's absence.**

If a parent/guardian wishes to remove a student from class, the parent/guardian must sign out the student in the school office and wait for him/her there. **Parents/guardians are not to interrupt class for any reason.**

Children are considered absent who must be excused for medical or dental appointments, funeral attendance or any other reason during the school day. When coming to school late due to a medical or dental appointment, students will not be marked tardy if they provide verification from the physician or dentist.

Prolonged or repeated absence may make it impossible for a child to earn credit in a semester term. Twenty (20) absences during the school year from any class may cause loss of credit in that subject and could mean retention.

**\*\*Absences and tardies reduce the opportunity for students to be successful. Excessive absences (20 or more during the school year; 5 or more in a marking period) will result in grade loss. If a student is absent for 3 or more consecutive days, a doctor's note will be required upon return. Consistent and excessive absences may result in suspension, expulsion, or retention.**

A student who is not present for 1 hour and 45 minutes any morning or afternoon session is marked absent for one-half day. A child who is absent for 3 hours and 30 minutes is marked absent for one day. A student leaving during the school day must be checked out through the office.

Every precaution will be taken when students need to be released early from school. Release or early dismissal for any unscheduled reason is strongly discouraged. Students shall not be released from school without the knowledge and consent of the parent/guardian. A form of ID may be required for adults making such a request.

**Perfect Attendance will no longer be recognized at year's end.**

## **TARDINESS**

Tardiness interferes with a student's progress in school and constitutes a disturbance for all involved. **Students are required to be in their respective classrooms by 7:50am.** Any student not in the classroom by that time will be marked "tardy". Parents of students who are tardy must come into the office to sign in the student.

**The policy for dealing with tardiness is as follows:**

- a. Being tardy five (5) times during one (1) quarter (9 weeks) is considered excessive.
- b. Ten (10) days being tardy during one (1) quarter (9 weeks) will equal one (1) day marked absent.
- c. The following restrictions will be placed on students after their 5<sup>th</sup> day tardy:  
Students will be prohibited from taking part in any extra-curricular activity to include; field trips not directly connected with a course of study, no uniform days, Yearbook, musical performances not directly associated with a student's class work, basketball, volleyball, cheerleading, and any other athletic event outside the course of study.

## **STUDENT ARRIVAL AND DEPARTURE**

**Please drive with care in the parking lot.** To ensure student safety, parents and students are required to follow these procedures:

**Arrival** – All students are delivered to the front of the school building in the morning. Cars should drive along the front of the school and come to a complete stop at the flagpole or in an orderly fashion behind the lead car. Students should exit their cars to the right and enter the school through the Beasley Hall doors. Students should go directly to their classrooms or to Before School Care. Allowing for order and safety, only one stop should be made by each car. Students who are tardy or parent/visitors are to enter school through the School Office hallway door. **\*\*Four-year-old Kindergarten will enter through the door at the Parish Life Center. Parents may park their vehicle and walk their child into the classroom.**

**Departure** – Every effort is made for a prompt and orderly dismissal at 3:00pm. Students in Grades 5 – 8 and their younger siblings will be met in the front of the school building. Students in Grades K – 4 (with no older siblings) will be met on the North Side (Parish Life side) of the building. Again, follow the procedure driving along the front of the school behind the lead car, loading all riders with only one stop and driving away slowly. Foot traffic patterns for students who live in the immediate neighborhood will be determined by the principal and safety patrol sponsor at the beginning of each school year. **\*\*Four-old-Kindergarten will dismiss at 2:45pm. Instructions for dismissal will be provided by the teacher. PLEASE NOTE: Until further notice all arrival and departure will take place from Beasley Hall.**

Drivers and students are asked to respect the guidance of the teachers and safety patrol members to avoid accidents. NO student is to be picked up or walked across the parking lot by a parent or adult. Driver and parents are asked not to park and then pick up students by walking up to the school to take them to a scout meeting or other activity on the grounds.

During arrival and dismissal times, the teachers and the principal are **not** available for conferences and the playground is **not** to be used by any children, including siblings.

## **CELL PHONES**

**Cell phones are not to be brought to school by students. If a cell phone is needed for an after school activity, it must be given to the classroom teacher for safe keeping during the school day, and during Before and After School Care.**

## **DRESS**

Students will be in uniform at all times. Parents may not give permission for their child to be out of uniform. The school reserves the right to remove and to keep students out of classrooms if the uniform regulations are not followed. **Uniforms are to be worn on all Field Trips unless specified otherwise.** Four-year-old Kindergarten students do not wear a uniform. (Please see uniform code in the appendix.)

## **OUT OF UNIFORM CODE**

“No Uniform” days are designated by the principal periodically for special celebrations. At these times, uniform rules are relaxed except for dress needed by P.E. On “No Uniform” days students may wear jeans in good condition, dressy sweat suits, and shirts with appropriate message/design. NO spandex type fashions, cut-offs, tank tops, halter-tops or strapless tops may be worn. NO apparel advertising alcoholic beverages, guns or inappropriate music or message will be allowed. Shoes must be worn. Sturdy sandals may be worn. Thong shoes are not permitted. Shorts and skirts of appropriate length may

be worn during warm weather times. No bare midriffs or midriffs that show. Athletic shoes must be laced and tied

### **FAILURE TO ADHERE TO UNIFORM POLICY**

It is the intent of the Principal and Assistant Principal, Faculty and School Advisory Board that the Uniform Policy be strictly enforced (See Student Responsibilities under DISCIPLINE). Teachers will work with students when there is an occasional lapse. Students, who are in consistent violation, will receive a uniform code violation. The principal reserves the right to send home a student who is not in compliance. Stricter measures will be taken for repeated occurrences. Exception: A Boy or Girl Scout uniform may be worn on troop/pack meeting days.

### **LOST AND FOUND**

All clothing, lunch boxes, book bags, etc. should be clearly marked with student's first and last name. Unmarked articles will be disposed of each month. Lost and found receptacle is located in Beasley Hall.

### **SUPPLIES**

Each student should come to school with the necessary supplies. A list of supplies is found in the appendix.

### **TEXTBOOKS**

If textbooks are lost or damaged beyond reasonable use, parent/guardian will be charged full replacement price. The principal will assess fines for book damage. All hardback books should be covered. Adhesive covers should not be used.

### **TUITION**

Tuition is assessed on an annual basis. Book fees are included with tuition. For the convenience of our families, the fee is divided into eleven payments, which are due on the 1st of each month from July through May. Tuition is paid through the Smart Tuition Program with all parents enrolling unless prior arrangements have been made with the Business Manager. Financial Aid is available. Application papers are available through the Business Manager. (SEE APPENDIX for current rates and fees.)

### **SCHOOL RECORDS**

Student records contain only academic transcripts, academic testing, health records, custodial information where applicable, and an emergency sheet. Student records may be viewed by parents when a request is made in writing. The school will comply within 24 hours.

**Report Cards and/or transcripts-school records will not be forwarded until all tuition and fees have been paid. Re-registration will not be accepted for students owing tuition and/or fees.**

## **FOOD SERVICE**

Holy Family School participates in the National School Lunch Program. Nutritious, hot lunches are available at **\$3.00** per meal, which includes milk. Five foods are offered to each student who must select a minimum of three in the “Offer vs. Serve” lunch program. Students may also bring “bag” lunches **from home (FAST FOOD LUNCHESES ARE NOT PERMITTED AT SCHOOL)**. **No packages from fast food establishments will be allowed in the lunchroom** Parents are discouraged from sending carbonated drinks with lunch.

Milk or juice may be purchased for lunch periods for \$.50 for the second serving.

Menus are sent home monthly. The preferred procedure is to order and pay for lunch/milk on a monthly basis as soon as possible after receipt of menu but not later than the Monday following receipt of the menu. **Please send lunch money separately.** Orders and payment will also be accepted on **MONDAYS** for the current week. Please label the order envelope with the name, grade, choices and amount enclosed. Students are issued lunch and milk tickets weekly as purchased. If a student forgets his/her lunch at home/car, they may charge a lunch. The charge should be paid the following day.

Holy Family School participates in the USDA free and reduced-price lunch program. Applications for this program are available in the school office.

Lunchtime needs to move smoothly and in an organized fashion. Please do not visit your child during lunch without prior arrangements with the teacher and the school office. Your cooperation is appreciated.

## **SCHOOL COMMUNICATION/NEWS AND NOTES**

A monthly school newsletter, calendar and menu are sent home at month’s end in a News and Notes envelope. This envelope must be returned to school. Grades 4K–4 also send home a monthly newsletter to keep parents abreast of classroom happenings. Folders for each grade (Wednesday Folder) are sent home each Wednesday. These contain student work.

## **WEATHER EMERGENCY**

School will be in session unless the weather makes it dangerous for transportation. **School Cast makes it possible for us to contact families by phone when school is cancelled or dismissed early. Be certain that contact information is always current.**

## **VISITORS**

All visitors are to report to the school office. All requests for visits from parents, guests and guest lecturers must have approval of the principal prior to the date. Arrangements for classroom observation must go through the principal.



## **CHANGE OF ADDRESS/PHONE NUMBERS**

It is necessary to keep the office files current. Please inform the office of any change so that corrections may be made. In times of emergency, outdated phone numbers delay action in a dangerous manner.

## **CUSTODY REQUIREMENTS**

Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, with a written request a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Information may be picked up or sent in a self-addressed, stamped envelope.

Without information to the contrary, it is assumed that both parents have parental rights. It is the responsibility of a custodial parent to inform the school concerning any change in custody.

If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in WRITING. No child may be released to relatives, friends, without the parents' permission.

**School personnel will remain neutral in all custodial issues. Please resolve those issues away from the school property.**

Academic records, i.e. report cards, progress reports, standardized tests, will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by the court order. Requested information may be picked up or send a self-addressed envelope for mailing.

Children living with a custodian other than a birth parent must provide legal documentation of that arrangement.

## **PARTIES**

Birthdays may be celebrated by sending a simple treat to school. Parents are asked to deliver birthday treats and other party items to the school office. Parents are not to bring items to the cafeteria or to the classroom. Prior arrangements must be made with the teacher.

Classroom parties to celebrate holidays are planned by the teachers and the homeroom parents. Valentine's Day and Christmas will be celebrated with classroom parties.

**Invitations to personal parties are NOT to be distributed in school. Please use the mail or telephone to make other arrangements.**

## **MEDICAL APPOINTMENTS**

Student attendance and participation in class is valuable and irreplaceable. Most doctors' offices offer after school appointments. Please check to avail yourself of these opportunities. If you are going to be

picking up your child for an appointment, you must call the school office or send a note to the teacher making him/her aware that the student needs to be ready early. Come to the office to sign your child out, and the child will be called to meet you.

## **HEALTH AND MEDICATION POLICIES**

### **Health Room Guidelines**

The School Health Room/Office will only be used to administer first aid in an emergency situation or to dispense medication when the proper procedures have been followed. The school will not treat any bumps, bruises, etc that have taken place prior to coming to school.

### **Illness**

When your child is ill the evening before or day of school, please keep him/her at home. Children running a fever, vomiting, experiencing diarrhea, coughing or having a sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

Fever is an important defense mechanism of the body. It alerts us that we are ill and it actually helps us fight the viruses of bacteria that cause us to become sick. It is not uncommon for a child to have a fever at night and then have it drop below 100 degrees the next morning. It is quite possible, however, that as the day continues the body temperature will rise to fever level again. This relates to the general principle that body temperature is at its lowest in the early morning and rises to its peak in the evening.

With this in mind, if a child complains of illness before school and has a temperature of 99.5 or 99.6 for example, it is very possible that the child's temperature will become a "fever" later in the day. Please consider these things when you are making a decision regarding your child staying home from school. An ill child in school is not getting the rest that he/she needs to recover. An ill child is vulnerable to other illnesses. And an ill child can spread illness to others. **Students should be fever free for 24 hours before returning to school.**

Remember, too, that illness is not always accompanied by fever. Viruses, etc., that can cause periods of diarrhea and/or vomiting can present themselves without a significant rise in body temperature. Despite a normal or low-grade temperature, a child may still need to be home if you suspect illness.

A parent/guardian will be notified as soon as possible in case of sudden illness or of an injury of a more serious nature. In the interest of the child and the other students at school, a sick child is to be removed from school as soon as possible.

### **Head Lice**

A parent/guardian will be notified immediately if a student has headlice. The student must be picked up from school immediately. He/she may return when effective treatment for and removal of lice from scalp, skin and clothing has taken place. A student is communicable as long as they have lice or "nits" in their hair. A letter regarding appropriate treatment will be sent home with each student in the infected class. Siblings of the infected student will also be examined for headlice.

## **Medication**

It is generally recognized that some students may require medication for a chronic or short-term illness during the school day to enable them to remain in school and participate in their education. While parents carry the primary responsibility for their child's health, they may need to delegate some of the responsibility to the school. **It is the school's preference NOT to dispense medication. The school office will only distribute medication with a current prescription (within 6 months).**

Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home.

**If a medication (prescription or over the counter) must be given at school, the parents must follow these requirements:**

- **Medication will be dispensed only with parents/guardian's written permission and written permission from a physician or other health care provider.**
- **Written authorization must include the name of the drug, the dosage, the mode of administration, and the time of administration.**
- **Medication must be dispensed from the original container only.**
- **A medicine log will be kept on file in the school office to include the time and amount of medicine dispensed.**
- **Unused or expired medication will be returned to the parent/guardian.**
- **No over the counter medication will be dispensed at anytime unless it is accompanied by written authorization from the child's health care provider.**
- **Aspirin will not be dispensed at Holy Family School.**
- **Prescriptions must be current (within last 6 months).**

An emergency authorization form must be on file in the school listing the name of the child's physician and phone number.

School personnel will not dispense medication of any kind to a student in school unless acting under the direct order, signed and properly filed form of a licensed physician and with the written permission of the parent to dispense medication. THE PRESCRIPTION LABEL ON THE CONTAINER MAY SERVE AS THE PHYSICIAN'S ORDER

Medication will be dispensed only if the School Medication Form has been completed with parent/guardian permission. (SEE APPENDIX) Forms are distributed in the Back to School Night Packet. Additional forms are available in the office, upon request. This form will include the student's name, medication to be given, the dose, the time to be given (medication will be dispensed between the hours of 11:00am and 1:00pm ONLY), date(s) to be given and parent/guardian signature.

Students are **NOT** allowed to carry medication with them during school hours. Medication must be sent in the original container. The prescription label may serve as the physician's order. For medications that will be given for the entire school year, the child needs a new prescription container each school year.

Non-prescription external or internal medication will not be administered in the school except when the physician orders are given to administer same. The guidelines must be followed as if it were a prescription medication. The school may reject a request for administration of medication if it is judged inappropriate.

Medication will be dispensed no closer than four hours unless otherwise indicated by a physician. Only one dose of an “as needed” medication will be administered during any school day. If there is ANY change in the dose or timing of medication, an additional note from the parent/guardian must be on file before the new schedule will be followed.

The medicine container and the permission slip(s) are to be sent to school in a ziploc bag with the student’s name on it.

In fairness to those giving the medication and in safety to your child, these procedures must be followed strictly. We ask this not to make things difficult for you, but to insure the health and well being of all the students. **Please remember that the safety and well being of our children is our #1 concern.**

## **ALCOHOL, TOBACCO, DRUGS AND WEAPONS**

In strict accordance with the policy of the Diocese of Birmingham, it is forbidden for any student to use, possess or distribute drugs and alcohol or controlled substances as defined by law on school premises, in a school owned vehicle or during any school sponsored trip or activity.

It is further forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle or during any school sponsored trip or activity.

In both instances, students will be subject to immediate expulsion or suspension.

## **SAFETY DRILLS**

Fire drills are held once a month. A planned procedure for quick evacuation of the building is posted in each room and practiced with the students.

Tornado drills are held to assure the safety of the students. Teachers/students are aware of the procedure for these drills.

In the event of an emergency early dismissal:

- No student will be dismissed from school unless a parent/guardian or individual designated by a parent/guardian comes for him/her.
- No student will be allowed to leave with another person, even a relative/babysitter, unless we have written permission to that effect or that particular person is listed on the student’s emergency card in our files.
- All parents/guardians or designated parties who come for students must have them signed out at the temporary Student Release Station. Signs will be posted indicating an alternate location as needed.

A school wide crisis plan has been developed to deal with emergencies and is in place.

If our school experiences a crisis that necessitates an evacuation to another location to insure the safety of the students, the evacuation site is the Hope Community Pentecostal Church at 1111 Pulaski Pike.

## **ACADEMIC INFORMATION**

### **RELIGIOUS EDUCATION**

Holy Family School exists to share the message of Jesus Christ with its students. Therefore, Catholic Religion is of primary importance in the curriculum. The school day begins and ends with prayer. Christian attributes and actions are integrated into the complete school day and daily classes about the Catholic faith are taught. Students are encouraged to share and live their personal Christian values. Dedicated lay teachers, sisters and priests of the Society of the Divine Savior serve the school.

Students work together with teachers to plan and celebrate weekly Masses and Prayer Services. Special observances during Advent and Lent help the children grow in their lives of prayer and service. Parents are welcomed and encouraged to attend our weekly Masses and prayer services. Students are encouraged to see themselves as responsible, compassionate citizens of the world through community outreach.

At Holy Family School, diversity is a major strength. We learn, grow and share from each other's differences. Students of all faiths are welcomed and contribute greatly to that strength. Non-Catholic students shall be required to participate in religious programs. This participation applies to religion classes, liturgies, prayer services and other events that the school shall hold.

### **SERVICE PROJECTS**

Throughout the year students participate in Service Projects. Listed below are two examples

**Holy Childhood Association:** The Holy Childhood Association is a mission organization that teaches children the reality of "third world" poverty through learning activities, class discussions and student giving for others less fortunate. We believe our students should learn that Christian charity must extend to all children in the world.

**Weekly Food Drive:** Each Thursday, students are encouraged to bring a non-perishable food item to donate to the St. Vincent de Paul Food Pantry.

### **CHRISTIAN ACTION AWARD**

Throughout the year, students should be engaged in projects and/or activities, which help develop an awareness of those less fortunate than themselves. Projects are decided upon by the faculty.

Each month students who display Christian characteristics are nominated by their teachers and selected by the Administration to receive a Christian Action Award.

Criteria:

- Shows growth in relationship
- Is supportive of others
- Shows personal responsibility
- Offers service
- Resolves differences
- Is courteous
- Shows kindness to others
- Accepts criticism
- Is active in Liturgy
- Shows Christian leadership
- Is cheerful

The names of students nominated are turned into the school office. A picture is taken monthly of each recipient and the name is published in the school newsletter. The day immediately following the announcement, the nominee will be issued a “No Uniform Day”.

## **SCHOOL COUNSELOR**

The school counseling and guidance program is an integral part of the total educational process and is accessible to all students. The school counselor is a certified professional with unique qualifications and skills to address the academic, personal/social, and career development needs of all students. The school counselor implements the school counseling and guidance curriculum, provides individual, small and large group guidance, and classroom guidance. Small and large group guidance may be provided to promote academic success for student populations based on need and/or at the request of principal, teacher, and parent/guardian. The school counselor consults and collaborates with parents/guardians, teachers, and staff, provides information, and referral of community resources in addressing the needs of students. Please feel free to contact the school counselor if you have any concerns about your child’s academic success.

## **RESOURCE TEACHER OR ACADEMIC INTERVENTION TEAM (AIT)**

- Perform individual diagnostic testing upon principal’s request
- Build upon the child’s strengths and develop an individualized program instruction for each child
- Work in small groups of students from kindergarten through eighth grade; planning the best instruction for each child based on his/her strengths and weaknesses
  - \*Teach reading and writing skills
  - \*Teach strategies
- Encourage children to read at home each night
  - \*Recommend leveled, high interest books for students to read
- Tutor an individual student or a small group upon AIT’s request
- Keep parents informed of their child’s progress through periodic reports and meetings
- Research new material using professional reading journals, newspapers and organizations
- Be available for Parent and/or Teacher conference
- Develop lessons plans

- Perform other related duties as assigned
  - \*Teach ESL students
  - \*Tutor English
  - \*Teach English
- The reading Resource teacher will meet with the classroom teacher once quarterly to establish goals for each student.

## **PHYSICAL EDUCATION AND FINE ARTS**

We hold P.E. a priority for our children's well-rounded education. Presidential Physical Fitness tests are given to assess the proper physical development of our students. Our children follow a carefully structured curriculum of exercise, running and intramural sports to teach healthy living.

Physical Education is a daily part of the Holy Family School curriculum. **Students are required to wear the official P.E. uniform (maroon shirt and navy blue shorts) to this class. If the student is out of his/her P.E. uniform three times, a phone call will be made to the parent by the P.E. teacher. On the fourth occurrence, the student will receive a detention. (3 detentions will result in an In-School Suspension.)** All students are required to wear low-topped tennis shoes to maximize daily participation in recess and P.E. No child may be excused indefinitely from P.E. with a note from his/her parents. Parent notes for a minor injury will remain in effect for two days. A doctor's note which states the length of time the student is to be excused from P.E. must be given to the Physical Education teacher and will remain on file in the school office for a more lengthy absence from P.E.

Fine Arts include Music and Art. Both subjects are considered to be an important part of our students' education. A structured curriculum is followed. There are opportunities throughout the year to showcase student talent.

## **LIBRARY**

All students are eligible to check out materials from the Library. Materials are ordinarily checked out for a period of one week, or whenever the student's class next visits the Library.

If a student does not return an item on his or her next class visit, a late fee is not charged, but the student may not be allowed to check out another item until the overdue item is returned.

### **If a student loses an item, the following replacement fees apply:**

- **Hardback Book**      **\$20.00**
- **Paperback Book**    **\$10.00**
- **Magazine**            **\$ 2.00**

Replacement fees are assessed when an item has not been returned within four weeks of its due date and at the end of the second quarter and at the end of the fourth quarter.

Each grade is scheduled for a library time once each week. During this time, students check out books and learn library skills. A professional librarian staffs the library.

## RECESS

Students in grades K4–5 have daily recess. Students will have outside recess on most days so it is important that they dress appropriately. As the weather turns cold, students should wear a warm jacket. Students in grades 6-8 will have a lunch-release period scheduled.

## FIELD TRIPS

Field Trips are extended educational experiences offered to students. The classroom teacher uses her discretion of a student who has not earned the right to participate. Field trips are educational in nature directly relating to the course of studies being presented. It is not a play day. The principal approves all field trips. **Students shall wear uniforms unless prior permission is granted by the principal.**

The official school form signed by the parent/guardian is needed for a student to participate in the trip. The form is filed in the school office before departure for the trip. No other form is acceptable. A phone call will not take the place of the official form.

Parent/guardian chaperons will assist the teacher in supervising the trip. The chaperons will be informed of their responsibilities and the rules governing the trip before departure.

The preferred way of travel is bus transportation by an insured carrier. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle is used, vehicles must have a seat belt per passenger, a current inspection and insured and licensed adult driver. Adults providing transportation will be liable for the students they transport. They must have a volunteer driver form on file in the school office before volunteering to drive.

Four-year-old Kindergarten students do not participate in Field Trips.

Diocesan Youth Protection Policies must be followed.

All Drivers for Field Trips must:

- ❖ Be at least 21 years old
- ❖ Have a current and valid driver's license (issued within the United States)
- ❖ Have a completed and properly filed diocesan form
- ❖ Have had a successful background check completed
- ❖ Obey all applicable traffic laws
- ❖ Enforce a "non-smoking" policy inside the vehicle while transporting minors
- ❖ Abstain from the use of a cell phone or other communication device while operating the vehicle
- ❖ Abstain from alcohol or other substances which may impair judgment of the ability to safely operate the vehicle. Period of abstinence must include at least six hours before driving through time of arrival at final destination
- ❖ Not have been convicted of driving under the influence or reckless driving

All vehicles must:

- ❖ Be currently registered with a state
- ❖ Have an appropriate seat and seatbelt for each passenger
- ❖ Be in good operating condition with all safety equipment functioning properly
- ❖ Have vehicle liability insurance in the minimum of \$100,000 per person/\$300,000 per occurrence

## **CHILD AND YOUTH PROTECTION POLICY**

In the pastoral effort to respond to a heightened need for the protection of our children, the Diocese of Birmingham has developed a program for the protection of children and adolescents. As part of this program all children in grades preK through 12 in schools will be given strategies on how to protect themselves. This safety class will be taught to students no later than September 30.

Under the Diocesan Youth Protection Plan, **all** Volunteers and Coaches must take the Youth Protection I Course and submit to a **background check**. A record of your participation in that course must be kept on file with the school principal (A Code of Conduct is strictly enforced).

## **CURRICULUM**

Holy Family School provides a 4-K-8 curriculum approved by the Diocese of Birmingham. Holy Family School teaches basic skills, awakens intellectual curiosity, instills love of beauty, imparts a commitment in the building of community and develops the social skills, virtues and disciplines required for good citizenship and for effective Christian Service.

The Curriculum includes:

Religious Education	Handwriting	Physical Education
English/Grammar	Art	Computer Science
Reading/Literature	Phonics	Geography
Science	Library Science	Social Studies (K-8)
Vocabulary Development/Spelling	Mathematics	American History (8)
Music	Health Science	Alabama History (4)
		Huntsville History (3)

## **Exams**

Students in grades seven and eight will take semester exams. Sixth graders may take exams if they are grouped with seventh and eight graders in the building/unit. Exams will be given in Math, Science, English, Reading/Literature, Social Studies and Religion. Giving exams in any of the remaining subjects is the decision of the Principal.

## Grading

### Kindergarten and Grade One

Grading for Kindergarten and Grade One is a checklist that has been developed for all schools in the Diocese. The coding system for each skill will be:

<b>M</b>	<b>Mastered</b>
<b>I</b>	<b>Improving</b>
<b>NI</b>	<b>No Progress</b>
<b>NA</b>	<b>Not applicable at this time</b>

### Grade 2 through 8

Grading at these levels will be letter grades with a scale given on the report card. Both percents and letter grades will be listed on the interim progress reports. Percents or letter grades may be used on assignments, quizzes, and exams. The following subjects will be graded with letters: Religion, Reading/Literature (Language Arts), Math, Science, Social Studies, Music, Art, Handwriting, and Physical Education. Health receives a letter grade. Handwriting grades will not be given in grades 5-8. Foreign Language, Computer and Library do not receive letter grades since they are tools to be integrated into all areas of the curriculum. However, they will receive a rubric or checklist of skills mastered/not mastered.

### Report Cards/Grading System

Report Cards are issued every nine weeks. Parent/Student/Teacher Conferences are held at the end of the first and third quarters. Report cards are distributed at the conference.

The Diocese of Birmingham in Alabama uses the following grading system for grades 2 - 8 in all its schools. Kindergarten and Grade 1 will use a checklist developed and approved by the Diocese of Birmingham.

The grading scale will be as follows:

<b>A</b>	<b>93-100</b>
<b>B</b>	<b>84-92</b>
<b>C</b>	<b>74-83</b>
<b>D</b>	<b>65-73</b>
<b>F</b>	<b>64 and below</b>

Criteria for quarter grades are to be decided by the teacher.

Semester grades in grades 2-8 are computed by averaging the first and second quarter grades.

When semester exams are given (grades seven and eight and sometimes grade six) the semester grade is computed as follows:

First Quarter	=	2/5 (40%) of Semester Grade
Second Quarter	=	2/5 (40%) of Semester Grade
Semester Exam	=	1/5 (20%) of Semester Grade.

Comments made on report cards focus on academic strengths or weaknesses. Suggestions for improvement should be given for weaknesses. Whenever there is a low grade a comment should be made explaining the grade.

An **Alternative Report Card** may be included for students who have been diagnosed with a learning disability. The Principal will make that decision.

**If a student drops one or more letter grades in a marking period, parents will be notified by phone conference or letter prior to report card being issued.**

### **Effort and Conduct**

It is our basic assumption that effort and conduct are to be acceptable. All students are to work hard and are to behave. Therefore, these areas will be reported as **S (Satisfactory)**, **NI (Needs Improvement)** or **U (Unsatisfactory)**. **U** is to be given for serious misbehavior in consultation with the principal. Where classes are basically self-contained, only one effort/conduct grade will be given. In the middle school areas, each teacher will give effort and conduct grades.

### **Promotion and Retention**

In order to retain a student in grades two through eight, the actual grades on the report card must indicate failure. If a student receives an "F" in either Reading or Math, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if she/he has a yearly average of "F" in two or more of the following areas: Religion, Reading/Literature, English, Math, Science or Social Studies. For primary children not receiving letter grades, the decision as to what constitutes failure will be made with discussion between teacher, the principal, parent, and Academic Reference Team.

Each student's status should be clearly indicated on the final report card. Retention will be discussed among teacher(s), parents, and principal. A consensus will try to be reached. When there is disagreement, the decision of the principal is final.

Conditional promotion may be an option for grades seven and eight provided they have no more than two F's and can successfully pass the failed courses over the summer. The final decision on this is to be the principal's and will be made on a case-by-case basis.

### **Parent-Student-Teacher Conferences**

These conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> Quarters. Report cards are not given unless a conference is held. Conference attendance is mandatory for student and parent.

### **Progress Reports**

Progress reports will be issued midway through each quarter. (See school calendar). Progress Reports are not to be considered an additional report card. They are to give the student and parent an indication as to the progress made. Progress Reports are to be signed and returned to school, thus ensuring that parent/guardian has seen them. Progress Reports in Grades 4-K, Kindergarten, and Grade 1 will be

narrative. Progress reports in Grades 2-8, a letter grade will be used in accordance to the Progress Report. A conduct grade will be given at the discretion of the Encore Teacher. In situations where a *needs improvement* must be communicated, a conduct/effort grade, comment number and written comment will be used.

## **HOMEWORK**

The purpose of homework is to reinforce concepts taught in school. Homework is assigned on a regular basis in grades K-8. Homework will generally be given on Monday through Thursday nights. At times, long-range assignments are given and some students may choose to work on them on the weekends. The amount of homework is geared to the average student but should generally fall within the following ranges:

<b>Grades K-2</b>	<b>10-20 minutes</b>
<b>Grades 3-4</b>	<b>30-45 minutes</b>
<b>Grades 5-6</b>	<b>45-60 minutes</b>
<b>Grades 7-8</b>	<b>60-90 minutes</b>

If a student consistently spends more time in real studying (without television and other distractions), the teacher should be notified and some adjustments made. If a student is consistently spending less time in homework, it should be determined if (s)he is doing the quality of work that is consistent with his/her ability and if perhaps (s)he would profit from more challenging enrichment work. **MANY** problems regarding homework can be averted if parents consult with the teacher **as soon as a difficulty is perceived.**

In Grades 3-8, a specific assignment book is given to each student to help the student develop orderly study habits and a sense of responsibility. Students are required to use them.

**NO TEST shall be given on a Monday as per the canon law directive of keeping the Sabbath Day Holy.**

## **MAKE UP TESTS AND WORK**

Tests missed with an excused absence must be made up or the child will receive a “zero”. Exceptions are made for special circumstances at the discretion of the teacher and principal.

**Students are responsible for ALL work missed during an absence.** Arrangements to pick up work may be arranged or through a note directed to the teacher(s). Such work may be picked up at the end of the day so that instructional time is not taken away from students present.

**Teachers are not required to prepare work ahead of time for students who vacation during regular school days. Students leaving for vacation may not take test/examinations prior to being absent.**

## **CHEATING POLICY**

**Definition:** Cheating is defined as the willful act of providing or copying information or tangible materials, produced, generated, copyrighted or owned by another person(s) for the purpose of affecting individual grades, test scores or contest outcome.

**Policy:** The goal of the faculty and staff at Holy Family School is to provide quality instruction to a diverse student body and to do so in an environment structured in accordance with the teachings and example of our Lord, Jesus Christ. Recognizing that individual members of the student body influence the environment, each is expected to conduct him or herself with honesty, integrity and mutual respect. As such, the practice of cheating will not be tolerated at Holy Family School.

### **Disciplinary Action:**

**First Offense:** Upon the first offense, the student will meet with the principal, parent or guardian, counselor and the teacher involved. A grade of zero will be given which cannot be made up. A written warning shall be given to the parent/guardian.

**Second Offense:** Upon the second offense, the student will be required to meet with the principal, parent/guardian, teacher and counselor. A grade of zero will be given which cannot be made up. The student will receive a 3-day out of school suspension and will be suspended from all school activities for a period of four (4) weeks to include but not limited to: athletic events, field trips and no uniform days. A written warning shall be given to the parent/guardian.

**Third Offense:** Upon the third offense, during one academic year, the student shall be required to meet with the principal, parent/guardian, counselor and the teacher. The student will be issued a formal letter of expulsion and will not be eligible for re-enrollment for a period of at least one year.

### **Limitations of this Policy:**

This policy is applicable to students in grades five (5) through eight (8) inclusive. Grades Pre-K and K are specifically exempt. The policy is applicable to grades one (1) through four (4); however, the disciplinary action is at the discretion of the teacher.

## **PRINCIPAL AWARDS**

To recognize those students who strive to achieve academically at Holy Family School, the Principal's Gold and Silver List are established. Students who receive all A's in a quarter will be named to the Principal's Gold List. Students who receive all A's and B's will be named to the Principal's Silver List.

### **Silver Feather**

The Silver Feather Award combines faith, service, leadership and excellence and each year is given to an adult in the Holy Family Educational Community that exemplifies those characteristics.

## **PARENT/TEACHER CONFERENCES**

To achieve a better understanding among all parties, parent/teacher /principal conferences may be held. If and when advisable, the student may also be asked to attend. Teacher/parent conferences serve a vital function at Holy Family School. They afford each teacher an opportunity to understand better each student's mental, physical, emotional and social development so this information can assist in guiding the student's growth. In order for the teacher to elicit this information from the parent, it is necessary that each conference involve a constructive rapport between the teacher and the parent/guardian, so that the basic characteristics of the child may be discussed on a level of understanding, mutual trust and joint responsibility for the benefit of the individual student.

Communication and support between parent/guardian and teachers is vital. Conferences to discuss student behavior or progress are done in person, by letter or by phone. Personal meetings with teachers must be made by appointment with the teacher.

## **GRADUATION**

The 8<sup>th</sup> grade graduation will be a Liturgy followed by a Family Reception. Appropriate awards will be presented at that time. There will be an 8<sup>th</sup> Grade Graduation Fee assessed to cover reception and flowers. A Prayer Service will be held to celebrate the student's completion of the Pre-Kindergarten and Kindergarten year.

## **STUDENT RESPONSIBILITIES**

It is the student's responsibility to participate in the education program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

- Modeling Jesus' teachings about love for one's neighbor in all interactions
- Obeying school rules, including:
  - Arriving on time for classes.
  - Abiding by the uniform policy and spirit.
  - Walking in the halls.
  - Refraining from gum chewing.
  - Playing in assigned playground areas.
  - Never leaving the school grounds without written permission from a parent, guardian or the principal.
  - Keeping valuables/toys at home unless given prior permission.
  - Delivering and returning "signed" papers.
- Behaving in a respectful and friendly manner toward all school personnel, volunteers and any visitors.
- Respecting all property, including books, desks, bathrooms, school building and playgrounds.
- Opposing behavior in students whose behavior does not conform to these standards.
- Using acceptable Christian language.
- Acting honestly and encouraging others to do so.

## **PARENT RESPONSIBILITIES**

Since by far the greatest influence on a child's thinking and behavior is his/her parent/guardian, the school cannot attain its discipline goal without active support from the parent/guardian. It is a parent/guardian's responsibility to encourage in the child a positive attitude toward learning and to guide the child in becoming a responsible caring Christian. This would include:

- Supporting the spiritual development of your child by attending Sunday Mass or services together on a regular basis.
- Fostering in the student a Christ-like concern for all classmates and their reputations as well as a concern for our larger community and world.
- Sending your child to school on time.
- Upholding the rules and policies of the school (See Student Responsibilities).
- Sending the student to school in proper uniform at all times.
- Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.
- Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
- Being available for conferences.
- Assisting your child to establish a specified time and place for homework.
- Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.

## **PROCEDURE TO ADDRESS CONCERNS WITH SCHOOL POLICIES OR DECISIONS**

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to discuss the concern with the teacher. Only after such attempts have failed should the administrator be contacted. If a problem or misunderstanding should arise regarding a child, policy, etc., parents should:

- Contact the individual teacher involved directly, and in a timely manner.
- If further action is warranted, the principal should be contacted.
- A scheduled conference should be planned to include parent, teacher(s) and principal.
- Specific progress should be checked at intervals.
- Consultation with the pastor and principal may occur if escalation or insufficient progress occurs.

## **DISCIPLINE POLICY**

One of the important lessons Catholic education strives to teach is self-discipline. It is the mission of our school to provide students with an excellent opportunity to acquire a quality education. NO student has the right to interfere with this process. The school rules and regulations are no less than basic courtesy, good manners and the creation of a Christian atmosphere in which learning may take place. Non-cooperation on the part of a student or parent with the policies of this handbook shall be considered grounds for dismissal.

### **A. Philosophy of Discipline**

Our philosophy of discipline flows from our belief that schools exist to provide an environment whereby the total person is developed. Rules and regulations are made for the good of all the students and must be observed so that each student is free to learn and develop the skills of a self-disciplined person.

The emphasis is on learning because children need to be taught skills, they need consistent standards, and they need to know the consequences for acting contrary to the expectations. Children need adults who will consistently model values and actions, which are in accord with our Catholic Christian philosophy. The uniqueness of each child must be considered as well as the common good.

### **B. Disciplinary Actions**

Corrective actions will be taken as necessary. These are determined in each classroom and are age and developmentally appropriate. Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student 1) is a physical or psychological danger or puts another in danger, 2) is irrational or unreasonable, 3) pushes beyond the limits of respect in speech or actions. These occasions will initiate a referral to the office of the principal.

### **C. Detention**

One important task of Middle Level Educators is to help students develop self-discipline skills. A Detention Hour is served for students who repeatedly make inappropriate choices, which then lead to loss of instructional time. Students who choose not to follow the rules listed below will be assigned detention. Detention will be assigned the day of the offense. Students will call their parent/guardian to inform them. After 3 Detentions in one quarter (on the 4<sup>th</sup> Detention), the student will be assigned an in-school suspension. Three more Detentions in the same quarter is considered excessive. An out of school suspension will be served and a parent conference will be held to consider alternative school placement. The following rules are expected of our students:

- Walk quietly and orderly when changing classes.
- Cooperate with the teacher at all times.
- Comply with the teacher's instruction at the first request.
- Talk only at appropriate times and places.
- Always respect yourself and others.

### **D. Probation**

Probation is a formal warning that, unless set conditions are met, more serious action will be taken. The students and parent/guardian will be informed of the fact and the conditions of the probation. Probation will be used for serious and repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher, and reviewed with the students concerned.

### **E. Suspension**

Suspension means that the student will remain at home for a period from one to five days. The student is responsible for the work missed during the suspension. The following offenses committed by students while under the jurisdiction of the school could be reasons for suspension.

- Willful disobedience to authorized personnel.
- Vandalism, which includes damage, destruction or defacing school property.
- Unauthorized entry to or use of school facilities.

- Possession of another's books, materials or toys without permission.
- Truancy.
- Fighting or physical violence.
- Harassment, which includes repeated conduct or expression directed toward another for the purpose of intimidation or coercion.
- Forgery of documents and/or signature of parents or school authorities.
- Disrespect shown toward school volunteers or personnel, verbally or by actions.

While every effort is made by the administration and faculty to be consistent, the varying levels of maturity (K-8) must be considered and the effectiveness of suspension weighed. The principal is required to use discretion, experience, knowledge and good judgment in utilizing suspension as a technique of discipline. **No official effort will be made to acquaint "bystanders" or all parents in a classroom of disciplinary actions dealing with individual students.** This is a violation of students' and parent/guardian rights to privacy.

#### **F. Expulsion**

Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur only after efforts had been made to resolve the problem and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole.

When, in the judgment of the Administration, the preceding offenses are aggravated or repeated, they may result in expulsion.

Possession or use of alcoholic beverages, illegal substances or drugs will result in immediate expulsion.

Possession of weapons or use of objects as weapons will result in immediate expulsion.

#### **Lockers**

**The school reserves the right to search any locker when reasonable cause leads to suspicion that an item or items injurious to the student or others may be present.**

## **Violence, Bullying and Harassment**

Holy Family School strives to maintain a safe and orderly learning environment. The goal is to teach students to be responsible for words and actions and to eliminate unnecessary disruptions for teacher and students.

Because of exposure to violence through television, motion pictures and written media, appropriate behavior, responses to other people's behavior and verbal interactions sometimes cause confusion on the part of our students. It is the responsibility of parents, faculty and staff to teach our students to be appropriate in words and actions.

Violence or threats of violence are not acceptable and will be taken seriously. Detention, suspension or expulsion of students involved may result. The resulting discipline for an individual episode will be

based on its own merits. After a thorough investigation, the principal will determine the form of discipline to be administered. Weapons of any kind are never permitted on the school grounds, school vehicles and/or school activity or trip.

Bullying and/or harassment consist(s) of direct behaviors such as teasing, taunting, threatening, hitting and stealing that is initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion.

Any student found guilty of bullying and or harassment will be subject to appropriate disciplinary action up to and including dismissal from the school. Please note that harassment need only be perceived by a child on the receiving end for disciplinary action to be taken.

In instances where there is no physical harm, the following steps will be taken:

- The student(s) will be sent to the school counselor.
- The parent will be contacted concerning the problem.
- Repeated offenses may result in detention, suspension or expulsion.

## **DIOCESE OF BIRMINGHAM CHILD ABUSE POLICY**

The Department of Education of the Diocese of Birmingham has established a policy for the guidance of school principals/teachers in the event of an investigation of a “child abuse” charge involving one of our pupils.

The Principal and teachers shall cooperate in every way possible with parent/guardian and civil authorities when child abuse is suspected.

All Faculty, Staff and Volunteers will be subject to a background check.

## **USE OF HOLY FAMILY SCHOOL COMPUTER SYSTEM**

### **Settings:**

The settings of each classroom computer are to be left as you find them and can only be changed with permission from your teacher

### **Storage:**

The hard drive space on a computer is not infinite. Therefore, the user is responsible for saving any work to another media and deleting the work at the end of a session. When you complete your session the only work to be left on the computers are lessons in progress.

### **Materials:**

For the purpose of learning the machines have not been limited. It is your responsibility as a user not to browse inappropriate material. The guideline is simple, any materials you would not want your principal to see is inappropriate. Downloads should be limited to only requested downloads for lessons. No software should be installed unless requested by your instructor.

### **Usage:**

The purpose of the computers is for learning. We have provided a policy for usage that does not limit your ability to learn and grow. Internet access is not restricted in any way. With this power comes great responsibility. The computer is not for the use of games, e-mail, downloading music or any earlier stated inappropriate material etc. The only exception is direct instruction from a teacher.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. In compliance with the Children's Internet Protection Act (CIPA), Holy Family School has taken precautions to restrict access to controversial materials to include measures to block or filter pictures/text that are obscene and/or contain inappropriate material. However, on a global network it is impossible to control all materials. We firmly believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

### **Internet – Terms and Conditions**

- 1) Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite – do not get abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - Illegal activities are strictly forbidden.
  - Do not reveal personal addresses or phone number of Holy Family School students.
  - Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the principal for disciplinary action.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  
- 2) Holy Family School makes no warranties of any kind, whether expressed or implied for service it is providing. Holy Family School will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or students' errors or omissions. Use of any information obtained via the Internet is at one's own risk. Holy Family School specifically denies any responsibility for the accuracy or quality of information obtained.
  
- 3) Security – Security on any computer system is a high priority, especially when the system involves many users. Students who identify a security problem on the Internet must notify a teacher. Students shall not demonstrate the problem to other users. Students may not use another individual's account. Attempts to log on to the Internet as another will result in the cancellation of user privileges.

### **STUDENT ACTIVITIES**

Students are urged to become involved in the extra curricular activities, academic organizations, and sports teams offered to various age levels. However in order to keep the proper focus on education each student is required to maintain an overall "C" average with no failing grade to be eligible to participate in extra curricular activities sponsored by the school. The following are some of these activities:

### Extra Curricular

Christian Service Team	Liturgical Dancing	Scouting
Holy Family School Yearbook	Beta Club**	Math Club (grades 5-8)
Student Council	Science Olympiad	Book-Enders

### Other Activities

Altar Server	Geography Bee	Art Competition
Post Card Day	Peer Mediation	Peer Tutoring
Duke University Talent Identification (T.I.P.)		

### Sports

- A. Volleyball Team (girls – grades 6-8)
- B. Soccer (boys and girls – grades 4-K-8)
- C. Basketball Team (boys and girls – grades 3-8)
- D. Track Team (mile run for all – grades 5-8 – track meet)
- E. T-Ball Team (boys or girls – grades 4-K-1)

**If a student is not present in school on a specific day, he/she may not participate in extracurricular activities during after school hours.**

Education and appropriate behavior is a top priority for our students. The principal reserves the right to prohibit students from participation in sports and extra curricular activities.

\*\* The National Junior Beta Club is a leadership-service club. Its aim is to encourage effort and reward merit, and to promote those qualities of character that demonstrate good citizenship. In order to qualify for membership in Holy Family School’s chapter, students in 6<sup>th</sup>-8<sup>th</sup> grades must have three consecutive quarters of A-B work and demonstrate good behavior. Once a student has become a member he/she must maintain this level of academic work and conduct. The student must also earn service points each semester.

**ANY NOTICE FROM A GROUP OR ORGANIZATION TO BE DISTRIBUTED THROUGH THE SCHOOL MUST HAVE APPROVAL OF THE PRINCIPAL.**

### **FUNDRAISERS**

Holy Family School parent/guardian/students/teachers unite in organized and highly efficient fundraisers each year. A Silent Auction (requiring an admission ticket) of numerous donated goods and services is enjoyed by adults at an evening celebration in the Spring. There are numerous opportunities for service to the school in these events. A Fall Fest is held in October or November involving games, concessions and food.

Smaller programs for school savings and assistance include aluminum can recycling, Campbell Soup labels, Kroger and Publix scan cards, and General Mills “Boxtops for Education”. The school office has a “Savings Makes Cents” sheet, which completely and accurately list these programs in which we participate. Please share these with relatives and neighbors to help YOUR children receive maximum benefits.

## **SCRIP**

Through the purchase of SCRIP (gift certificates to various department stores, restaurants and grocery chains), Holy Family parents and friends can help us grow. We purchase these gift certificates weekly and sell them to parents who use them for their face value at these companies. Because we purchase in bulk, a percentage of the face value is given back to the school. For a complete list of the companies who help our school, please inquire at the school office.

## **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of this organization shall be to serve and to help parents and teachers promote clearer understanding and cooperation in discharging educational responsibilities for the benefit and welfare of the children.

## **A FINAL COMMENT.....**

The purpose of the Holy Family School Handbook is to offer a guide for parents, students and teachers to work amicably toward the goals of Holy Family School. Situations, which are not addressed in this Handbook, will be resolved at the discretion of the Holy Family School Principal.