

# Holy Family Catholic School

250 78<sup>th</sup> Avenue NE  
St. Petersburg, FL 33702-4416

**2011 – 2012 Family Handbook**

**K – Grade 8**

**In partnership with ECC -- PreK 2/3/4**

**SCHOOL PHONE:** (727) 526-8194 • **FAX:** (727) 527-6567

**EXTENDED SCHOOL DAY PROGRAM:** (727) 522-0225

**EARLY CHILDHOOD CENTER:** (727) 525-8489

**E-MAIL:** [srflo@holycatholicfamilycatholic.com](mailto:srflo@holycatholicfamilycatholic.com)

**WEB SITE:** [www.holyfamily-school.com](http://www.holyfamily-school.com)

**DAILY SCHEDULE:** 7:40 a.m. – 3:05 p.m.  
**ABBREVIATED DAYS:** 7:40 a.m. - 12:00 p.m.  
**Lunch/Playground Time:** 11:35 a.m. – 12:10 p.m. (K-3); 12:20 p.m. – 1:05 p.m. (4-8)  
**OFFICE HOURS:** 7:30 a.m. - 3:30 p.m.  
All school business should be transacted during these hours.

**All visitors must sign in when entering the building. There are no exceptions.**

**For students' safety, all school doors are locked at all times.**

## **SCHOOL WEBSITE refer to page 8**

Holy Family Catholic School website is updated regularly to provide the latest news and information. All school forms are available for downloading from the website. Monthly newsletters, calendar of events, updated information, student grades and important updates are also available as well as school news and classroom activities on either the public or private side of the website. Rather than calling the school to request copies, directions, or information on happenings, parents are encouraged to access these materials and information from the school website.

## **HONEYWELL INSTANT ALERT for SCHOOLS SYSTEM**

This system is the **main source of communication** between home and school for emergencies as well as non-emergencies. Depending on how the family does its profile, contact can be made through e-mail, text messaging, home, work, and cell phones. Therefore, it is most important for each family to have at least one phone and one e-mail address registered in this profile.

For students' safety, it is the parents' responsibility to register and to update the profile on the Honeywell Alert Program. Every change of address, phone number, and e-mail should be reported to the school immediately. Up-to-date records are essential in handling emergency situations.

**HONEYWELL INSTANT ALERT HAS ITS LINK ON THE SCHOOL WEBSITE.**

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THIS HANDBOOK HAS BEEN COMPLETELY REVISED. PLEASE READ THE ENTIRE HANDBOOK , SIGN THE ACKNOWLEDGEMENT AND RETURN IT TO SCHOOL.

## **INTRODUCTION**

### **Mission Statement**

With Jesus, Mary and Joseph as our models, Holy Family Parish Catholic School prepares students for roles in the church, home, civic and global communities by educating them in their Catholic faith and in those skills necessary to foster academic excellence.

### **Belief Statement**

#### **Our Beliefs:**

- The education of students is a home, school, parish and community partnership.
- Children grow optimally in an environment of safety and love.
- Students' spiritual, intellectual, social, and physical gifts are to be developed in the school community.
- The various learning styles of students are best met by using a variety of teaching methods.
- Students are to be educated in the skills needed to be critical thinkers and life-long learners.

### **Accreditation**

Holy Family Catholic School is a member of the National Catholic Educational Association (NCEA) and is accredited by the Florida Catholic Conference (FCC). The Department of Education of the State of Florida certifies the teachers.

### **Admissions Policy**

Holy Family Catholic School is a parish school; therefore, children of registered, contributing members of the parish are accepted first. However, no child shall be denied entrance on the grounds of race, color, national or ethnic origin, if space is available.

## **WELCOME**

Welcome to the Holy Family Catholic School Community. The school's purpose is to provide quality Catholic education in an atmosphere where each person is important and learning is specifically geared to the needs of the student as an individual and as a member of the group. Our goal is to help each child reach his/her potential in all areas of development.

As a community of faith, Holy Family Catholic School seeks to involve parents, students, teachers, priests, and administrator in the educational program. The Christian atmosphere of the school lends itself to the total development of the child. Since Catholic education is an expression of the mission entrusted to the full Church membership, we strive to give witness to Christian values through example, commitment, and service. In partnership with the parents and the Church, Holy Family Catholic School exists to enable persons to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition.

America's future will be determined by the HOME and the SCHOOL. The child becomes largely what he or she is taught; hence, we must be aware of what we teach the child and how we live before the child. Because parents are the primary educators of their children, the development of good behavior habits and proper attitudes toward faith and school begins at home.

For the student to achieve his/her highest potential, it is necessary that both home and school endeavor to cooperate and to act as one to unify the child's life. When there is an understanding between the school and the home, when expectations are mutually honored and respected, there develops in the child's mind a sense of security which is the basis of all natural and supernatural growth.

The purpose of this Handbook is to inform parents of the policies and procedures of Holy Family Catholic School. Holy Family Catholic School is bound by the policies in the Diocesan Policy Handbook. **Parents and students are expected to be thoroughly familiar with the policies of the school.** Please read this school handbook with your child(ren). Help your child(ren) to understand the basic concepts. Informed parents will work well with the school staff for the benefit of the students. Together, let us strive to make Holy Family Catholic School an academically outstanding place for growth and a community of faith.

### **Faith Formation**

Religious education at Holy Family Catholic School is directed toward enabling the student's faith to "become living, conscious, and active through the light of instruction" ("To Teach As Jesus Did"). Catholic doctrine is taught, and the program reflects Catholic teaching as expressed in official Church documents. The program seeks to proclaim and teach God's word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes.

Students engage in daily prayer and participate in the liturgy and other religious experiences. The students are helped to examine attitudes and values in order to develop behavior consistent with the faith they profess. Students learn about human needs, justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service activities. Personal, family, local and global concerns are addressed from a Christian perspective. Students are expected to respond to one another with love and a sense of justice.

Religious education encompasses more than class time and required assignments. It is a responsibility shared by the parish, the parents, and the school. Regular church attendance, prayer, attitudes of respect, and proper moral values begin and continue to be nurtured in the family. Parents and students are required to attend scheduled meetings outside of school time in preparation for the sacraments of Penance, Eucharist, and Confirmation. Opportunities to participate in liturgies and prayer services support the family obligation to pray, to celebrate Sunday liturgy, and to receive the Sacraments. Parents are urged to consider these matters carefully when reflecting on their choice of Catholic education.

### **Student Conduct**

To create and foster a positive learning atmosphere, all Holy Family students are expected to demonstrate increasing maturity as they develop in three important areas:

- † **Respect**
- † **Spirituality**
- † **Responsibility**

A ***respectful person*** is one who believes in the dignity and worth of individuals and who acts accordingly. While involved in Holy Family Catholic School activities, students are expected to:

- be respectful and attentive to others' needs;
- be gentle and sensitive in their attitudes toward others;
- play safely on the playground in designated areas;
- create positive solutions when resolving differences with others through conflict resolution;
- show common courtesies and good manners toward teachers, other adults, and fellow students.

A ***spiritual person*** is defined as one who lives his or her faith. Holy Family students are expected to:

- have a reverent attitude during prayer, prayer services, and liturgy;
- treat religious symbols in a reverent manner;
- recognize and affirm the goodness of others;
- participate in special service activities with the parish, school, and community.

A ***responsible person*** is one who responds appropriately to personal, school, and community obligations. To make school a positive learning experience, Holy Family School students are expected to:

- complete school work on time;
- follow directions;
- handle all school property with care;
- participate in class with attentiveness and effort.

# **HANDBOOK**

## **ACADEMIC AWARDS**

Students in grades 3-8 are recognized for their academic achievement at the end of each grading period. Students who meet the point criteria and who have not received any comments from “u” through “y” are eligible for academic honors.

### **In Pursuit of Excellence Award**

Students who meet the point criteria (26 points) and receive no grades of (D) or (F) or letter codes of “Improvement Needed” (N) or “Unsatisfactory” (U) grades will receive the In Pursuit of Excellence Award.

### **Principal’s Award**

Students who achieve all A’s (28 points) and grades of S or O as well as all positive comments will receive the special Principal’s Award.

### **Other Awards**

Holy Family Catholic School participates in a variety of academic competitions, including (but not limited to) the National Geography Bee, the Knights of Columbus Spelling Bee, and Florida Math League. Awards to winners of specific academic competitions are given during the annual Academic Awards presentations at the end of the school year.

## **ACADEMIC HONESTY**

At Holy Family Catholic School we take pride in doing our best, using the gifts God gave us. We do not tolerate cheating in any form. Cheating is a form of lying; it is also morally wrong (a sin).

Cheating can include:

- a student turning in the work of another (whether it is from tests, class work, homework or projects) as his/her own.
- individuals working as a group without fairly sharing the responsibilities of the group task.
- copying in which one (or more) of the group members does all the work and others rewrite it, pretending that they themselves accomplished the work.
- group members not completing their task(s) and depending on other members of the group to complete the project.
- plagiarizing (using the words or drawings or photographs of another without permission or without crediting the person who actually wrote, drew, or photographed the material).

### **Consequences of dishonesty:**

If a Holy Family student is found to be cheating:

- the work may be taken from the student by the teacher. Further academic consequences are indicated at the beginning of the year at class meetings by the teachers.
- the student cheating may receive a behavioral referral. In addition, the student may receive an academic referral if the work taken causes the student to be missing work due for that class.
- a student giving his/her work to another student to copy may also have that work taken and receive a behavioral referral (and an academic referral if the work taken causes the student to be missing work due for that class).
- A student is found to be cheating a second time will immediately complete a discipline code phase and serve a detention on the next available day; if further action is necessary, the student, parents, administrator, counselor and teachers involved will meet to discuss that action.

## **ACADEMIC PROGRAM**

### **Curriculum**

The curriculum of Holy Family Catholic School is in compliance with the recommended requirements set by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg and the standards for Accreditation of Early Childhood and Elementary Schools by the Florida Catholic Conference. Support materials, including textbooks, resources, and software are periodically updated and reviewed.

The following subjects are included in the school curriculum:

- Religion (Catholic doctrine, Scripture, Family Life Education, Safe Environment Education)
- Language Arts (reading, writing, speaking, listening, viewing)
- Mathematics (including pre-algebra, algebra, and honors algebra for students in grades 6 through 8. Placement for mathematics in these grades is based on ITBS test results and student performance).
- Social Studies
- Science
- Music
- Art
- Spanish
- Physical Education

In addition to the above subjects, technology and research skills are taught. An **ENRICHMENT PROGRAM** is provided on a weekly basis for students in grades 1- 8 who meet specific criteria.

Students at Holy Family Catholic School may take classes for remediation and/or acceleration through the Florida Virtual School with approval of the school administration.

The fifth grade academic program is supplemented by **ENTERPRISE VILLAGE**, a program of economic education developed by the Pinellas County School System and the Stavros Institute, which provides training and practice in real life consumer skills. Holy Family students' fees are paid by the Home and School Association.

The eighth grade academic program is supplemented by **FINANCE PARK**, an economic education program developed by the Pinellas County School System and the Stavros Institute, which enables students to build foundations for making sound personal financial decisions. Holy Family students' fees are paid by the Home and School Association.

### **ARRIVAL/DISMISSAL PROCEDURES**

The daily arrival and dismissal procedures and instructions, as well as the rainy day dismissal instructions are included in the Appendix. Any changes will be noted in the monthly newsletters, which are posted on the school website.

#### **Arrival**

- Morning supervision of students is not provided until 7:30 a.m. Students dropped off before this time must sit quietly in the school dining room.
- At the 7:40 a.m. bell, all students will report directly to their classrooms. Students arriving after 7:45 a.m. are tardy, and must be accompanied to the school office for sign-in by their parents/guardians.

#### **Dismissal**

- Parents are requested to be prompt in picking up students at the 3:05 dismissal time.
- Any student not picked by the end of dismissal will be sent to the Extended School Day program; if the student is not picked up by 3:25 p.m. there may be a minimal charge for this service.

## ATTENDANCE/TARDINESS

Punctuality and regular attendance are absolute necessities for real progress in school. Excessive absenteeism contributes to a student's academic difficulties. Only serious illness or family emergency should cause a student to be absent. **Parents are asked to honor the school calendar and plan vacations to coincide with the school holidays.** Parents who choose to take the student out of school for reasons other than illness or family emergency should consider the possible consequences to the student's academic progress. Although written work and tests can be made up, classroom instruction and interaction cannot.

- Students are responsible for making up all tests, class work, and homework missed due to absence.
- Upon returning to school the student will have time to make up the work missed equal to the number of days he/she was absent. It is the responsibility of the student to confer with the teacher(s) regarding the assignments/tests which must be completed for credit.
- A student who is ill should not come to school simply to take a scheduled test; his/her performance on the test will not be optimal, and other students could be exposed to illness unnecessarily. This necessitates the student being fever-free for at least twenty-four (24) hours without a fever reducer.
- Written notification of the elective absenteeism should be sent to the student's homeroom teacher as well as to the school office via e-mail or in hard copy in advance of the absence.

The following **attendance procedures** have been formulated as a means of facilitating communication when a necessary absence occurs:

- If a student will be absent, the parent is to call the school office before 8:15 a.m. or leave a message on the answering machine. It is important that a **reason** for the student's absence be stated when contacting the office. To insure the safety of the child, if no message is received, the parent will be contacted.
- **If a student is absent for more than one day, a homework request may be made.** Assignments may be picked up at the end of the day or sent home via another student.
- Students who leave school early for reasons other than illness must present to the office a WRITTEN REQUEST from the parent. Students will be released only to persons indicated on the authorization form filed in the school office. The parent/authorized person must report to the school office to sign the student out. Parents are encouraged to schedule children's medical and dental appointments after school hours, on early dismissal days, or on school holidays.
- Students arriving after 11:30 a.m. or leaving before 12:30 p.m. are marked absent for half a day.
- Students who are not in their respective classrooms by 7:45 a.m. are tardy. **Students who are tardy must report to the school office for an admit slip to class; for safety reasons, parents must come into the school office to sign in the student. The student will stay in from break on the day he/she is tardy** (unless the tardiness is the result of a medical appointment).
- Recurring tardiness is a serious problem. Tardiness records appear on report cards and become a part of each student's permanent record.
- Students who accumulate thirty (30) days absent during the school year will be considered for retention.
- Students who accompany parents to work on "Take Your Child to Work Day" are considered absent. A student, who goes to work with his/her parent, is to write a report detailing what he/she has learned about the job of the parent, have the report signed by a company representative and by the parent, and turn it in to the homeroom teacher on the next school day. The student is responsible for making up any schoolwork missed.

## BIRTHDAYS/SPECIAL OCCASIONS

### Birthdays

A parent wishing to send in a treat for a student's birthday may do so with permission from the homeroom teacher. Invitations for parties occurring outside of school time may be distributed following these guidelines:

- the homeroom teacher must give permission.
- invitations must include either all students in the class, or all students of one gender.

### Special Occasions

Class parties are sometimes held for holidays or other special occasions. The homeroom teacher coordinates these celebrations with the homeroom parents.

### BOOK FAIR

A Book Fair benefiting the school library/media center is held annually.

### CALENDAR

The official school calendar, which is in compliance with the diocesan school calendar, is posted on the school website Events Calendar and on Classlogon.com. **Any changes and/or additions to the calendar are updated as needed. It is wise to consult the Events Calendar (on the school website) regularly since this is where changes will be shown.**

### CATHOLIC SCHOOLS WEEK

Each year, Holy Family Catholic School participates in a nationwide celebration of Catholic schools sponsored by the National Catholic Education Association. The Student Leadership Board, in cooperation with the administration, faculty, and parent community, plans special activities which highlight our school's Catholic identity and unique qualities. The NCEA Distinguished Graduate Award is presented to a deserving alumnus/alumna as part of this celebration. Holy Family School also participates in the diocesan visual arts fair that displays students' art work in various community sites during Catholic Schools Week.

### COMMUNICATIONS

#### School Website

Important information, announcements, letters to parents, newsletters, calendar of events, lunch menu, and extended day accounts will be posted on the school website, on either the public side ([www.holyfamily-school.com](http://www.holyfamily-school.com)) or private side (user name and password).

#### Honeywell Instant Alert for Schools system

New families must initially **register** and **complete the profile**. Veteran families who are already in the system need not re-register, but **must update the profile** if they have any changes in the profile information. **The personal profile must be completed to receive messages on all levels.** To make sure parents receive the communications from school, it is recommended that they designate not only phone numbers, but also e-mail addresses (that are viewed regularly) in each of the above levels. This will ensure reception of all messages sent from the school.

The online profile will enable parents to:

- Input personal contact information.
- Select which type of school information they would like to receive on each of their contact devices.
- Send themselves a test text message to make sure their text messaging contact information is entered correctly.
- Add contact information of other caretakers of their children, such as a grandparent or neighbor.
- Designate these caretakers as the main contact for their children if they are out of town.
- Keep and review all messages that have been sent.

All messages that are sent out by the school will appear in the online profile.

**The Honeywell Instant Alert System has a link on the school website.**

#### Classroom Communication

At no time should a parent be in doubt about his/her child's academic progress, due to the many forms of home-school communication in use at Holy Family Catholic School.

Teachers send home student work attached to cover sheets or in designated folders weekly. Parents are requested to review the student's work. Assignments needing to be completed and signed cover sheets/folders are to be returned to the teacher within the next two school days.

Parents/guardians may monitor student progress at any time through the ClassLogon system which can be accessed on the private side of the school website. Parents are encouraged to view their child(ren)'s grades frequently and to monitor progress. Teachers may also be contacted directly through the ClassLogon system or through their regular e-mail addresses if there are questions regarding student progress.

Parents are also encouraged to regularly view the academic and events calendars on the ClassLogon system. Upcoming tests and projects are posted there in advance, as are upcoming events of interest to parents and students.

### **Probationary Reports**

All new students or students promoted conditionally will be placed on probation for a twelve-week period; if warranted, probation will be extended for an additional six weeks for new students. Reports are sent to parents every third week, to allow families and the school time to assess whether placement at Holy Family is the best placement for the child. The probation is both academic and behavioral. Prior to the end of the probationary period, the administrator will conduct an informal evaluation to determine if the student's needs are being met and if the placement is appropriate. Teachers may recommend that a student presently in the school be placed on probation if academics or behavior become consistently unsatisfactory.

### **Conferences**

Parents are required to meet at least once during the school year with the student's homeroom teacher. Conference days are scheduled during or following the first trimester; parents may sign up for a desired conference time on Classlogon.com.

Teachers are available for conferences and welcome the communication at other times during the year. Due to teachers' busy schedules and other responsibilities, conferences should be scheduled by sending a written request to the teacher(s) via the cover sheet, the progress report or a personal communication, or by contacting the teacher(s) by e-mail. If either the teacher or parent requests a conference, the conference should take place within five (5) school days. Parents are encouraged to take advantage of the opportunity to confer with the teacher(s).

During the school day, students and parents also have access to the administrator. Due to meetings, other commitments and responsibilities, it is suggested that a parent call ahead to make an appointment.

### **CONFLICT RESOLUTION PROCEDURES**

To discuss and resolve an issue, parents are to make contact with the student's teacher. If this does not resolve the situation, the parent/guardian must submit the concern in writing to the administrator for consideration. If the situation warrants, a conference will be held with the teacher, student, parent(s) or guardian(s), and administrator. If at this point the situation has not been resolved to the parent/guardian's satisfaction, he/she may submit the concerns in writing to the school pastor. If the concern has not been resolved after following this procedure, the Diocesan Office of Catholic Schools and Centers may be contacted and Due Process procedures will be followed.

### **CUSTODIAL/NON-CUSTODIAL PARENTS**

In the case of students whose parents' marriage has ended in divorce, the names and addresses of both birth/adoptive parents should appear in the student's file. A certified copy of the Order of Dissolution as well as any subsequent modification of the Order must be on file. The school will follow the order of the custodial directives unless the custodial parent gives written notice of the change.

It is the responsibility of the custodial parent to make the school aware of any court order preventing the other parent visitation rights. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. Non-custodial parents not prevented from obtaining information by court order may access information on the school website or Classlogon, or may receive copies of report cards, etc., by picking them up in the office, by e-mail or by mail. A yearly fee is assessed for mailing information.

### **DIOCESAN STUDENT INSURANCE**

All students attending diocesan Catholic schools will be covered by the student insurance program inaugurated by the Diocese and paid by the school. The policy runs from the first day to the last day of student attendance.

An accident must be reported to the school office promptly following the occurrence. Claim forms are available in the school office and must be completed and returned to the school for mailing to the insurance company within thirty days of the accident.

### **DISCIPLINE CODE**

Holy Family Catholic School strives to teach and foster self-discipline for the well being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of all, parents, teachers, and students, is necessary to achieve success in this most important area of growth and development.

- In guiding the student's growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive rather than the negative. Students need to understand that when they choose one behavior over another they must take upon themselves the consequences of that chosen behavior.
- To recognize student growth in the areas of respect, spirituality, and responsibility, **Spirit Awards** are given each week to students who have exercised these attitudes and have received no behavioral or academic referrals. Awards can be accumulated to "purchase" a variety of appreciation gifts.
- Just as it is important to celebrate students' achievements toward becoming more respectful, spiritual, and responsible, it is also important for students to learn when their behavior departs from this path. Toward that end, there will be fair and just consequences at Holy Family Catholic School for students' behaviors which interfere with the attainment of these goals.

The objectives of disciplinary procedures are:

- to stop improper action;
- to give students opportunity to explain and reflect on action and cause;
- to modify and/or teach appropriate behavior;
- to keep concerned parties informed.

The referral/phase system runs continuously throughout the school year. Referrals/phases are cleared at the end of each school year so that each student begins the year with a "clean slate".

Grades 3 and 4 use a modified version of the Code of Discipline:

- Academic and behavior referrals may be issued, but break detentions are used in place of before school detentions.
- The students do not move through the Phases if referrals are accumulated. However, Grade 4 students will be introduced to the Phase consequences during the final grading period of that school year.

Students in Kindergarten through grade 2 work with their teachers and the guidance counselor to develop respect, spirituality and responsibility. Age-appropriate rewards and consequences are employed.

### **Referrals**

The discipline code includes two types of referrals:

- **Behavioral Referral**: given to a student whose behavior violates the expectations of respect and spiritual growth.
- **Academic Referral**: given to a student whose behavior is irresponsible in the area of academics.
- All referral forms are in triplicate: one copy stays with the issuing teacher; one goes to student's homeroom teacher; one is sent home. **Parents are to sign and return referrals the following day. If make up work needs to be done, students must also return the work on the next school day.**
- It is recommended that the parent(s) talk with and guide the student in making some resolution for improvement, and **then respond in writing, giving the teacher feedback.** Each of the forms has a place for a parent comment.
- If a referral is not signed and returned on time, the student will make a phone call from the office to make the parent aware that the referral will again be taken home, to be returned the following day. This call is not the time to discuss the referral. (It is suggested that the parent response should be something like: "I don't appreciate that you had to call me for something that should have been taken care of last night; we'll talk about it tonight".)

- It is important that parents support this process. If a referral is treated as a serious matter by the parent, the student will also understand the seriousness of the referral and the need to return it promptly.

**Consequences of referrals (grades 5 – 8):**

**Academic referrals:** The accumulation of five academic referrals will result in a behavioral referral.

**Behavioral referrals:** The accumulation of behavioral referrals will place the student in one of the following phases:

**Phase 1**

- When a student receives his/her first behavioral referral, he/she begins Phase 1.
- 3 behavior referrals = a 7:10 a.m. detention; student develops a written action plan to improve behavior.
- 3 additional behavior referrals = a 7:10 a.m. detention; student evaluates and revises plan, and
- A conference is held with the student, parent(s), and the teachers involved to engage the support of all in the student's plan for improvement.
- If a member of the Student Leadership Board receives two behavioral referrals, he/she will be suspended from the Board for a period of two weeks. If a member of the Student Leadership Board receives a third behavioral referral, he/she shall be removed from the Board.

**Phase 2**

- 3 additional behavior referrals = a 7:10 a.m. detention.
- Student reviews improvement plans from first two detentions.

**Phase 3**

- 3 additional behavior referrals = 3 consecutive morning detentions. He/she will/may not attend any school functions on those days, which may include, but are not limited to, field trips and after school activities/sports.
- A conference is held with the student, parent(s), administrator, counselor, and the teachers involved to assist the student in making a plan for improvement of behavior.
- Students who have reached Phase 3 of the discipline code will be suspended from play on school sports teams of which they are members and may not try out for other school sports teams.

**Phase 4**

- An additional behavior referral = 5 consecutive days of 7:10 a.m. detention. (Should additional behavioral referrals be received during this period of morning detentions, 5 consecutive break and lunch detentions will be served as a consequence for those additional referrals.)
- A conference is held with the student, parent(s), administrator, counselor, and teachers involved.
- Student may not attend school functions (as detailed in Phase 3) for the remainder of the school year.

**Phase 5**

- Three additional behavioral referrals. Each additional behavior referral = a 7:10 a.m., break, and lunch detention.
- The student is placed on probation (the student's continued enrollment in the school is in question).
- A conference is held with student, parent(s), pastor, administrator, counselor, and teachers involved.
- The student may not attend any school functions (as detailed in Phase 3). and is removed from school clubs.

**Phase 6**

- 1 additional behavior referral = alternative school placement must be made.

**Detention days**

- Are scheduled in the morning from 7:10 a.m. to 7:40 a.m.
- Students must serve the detention on the designated day.
- The detention takes precedence over any other activity.
- If a student arrives late for a detention, he/she will be given an additional detention on the next available day.

### **Other Disciplinary Measures**

Some behaviors are so serious as to warrant additional or different disciplinary responses. Such serious infractions may include, but are not limited to:

- repeated disrespect toward the administrator, teachers, or others.
- vandalism.
- possession/use of smoking materials, alcohol, non-prescribed drugs, or weapons on campus or at school-sponsored activities.
- any act endangering the lives and/or safety of others, including verbal or written harassment (in person or via electronic communication).

Because it is impossible to foresee all behavior problems which may arise, the administrator reserves the right, when necessary, to take appropriate disciplinary action in response to these problems, even though that action may not be specified in this Handbook. This action may include, but is not limited to: immediate placement of the student in a higher phase, or removal of the student from the school. Such disciplinary actions will include documentation of the infraction and of the actions taken in response. A copy of the documentation will be given to the parent(s), to the student's homeroom teacher, and a copy will be placed in the student's guidance folder. If a difference of opinion occurs between the administrator and the student or his/her parent(s) or guardian(s), and no other approaches to resolution of this difference of opinion are appropriate or successful, the administrator will offer to the family the appeal process established by the Diocese of St. Petersburg Office of Schools and Centers.

### **DRESS CODE - Uniforms**

Our school uniform helps show our school pride and unity. **Uniforms are required and are not subject to modification.** Uniforms should be clean and pressed with all buttons attached and hems intact.

**All items marked with a double asterisk (\*\*) are purchased through the school. Regulation shorts, pants, and skorts are purchased through Risse Brothers only.**

#### **Kindergarten:**

- red HFCS logo uniform shirt\*\*
- regulation navy blue shorts or long pants (or skorts for girls)
  - belts are not required, but loops should not be removed
- white crew socks
- athletic shoes (Velcro closings required)

#### **Girls and Boys, grades 1 – 8**

- white HFCS logo shirt\*\*
  - students in grade 8 may wear their official class shirts.\*\*
  - **shirts must be tucked in.**
- regulation navy blue shorts or long pants for boys
- regulation navy blue shorts/skorts/ long pants, or plaid jumper for girls (grades 1 – 4)
- regulation navy blue shorts/long pants, skirts, or plaid skorts for girls (grades 5 – 8)
  - shorts and girls' skirts/jumpers/skorts must be no shorter than three inches above the middle of the knee cap.
  - all shorts/pants/skirts/skorts should fit at the natural waist.
- solid navy, black, or brown belt (no ornamentations) worn with shorts or pants
- solid white crew socks (boys and girls); **or** solid white or navy knee socks (girls)
- only a plain, white, short-sleeved t-shirt may be worn under the uniform shirt
- Scouts may wear their Scout uniforms to school on the day of their meetings.
- Students on school sports teams may wear their team uniforms on the first game day of the season.
- official Holy Family Catholic School sweatshirt\*\* or regulation navy uniform cardigan sweater
- official Holy Family Catholic School jacket\*\*

**No other sweatshirt or jacket is permitted to be worn inside the school building. All clothing should be labeled with the student's name and grade.**

### Shoes

- solid navy, black, or brown low-heeled (**maximum one inch**), low-cut, enclosed dress shoes (e.g., oxford, saddle, loafer styles) with rubber soles (**no ballet flats permitted; athletic shoes are permitted only for physical education class**)

### Hair/Grooming

- Students' hair shall be well-groomed and neatly arranged.
- Students' hair length and style must not impede vision nor be a distraction from school work.
- Neither coloring of the hair nor extreme styles are permitted.
- Girls' hair accessories must be minimal and not distract from the uniform.
- Boys must be clean-shaven.
- A student receiving a notice for non-compliance with hair requirements shall have no more than three school days to come into compliance.

### Accessories

In keeping with the simplicity of a uniform, accessories should be minimal, as follows:

- wristwatches may be worn (those with sound capabilities should be set to silent mode)
- girls with pierced ears may wear small, close-fitting earrings (one per ear)
- boys may not wear earrings
- students may wear one thin gold or silver chain with a small religious medal or a cross
- girls may wear solid-colored nail polish (no artificial nails are permitted)
- no bracelets or rings may be worn
- no make up, tattoos, or body piercings are permitted
- no caps, hats, or scarves may be worn

### Physical Education class

- **all students are expected to dress out in the designated uniform for physical education classes.**
- the uniform consists of:
  - navy blue shorts\*\* (grades 7 and 8 may wear mesh shorts\*\*)
  - gold HFCS t-shirt\*\*
  - white athletic socks (in addition to regular uniform socks)
  - athletic shoes
- students in grades 5 – 8 are encouraged to bring:
  - washcloth
  - baggie (for wet washcloth)
  - hand towel
  - deodorant
- Holy Family PE bags may be purchased in the school supply store
- all clothing and bags **must** be labeled with the student's name and grade
- **NOT PERMITTED:**
  - deodorant in aerosol cans
  - perfumes, colognes, scented lotions

### N.U.T. and Other Out-of-Uniform Days

During the school year, Fridays (unless otherwise noted) are designated as N.U.T. (No Uniform Today) Days, which may be sponsored as fundraisers for charities or taken as rewards for positive behavior. Clothing worn on N.U.T. Days and other out-of-uniform days should be in keeping with the values supported by our school. Parents are asked to monitor what students wear.

The following dress code applies to N.U.T. Days and other out-of-uniform days:

#### **Permitted:**

- jeans, capris, shorts, skirts, skorts, dresses (shorts, skirts, skorts, and dresses must be no shorter than three inches from the middle of the knee cap)
- students in grades 1 – 3 may also wear P.E. uniforms on N.U.T. Days
- on dress-up days, shirts must have collars; shorts may be uniform or dress shorts

**Not permitted:**

- torn or ripped clothing
- very tight, form-fitting, or revealing clothing
- clothing with inappropriate graphics or words
- tank tops, cut-offs; spaghetti straps; shirts which expose the abdomen during normal movement
- backless sandals/shoes
- jewelry/accessories which would not be permitted with the uniform
- on dress-up days, no jeans or shirts without collars

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**A student not following the N.U.T. Day dress code will:**

- **be sent to the office to call his/her parent to bring appropriate clothing (if parents are not available to bring a change of clothing, the student will be given a PE shirt and shorts to wear)**
- **be permitted to return to class when he/she is appropriately dressed**
- **be prohibited from participating in N.U.T. Days for one month**

**EARLY CHILDHOOD PROGRAM**

The Holy Family Early Childhood Center works in partnership with Holy Family Catholic School. Education at the ECC may begin as early as two years of age. The Early Childhood program provides a warm, caring, secure environment where young children are encouraged to develop a positive image of themselves and others as they begin to live the Gospel Message.

Children are challenged and encouraged to develop at their own pace through a rich variety of activities and experiences. At the same time, children are given the time and space to be children, free to play, explore and imagine. The program is designed to lead them from wonder to discovery and from investigation to affirmation.

The program provides:

- an age and developmentally appropriate experiences.
- a theme-based, Christ-centered environment.
- a smooth transition to our elementary school.

**For detailed information on the Early Childhood Program, see the Appendix to this handbook or visit the Early Childhood Center office or their website linked to the school website.**

**EXTENDED SCHOOL DAY PROGRAM**

An extended school day program is available to all students enrolled in Holy Family Catholic School. Operating hours are from dismissal to 6:00 p.m. on days school is in session. Information regarding this program can be obtained through the school office, through the Extended School Day program, or on the school website. As the Extended School Day program is an extension of services offered through Holy Family Catholic School, general rules of behavior used during the school day also are enforced during the Extended School Day program.

**FIELD TRIPS**

Throughout the school year, students are offered the privilege of trips away from school for educational purposes. Field trips are arranged at the discretion of the teacher(s). Permission forms must be signed by both parents (except in single parent families, in which case the custodial parent signature is required) and returned to school on the date designated by the teacher. Students not returning permission slips are not permitted to participate.

Field trips are an opportunity for students to give witness to the values of Holy Family Catholic School community, and exemplary conduct is expected. The school reserves the right to exclude from field trips those students whose conduct throughout the year does not reflect the principles of respect and responsibility. In the event that a student demonstrates the inability to conduct himself/herself properly on a field trip, the school reserves the right to exclude the student from future field trips. Any student who is suspended or who has reached Phase 4 in the Discipline Code (grades 5-8) will automatically be excluded from field trips.

When students are transported by private automobile:

- adult drivers must have completed Level II FDLE Fingerprinting and attended a Safe Environment Workshop. She/he must present driver's license and insurance card **each time** she/he drives on a field trip.
- parents are reminded that there is to be **no smoking** or consumption of alcohol beverages at any time while in the presence of the students.
- students and driver must wear seatbelts; students may not sit in the front of the car if it is equipped with a passenger side airbag.
- siblings or others children or adults who are not members of the class may not attend school-sponsored field trips.

### **FINANCIAL ASSISTANCE**

Financial assistance for registered, supporting, contributing members of Holy Family Parish is available. If a family has a need for financial help, the family is encouraged to apply for this confidential assistance. In order to receive such assistance, Grant and Aid applications must be completed through the FACTS Management. There is a spring deadline for applying.

### **HARASSMENT /BULLYING/CYBERBULLYING**

Holy Family Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. Concerns should be reported directly to the school administrator. All credible allegations will be addressed according to diocesan policy.

Students should be aware that name calling, teasing, bullying, and verbal or physical threats, whether made in person or through electronic communication, are forms of harassment, and are unacceptable in our Catholic/Christian environment. Under federal and state laws (Florida Statutes 111.32) and as well as diocesan policies, sexual harassment is illegal and is prohibited in school settings. Harassment of any kind interferes with a student's right to learn, study, work, achieve, and participate in school activities in a comfortable and supportive atmosphere.

In keeping with the Christian regard for the dignity of each person, no form of harassment will be tolerated at Holy Family Catholic School and could lead to suspension/expulsion.

The School will keep parents updated regarding Internet Safety through the school website or newsletter.

### **HEALTH POLICIES AND PROCEDURES**

The state of Florida requires a current record of immunization and a health exam by a physician **within one year prior to admission**. Immunizations are to be documented on Florida Certification of Immunization (FORM 680).

Holy Family Catholic School follows the Florida State health regulations.

- **A STUDENT WILL BE TEMPORARILY EXCLUDED FROM SCHOOL IF HE/SHE HAS NOT RECEIVED THE VACCINES REQUIRED BY THE STATE AND PRESENTED PROPER DOCUMENTATION TO THE SCHOOL OFFICE NO LATER THAN THE FIRST DAY OF SCHOOL. THERE WILL BE NO GRACE PERIOD.**

- **WHENEVER A STUDENT HAS A COMMUNICABLE DISEASE OR CONDITION, THE SCHOOL OFFICE MUST BE NOTIFIED.** With certain diseases/conditions (e.g. measles, chicken pox, head lice), a definite period of absence from school is required. The family doctor should be consulted to determine if the student is ready to return to class.
- According to state law the school may provide only minimal first aid or sick care until the student is in a parent's care. To carry out this function the office must have current and accurate contact information, as indicated on the emergency card.
- Diocesan regulation requires that any student participating in League sports must have updated sports physical annually, dated after June 30 of the current year.

### Student Clinic Cards

- At the beginning of the school year, the parent(s) is/are to complete the Student Clinic/Emergency Card\*\* on the website and return one for each student promptly. It is extremely important that the school is made aware of a student's health needs, particularly allergies (bees, ants, certain foods, etc.).
- **Updating the office database and family profile on the Honeywell Alert Program (two separate entities) with change of address, telephone number, and emergency contact information is very important for the student's safety.** It is of great importance that the school is able to contact a parent at any time during the day in case of emergency.

### Illness/Emergency Treatment

In the event that a student becomes ill, has an accident or emergency at school, the parent(s) will be contacted. If the parent cannot be contacted, the school will proceed according to the instructions on the Student Emergency Card which is filled out at the beginning of each year.

### Medical Alert

- The Medical Alert form is to be completed by the parent/guardian for students who have a medical condition that needs to be communicated to staff with supervisory responsibilities over the student.
- Parents of a student with a history of severe allergic reaction to insect bites, foods, etc., should inform the school regarding an emergency treatment procedure by filling out and returning the Medical Alert form.

### Medication

Medication includes any form of a prescription or non-prescription drug, including aspirin, Tylenol, cough medicine, cough drops, ointment, etc. **NO STUDENT MAY CARRY OR ADMINISTER HIS/HER OWN MEDICATION.** It is requested that medication be given at home whenever possible; however, if a medication is needed during school hours, the following procedures must be observed:

- A request for administration of medication must be completed by the parent/guardian to request that a student receive medication during the day, either prescription or non-prescription.
- The same form is used for **prescription** (medicine must be in the original prescription container with date, dosage, name of drug, and student and physician's names clearly marked) and **non-prescription medication** (medication must remain in the original container and be labeled with the student's name).
- Medication taken by the student will be administered by the individual who has been identified to do so. It is the student's responsibility to come to the office to receive medication at the designated time.
- Medications will be stored in a locked cabinet at school and a record kept of administration. (Cough drops must be left with the homeroom teacher.)
- Liquid medications will be given in a calibrated measurer provided by the parent.
- It is the parent's responsibility to pick up unneeded medication as soon as possible.
- Any medication remaining at the end of the school year will be disposed of
- New Administration of Medication forms are required at the beginning of each school year.
- Our insurance carrier has strict rules regarding the distribution of medication. We are not accepting any over-the-counter medications to be kept for the entire year in the office; we will accept over-the-counter medications for a short period of time if needed by a student due to illness or dental work, etc. Determination will be made at the time of the request. We will continue to accept necessary prescription medications, for which the parent has completed the proper forms.

### **Blood-Borne Pathogens**

To comply with federal law attempting to control the spread of disease by exposure to blood and other bodily fluids, the staff, faculty, and students receive training on a yearly basis in the use of those health practices of good hygiene and protection that significantly reduce or eliminate the exposure to blood-borne pathogens. These practices are called “universal precautions.”

### **Child Abuse/Neglect Policies**

The welfare of children is important to the staff of Holy Family Catholic School as well as to parents. Under Florida law, anyone who has reasonable cause to suspect child abuse or neglect is legally obligated to report that abuse to the Department of Children and Families (DCF), even if there is no definite proof of abuse/neglect. (Florida Statutes 415.504)

### **HOME AND SCHOOL ASSOCIATION**

All parents and guardians are members of the Home and School Association (HSA). The HSA Board leads the Home and School Association and represents the parents in fostering collaborative efforts to benefit the school community.

The Home and School Association:

- is a channel of communication between the school administration and the parents.
- meets at least three times a year. At least one parent from each family should attend these meetings.
- provides financial support to the school through fundraising efforts.
- offers parenting support through guest speakers and educational presentations.
- provides a system of parent involvement through activities earning service hours.
- helps to build the parent community through shared efforts benefiting the school.

### **HOMEWORK /STUDYING**

The purpose of homework is to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to relate school learning to out-of-school life. The time and complexity of the home assignments is determined in light of the student’s age and ability.

- Homework may include written work, reading, study and review, or work on long-range projects.
- Each student (grades 2-8) **must purchase and use** an assignment book (available through the school). Parents should check regularly to see that assignments are being recorded, and should verify that all homework assignments are completed.
- It is important that each student make sure he/she has everything needed to take home once the dismissal bell rings. For safety reasons, no parent or student will be permitted to return to classrooms for forgotten books or items.
- A student not completing his/her assignments may be detained at break or lunch recess to complete the work and/or receive additional help.
- A student not completing an assignment may receive an academic referral.
- Credit for late assignments is at the discretion of the teacher.
- Failure to complete homework assignments will necessarily affect a child's grades.

Parents can further help their children by providing a specific time and place for home study, and by expressing a positive attitude about homework and all aspects of school and learning. If the child frequently says that he/she does not have homework or that he/she has completed it in school, it is suggested that the parent make further inquiries of the classroom teacher.

### **LOST AND FOUND**

Unclaimed items are kept in a designated area in Room 121. Articles that remain in this area for an excessive period of time will be given to charity or recycled.

## **LUNCH PROGRAM**

Students may bring lunch from home. Through Rainbow Catering, the school provides a lunch program which includes hot items, sandwiches and a la carte items. Lunch includes a main dish, side and drink of choice; milk, juice, and bottled water are also sold separately from the prepared lunches. Utensils, paper goods, and condiments are provided for those students who are purchasing lunch. A computerized program is used for the purchase of lunch items; families deposit money into a lunch account which is debited with each purchase. If the student does not have a lunch for whatever reason, he/she will order a lunch, the cost of which will be debited from the family account. The monthly menu is available on the website. Parents are welcome to have lunch *occasionally* with their children, but must sign in and out at the office. **Parents should not bring lunches or drinks from carry-out restaurants unless it is a special occasion.**

Students are expected to use the same manners during lunch as are required in the classroom. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

**Due to the fact that there are some students who are highly allergic to peanuts and other foods, students may not share food. All families are asked to remind their children to follow this request.**

## **MEDIA CENTER**

The media center makes available materials which will extend the students' knowledge and experience, meet the students' needs for recreational and instructional reading, and recognize the students' variations in educational level, ability and interest.

- Students in K-2 may check out one book; students in grades 3-8 may check out two books.
- The book loan period for students is one week.
- Books may be renewed if they are not otherwise on reserve for another student or class. Books must be presented in order to be renewed.
- Reference books may not be checked out.
- Past issues of popular magazines may be checked out to students in grades 3-8.
- A book not returned within a week or renewed will be considered overdue. After a one-day grace period, a fine of twenty-five cents per day will be charged for each overdue item. An overdue book notice may be sent home for parent signature when a book is more than two-weeks overdue.
- Habitual lateness could result in a temporary loss of library privileges and/or a fine.
- Lost materials should be reported promptly to the librarian. Payment must be made for any loss or damage to books or library materials before students can check out anything more. The cost for a book is the replacement cost of that item.

A complete listing of media center policies is available for review upon request.

## **PARENT OPPORTUNITIES**

A full listing of parent service opportunities can be found in the Appendix. In addition, these opportunities for parents are available at Holy Family Catholic School:

- Adopt-a-Class
  - This program invites individuals or businesses to sponsor a class or program of the school by donating \$150 or more to support the class or program of their choice.
  - These funds are used exclusively for the students of the class or program sponsored.
  - Students remember Adopt-a-Class sponsors at weekly mass; sponsors receive a photo of the class/program sponsored.
- Educational Endowment Fund
  - This fund, established by Holy Family Parish, is a means of ensuring the availability of Catholic education in the future.
  - Persons wishing to contribute to this fund (for a special event or in memory of a loved one) should contact the school office.
- Parent Library

- A library of books, videos, DVDs and CDs on topics of interest to parents is available for check-out in the school media center. A list of available items is posted on the school Media Specialist's website.
- Parent Prayer
  - Interested parents gather every Thursday at 7:50 a.m. in the dining room.
  - A box for prayer requests is in the office; parents may also ask for prayers by phoning or e-mailing the school office.
- Scrip Program
  - Allows anyone, of any means, to support the school by the purchase of gift cards supplied by merchants.
  - Each merchant returns a percentage of the money spent using the card to the school.
  - Order forms and scrip cards are available in the school office.
- School Advisory Commission
  - Members of the School Advisory Commission meet monthly with the pastor or designee and the administrator.
  - The purpose of the SAC is to advise the pastor and the administrator and to serve as a conduit for communications between administration and parents regarding school policies and procedures.
  - Parents may also volunteer to be on a committee within the Commission – finance, marketing, and development
- Teacher Appreciation
  - Parents have made a tradition of providing, on occasion, gifts of food or flowers/plants for the faculty. Those wishing to bring in an item should contact the office in advance.

## **PERSONAL AND SCHOOL PROPERTY**

### **Personal Property**

- Personal property such as clothing, lunch containers, backpacks, books, etc. **must be labeled** with the student's name and grade.
- **Articles which are hazardous to the safety** of others or which interfere with school procedures or instruction are not permitted on the school grounds.
- **Electronic devices/games** are not permitted on campus at any time (including the Extended School Day program) unless permitted in writing by the teacher for a specific activity. These devices include, but not limited to, pagers, CD, I-pod or MP3 players, radios, cameras, laser pointers, and cell phones.
- A student needing a **cell phone** after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, must bring the cell phone to the office upon arrival in the morning to 'park' the cell phone in the "off" position for the day. The cell phone may be picked up by the student at dismissal. **At no time during the day should a cell phone be in a student's possession.**
- **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Textbooks and Other School Property**

- Textbooks and workbooks are supplied to students for their use. They must be kept clean and handled carefully.
- **BOOKS MUST BE COVERED AT ALL TIMES.** Uncovered books may be confiscated and a fine may be charged. No contact paper or other adhesive book covers are to be used.
- No defacing of covers, folders or notebooks is permitted (drawing pictures or doodling in a workbook or notebook is considered defacing materials); only name and subject are to be written on them. Parents and students will be asked to replace the defaced material.
- If a book is damaged, marred, misused or lost, the parent and the student will assume responsibility for paying for damages or replacement.

- Parents and students are responsible for the cost of replacing or repairing any property (i.e. books, supplies, equipment, building or grounds) which is lost or damaged through the student’s negligence. This behavior may also be cause for suspension or expulsion.
- Because careless disposal of gum presents sanitation and cleaning problems, gum chewing is not permitted anytime or anywhere on school property.

**PLAYGROUND SUPERVISION AND RULES**

Staff members supervise students during all break and recess periods; adult volunteers also assist in supervision during the lunch recess. At the beginning of each year, teachers make students aware of the playground rules. The same rules of safety and conduct used inside the school also apply to the playground area during school and during the extended day program.

The public playground adjacent to Holy Family Catholic School parking lot is public property. Parents permitting their children to use that playground are responsible for the supervision of their children.

**REPORT CARDS**

Since grades are available to review on the school website, parents are to regularly review the student’s progress with him/her, complimenting the child on maintaining of good grades, or assisting the child to make necessary adjustments if grades need improvement. **It is the responsibility of the parent/guardian to monitor the student’s ongoing progress and to contact the teacher regarding any concerns.** When students take a test, teachers will make an effort to post the test results on the website within a week.

Students in Kindergarten—Grade 8 receive report cards at the end of each trimester. Each report card may be kept by the family. However, the envelope in which the report card is sent must be signed and returned to the homeroom teacher on the next school day. Grades are not merely a summation of test scores, but also reflect the student’s attitude, daily work, homework, participation, test scores and effort.

Holy Family Catholic School uses the following grading codes:

**Grades 1 and 2**

|     |                   |   |
|-----|-------------------|---|
| E   | Excellent         | Student produces work of a high quality, beyond the expectations of average performance.  |
| G   | Good              | Student produces work of good quality, meeting all performance expectations.  |
| S   | Satisfactory      | Student produces work of satisfactory quality, meeting most performance expectations  |
| I   | Improving         | Student is making progress towards meeting expectations of average performance, in the process of learning necessary skills and behaviors, but is not yet working at the level of grade expectations. |
| N   | Needs Improvement | Student is not developing skills in a timely fashion; improvement is expected   |
| N/A | Not Applicable    | Item does not apply this trimester.   |

An additional code has been adopted for the following classes and grades: (Enrichment (3-8), Spanish (1-5), Art and Music (1-8), PE (K-8)].

**Letter Code:**

|   |                   |  |
|---|-------------------|--|
| E | Excellent         | Performs beyond expectations             |
| G | Good              | Performs work of good quality            |
| S | Satisfactory      | Performs according to expectations       |
| I | Improving         | Working towards grade level expectations |
| N | Needs Improvement | Performs below expectations              |
| U | Unsatisfactory    |  |

### **Grades 3-8:**

The grading system is in compliance with Diocesan directives:

- |                            |  |
|----------------------------|--|
| A Excellent (4pts)         | Produces work of highest quality, beyond expectations of Good performance. Objective grade average is in the range of 90% and above. |
| B Good (3pts)              | Produces work of high quality, beyond expectations of satisfactory performance. Objective grade average is in the range of 80-89%.   |
| C Satisfactory (2pts)      | Meets expectations of average performance. Objective grade average is in the range of 70-79%.  |
| D Improvement Needed (1pt) | Below the standards of average performance; improvement is expected. Objective grade average is in the range of 65-69%.              |
| F Unsatisfactory           | Below the standards of acceptable performance; improvement is required. Objective grade average is below 65%.                        |

### **RETENTION/SUMMER SCHOOL**

**Grades K-2:** Due to children's developmental growth, summer remediation will always be an individual decision. If summer remediation is recommended/required, the remediation procedures\* described below are to be followed.

**Grades 3-8:** A student who fails one core subject (Religion, Language Arts, Math, Social Studies, and Science) must have remediation\*. Failure of two core subjects will result in required remediation or retention at the discretion of the administrator. Failure of three or more core subjects will result in retention.

\*Remediation must take place in one of the following ways:

- By a teacher certified in the subject area(s) to be remediated contracted by the parent and approved by the administrator.
- In a remediation program which has been approved by the administrator.
- Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor/provide remediation for a student.

Prior to the beginning of the next school year the administrator must receive:

- Validation of attendance in one of the programs listed above.
- Proof of proficiency in the subject area(s) remediated, including work samples and test scores.

Failure to meet remediation guidelines will result in retention. If parent(s) do not agree to follow the plan detailed above, the student will be asked not to return. If a student entering grades 7 or 8 fails three or more subjects, parents should seek alternative school placement for the student.

A student may be promoted conditionally if there is a question regarding his/her achievement. All students promoted conditionally will be placed on probation for at least a twelve-week period at the beginning of the next school year.

If behavioral or developmental issues are impacting a student's progress, counseling and/or treatment may also be required by the school, and appropriate evidence of such counseling/treatment furnished to the administrator before the beginning of the next school year.

## **SAFETY PROCEDURES**

**(see also ATTENDANCE/TARDINESS, HARASSMENT/BULLYING, HEALTH POLICIES/PROCEDURES)**

### **General Safety Procedures**

To ensure the safety of all students:

- All school doors are locked during the school day; admittance is through the school office only.
- All volunteers and visitors must sign in immediately in the school office and wear appropriate identification tags. When leaving, all volunteers and visitors must sign out.
- Persons picking up students for appointments must come into the school office to sign the student out. Students returning from appointments must be signed in by an adult at the school office.
- Students from other schools visiting HFCS students are welcome to visit **during lunch time only**; guests are not permitted during class time.
- Individuals are not permitted to interrupt classes with messages and/or deliveries.
- For safety reasons, neither parents nor students may re-enter the school building after dismissal to retrieve forgotten items.

### **Safe Environment**

Holy Family Catholic School follows the policy of the Diocese of St. Petersburg Office of Catholic Schools and Centers with regard to Safe Environment for students. This policy states that all **“who may be entrusted with the care or supervision of students will be required to have a Level II FDLE Electronic Fingerprinting (appointment being made through the diocese) and attend a Safe Environment workshop which is sponsored by the diocese.”**

### **School Closings**

- Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis.
- If school must be canceled during the school day, alerts will be posted via the Honeywell Alert system.
- Parents must be registered in the Honeywell Alert for Schools Program and will receive alerts via that system.
- All students must have satisfactory transportation and supervision before being released from school.

### **Fire/Storm/Intruder Safety**

- Students are instructed on procedures to be used in case of fire or severe storms, or when an intruder is identified on/near campus. Periodic drills are held during the school year to practice these procedures.
- No student is permitted to leave school alone during severe weather. If a general dismissal has not occurred, a parent who wishes to remove a student from school during severe weather conditions must come to the school office to sign the student out.

### **Traffic Safety**

**(see Appendix for detailed diagrams and instructions for drop off and pick up)**

- **The speed limit in the parking lot is five (5) m.p.h. at all times when students are present on campus.**
- **Cell phones may not be used by drivers in the car lines.**
- Students are to be dropped off and picked up at the designated places on the school grounds only. (Diagrams/instructions for arrival and dismissal traffic are found in the Appendix of the Handbook.)
- All drivers who pick students up at any time should clearly display a sign with the name(s) of the student(s) being picked up.
- **Students must be secured in seat belts/child safety seats before cars move, in compliance with Florida law.**
- Staff and student patrols supervise dismissal. Walkers, drivers, and bicycle riders are expected to follow the directives of the supervising adults and the patrols.
- Bicycles must be parked and locked in the bike rack during the school day.
- No student is permitted to ride a bicycle on the parking lot during school hours.

- Bike riders must wear safety helmets as required by Florida law.
- Bicycle riders must follow the same rules of the road as car drivers.
- **If a parent has business inside the school, he/she is to use the designated parking spaces away from the curb, and in a way that does not require backing up.**
- For safety and liability reasons, pets may not be brought on campus unless requested in writing by a teacher for specific learning activities.
- On rainy mornings, cars may drive around the “horses” so that students may enter school more easily through Room 121.
- In order to ensure student safety, rainy day dismissal procedures require adults picking up student(s) to come to the east entrance (single car riders) or to the west porch (carpool riders) to meet the student(s).

### **SCHOOL / FAMILY DIRECTORY**

A family directory is published each year. It is one of the main ways parents get in touch with each other; chairpersons for ‘activities’ also use the directory as a means of contact. The directory is published for the convenience of school families only and is intended for their private use. No mass mailings may be sent out without permission from the administrator. The directory is published on the private side of the website. Everyone is included with name, address, phone, and email unless otherwise specified.

### **SCHOOL PICTURES**

Individual and specialty pictures are taken each year. These pictures may be purchased by parents according to the policy of the photography company.

### **STANDARDIZED TESTING PROGRAM**

The school administers a standardized achievement and abilities testing program recommended by the diocese. These tests are administered annually to students in grades 2-8. Test results are available to parents. Students in grades 5 and 8 also participate annually in the Assessment of Catholic Religious Education (ACRE) survey sponsored by the National Catholic Educational Association. Holy Family ECC utilizes an assessment tool for the three- and four-year-old students. This assessment identifies and monitors normal development and possible developmental delays

### **STUDENT OPPORTUNITIES**

#### **Altar Servers**

Students in grades 3 through 8 may volunteer to assist the parish by serving at both parish and school liturgies. Training is provided by the parish.

#### **Band**

Instrumental music instruction in band is available for students in grades 4 – 8 during school hours through a private band instructor. There is a fee charged by the instructor.

#### **Chess Team**

Students in grades 1 through 8 may join the chess team. The team meets once a week after school until 4:00p.m.

#### **Fledglings**

This anthology of students’ writings (Pre-K through grade 8) is compiled and published each spring. Each family receives a copy.

#### **HFS News**

A student-produced multimedia news program is broadcast daily under the direction of the Media Specialist. Students from grades 5 through 8 are eligible to participate in HFS News.

#### **Junior Tech Team**

The Junior Tech Team works under the supervision of the Technology Instructor to assist in maintaining computers and other technology in the school. The Junior Tech Team meets at various times before and after school. Students in grades 6 through 8 are eligible to apply.

#### **Music Ministry**

Students in grades 3 through 8 may join Music Ministry, a group which enhances prayer experiences and liturgies through song, music, sign language, and movement. Music Ministry meets weekly after school.

### **Odyssey of the Mind**

Odyssey of the Mind is an international creative problem solving competition for students from kindergarten through college. The program is presently open to students in grades 1 through 8. Students are to work as a team to solve long-term and short-term problems as creatively as possible. (Visit [www.odysseyofthemind.com](http://www.odysseyofthemind.com) to find out more.) Parent volunteers are needed to coach teams. Coaches are expected to support teamwork, motivate, guide, yet not interfere with student ideas, and teach needed skills to the seven students on their team. Parents will receive twenty service hours for this activity.

### **Patrols**

Students in grade 7 serve on the school's safety patrol. The patrols' responsibility is to assist in the safe movement of students, especially at dismissal time. All students should respect the patrols and follow the school rules at all times.

### **Scouts**

Daisy, Brownie, Cub, Girl Scout, and Boy Scout programs are available through the local scouting council. Meetings are held outside of school time on campus.

### **Sports**

Holy Family Catholic School is a member of the Lower Pinellas Catholic League, which issues all rules and schedules. Soccer, volleyball, basketball, track, and flag football are offered through the League. Students in grades 5 – 8 are eligible to participate.

- The purpose of the League is to teach sports skills and train students in good sportsmanship.
- A small fee for each sport covers the compensation of officials.

Coaches:

- for various sports are the school physical education teacher or volunteers from the school community who have completed the diocesan requirements of Safe Environment training, FDLE Level II fingerprinting, and diocesan ethics training.
- supervise students who remain after school for practices and games.
- are expected to model Christian behavior, good sportsmanship, and to uphold the League's philosophy, by-laws, and rules.

Students:

- must have completed a physical and participation form (valid for entire school year, dated after June 30 of the current year) before being permitted to play any League sport.
- must maintain a C average in all classes. A student whose grade falls below a C in any subject will be suspended from play (not from practices) for a minimum of two weeks (or longer, if needed, until a C average is regained).
- not in school on a game day (or in school for less than three and a half hours), or who has an excuse from physical education class may not play on that day.
- who have reached Phase 3 of the Discipline Code will be suspended from play. These students also may not try out for any school sports teams.

Parents:

- are responsible for transporting students to and from games on a voluntary basis.
- who transport students to and/or from games must be in compliance with diocesan requirements regarding volunteers (see Volunteer Handbook for details).
- who are transporting players should arrive at school at 2:55 p.m., allowing players to change into uniforms and the parking lot to be cleared.

Parents and students:

- are encouraged to support our teams through attendance at games.
- and other fans are reminded that the spirit of fair play and good sportsmanship extends to them as well as the players.

**NOTE: Siblings who remain after school during practices or games must be supervised by parents/guardians or must be registered in the Extended School Day program (minimal fee).**

### **Student Leadership Board**

The purpose of the Student Leadership Board is to provide a forum for students to channel their ideas, to assume responsibility for projects, and to see their plans through to completion. The Student Leadership Board consists of five students from the eighth grade who have been elected by the students in grades four through eight. Grades four through seven have two representatives and one alternate per class, elected by their classmates. Teachers who serve as advisors work with the students in developing their leadership skills and in planning activities. The Student Leadership Board holds open weekly meetings.

A student who does not have a “C” average in each subject or who has received three behavioral referrals is not eligible to be elected to or to serve on the Student Leadership Board.

A student who does not maintain a “C” average in each subject is suspended from participation on the SLB for two weeks (or until a “C” average is regained). A student who receives two behavioral referrals is suspended from participation on the Board for a period of two weeks. A student receiving three behavioral referrals will be removed from the Board.

### **Teacher Aides**

Students in grades 3 through 8 may volunteer to serve as teacher aides. These students provide assistance before, during, and after school hours as arranged by individual teachers.

## **STUDENT SERVICES**

### **Guidance**

Holy Family Catholic School has the services of a school counselor who is available for parents, students, and teachers. The counselor works with students on an individual, small group, and whole class basis. In addition the counselor confers with teachers and parents and serves as a liaison with various community services. Parents are encouraged to seek the advice of the counselor if a need arises.

### **Special Needs**

Students with special needs can be staffed through ADAPT of the public school system or through private agencies.

### **Student Support Team**

A Student Support Team has been formed to systematically address the individual learning needs of its students in consultation with the teachers. The team will seek to meet this goal in the following ways:

- Facilitate the use of resources both within the school and outside the community;
- Facilitate communication between and among teachers and parents.

## **TECHNOLOGY**

Students have access to computers and other technology in the computer lab, media center, and in the classrooms in order to support the learning process. Holy Family Catholic School students and parents must sign and submit the Acceptable Use Policy form (found on the school website) before students will be permitted to use the Internet in school.

Students, teachers, staff, or administrator are not permitted to:

- send or display offensive messages or pictures
- use obscene language
- harass, insult, or attack others
- damage computers, computer systems, or computer networks
- visit unauthorized websites or view personal e-mail or websites
- access materials from floppy disks or CD’s without running a school virus scan on the material
- violate copyright laws
- use another's password
- trespass into another's folder, work, or file
- intentionally waste limited resources
- employ the network for commercial purposes
- post on personal website, etc, any school or student pictures, or school activities without expressed permission of the school and/or individual

## **WITHDRAWALS**

When a student is withdrawn from Holy Family Catholic School:

- written notification of withdrawal must be made to the administrator, giving a withdrawal date, a request for transfer of records and a forwarding address.
- all financial responsibilities must be settled and all books returned before any school records are sent to another school. Tuition will be prorated for students withdrawing prior to the end of the school year.
- parents withdrawing students from the school will be invited to complete an exit questionnaire.
- readmission of students to this school after a withdrawal will be considered at the discretion of the administrator and faculty.

## **YEARBOOK**

Holy Family Catholic School publishes a yearbook in the spring which features the students and activities of the school year. A faculty chairperson, with the assistance of a parent volunteer staff, prepares the yearbook. Families receive order forms for the purchase of yearbooks and yearbook ads at appropriate times during the year. When a parent marks 'no' on the Media Release Form that is signed at the beginning of the school year, the student's picture cannot be included in the yearbook. Therefore, a specific written exception must be on file to include student's picture(s) in the yearbook.

## **SCHOOL'S RIGHT TO AMEND**

The administrator and/or the school retains the right to amend the handbook for just cause, and the parents will be promptly notified of changes through the website or through a special written notice.

## APPENDIX

### **HOLY FAMILY EARLY CHILDHOOD CENTER Pre-K 2/3/4 year old program**

Holy Family Early Childhood Center is a pre-school committed to providing an accepting, secure, Christ-filled environment in which children are nurtured and can learn and grow.

Holy Family Early Childhood Center is regulated by the Pinellas County Licensing Board and continues to be in full compliance with the regulations of that board.

In addition, the school's Four Year Old Program is participating in the Florida VPK program for the 2011-12 school year. Parents are given all necessary information to participate in this PreK Program.

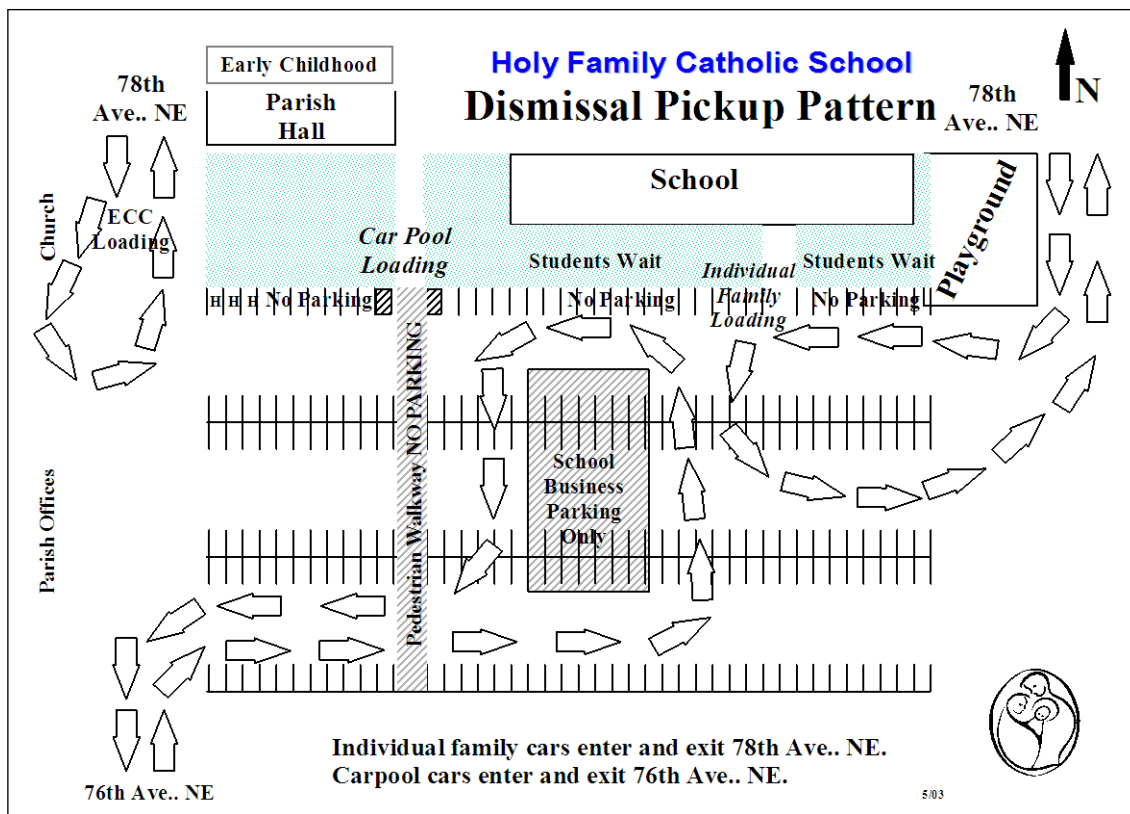
A well-trained, skilled staff uses a variety of planned learning activities and free play to foster the development of small muscle coordination, large muscle coordination, language skills, social skills, and creative expression. Children also take part in daily prayer and regular religious instruction to assist them in developing spiritually.

Holy Family Early Childhood Center applies structure and discipline based on these principles:

- Corporal punishment is not used under any circumstances;
- Positive behavior is reinforced;
- Rest, food, and toilet training is never associated with reward or punishment;
- Redirection or temporary removal from a situation allow for calming a child and working through emotions;
- Children are encouraged to vocalize needs and feelings in a constructive manner to solve problems.

Since the Holy Family Early Childhood Center is in partnership with Holy Family Catholic School, the ECC seeks to assist children in developing spiritually, intellectually, socially, and physically in order that they may move with ease into the elementary school environment and experience the greatest success.

**Note:** Students entering ECC2, ECC3, and ECC4, must be respectively two, three, or four years of age on or before September 1<sup>st</sup> of the school year according to Florida State law.



### DISMISSAL PICKUP PATTERN.

There are two separate areas for dismissal – one for car pools and one for individual family pickup.

IT IS IMPORTANT THAT EACH FAMILY REVIEW THESE PROCEDURES SO THE PROCEDURES WILL RUN SMOOTHLY.

- Car pools will enter and exit from the 76<sup>th</sup> Avenue NE entrance ONLY!
- Individual family cars will enter from and exit to the 78<sup>th</sup> Avenue access road at the east end of the school property ONLY!
- Follow the single lane flow of traffic as shown on the map. These will be designated by cones and “horses”.
- The cars in the loading area will be filled (four at a time) and then directed to proceed to the appropriate exit. Please wait for the cars in front of you to move before exiting. **BACKING UP WILL NOT BE PERMITTED.**
- **Cell phones may not be used by drivers in the car lines once students have come outside for dismissal.**
- Parking for school business (conference, office business or student being detained – test, detention, etc.) or for patrol pick up will be on the **WEST SIDE OF THE WALKWAY PATH ONLY** as designated on the map. Parents who park remain on the west side of the walkway path so as not to interrupt the traffic flow.
- If the car is in the loading area and a child is not ready for pickup, the driver will be directed to park and then to go back through the line when the child is visible.
- **Students unaccompanied by an adult are not allowed in the parking lot.**
- Place “Window Card” on passenger side window/dashboard at all times for pickup. (see description below)

**WINDOW CARDS:** Each family is asked to make a window card (no smaller than a 5 x 8 cardboard) with the family name in large print (dark marker). Add family names of children you pick up regularly. Make as many cards as needed for the family or relative cars.

- Please add other family names to “Window Cards” for car pools.

- Review with your child who will be picking him/her up. Also remind your children and/or carpool members to stand together.
- If your child is going home with someone other than those listed on your AUTHORIZATION FORM, a note must be sent in with your child or a phone call made before 8:15 a.m. on that day. If the school receives no note or phone call, the person picking up the child will be required to go to the office to call a parent for an the authorization needed.
- Once a child is designated as ‘individual’ or ‘carpool’, this status does not change even though some days a child might be alone in the carpool, or with multiples in the individual.
- Have students “buckle up” immediately.

**SPORTS TEAMS:** In order to leave with another parent, this parent’s name **MUST** be on the authorization form. It is suggested that names be added to the authorization form before the first away game. Drivers must also follow the ‘volunteer’ regulations.

**AN AUTHORIZATION FORM IS REQUIRED,** giving the school the names of those people who will be able to pick up your child.

Patrol and teacher duty finish at 3:05PM. If your child(ren) is not picked up by this time, the child(ren) will be sent to the extended school day program to wait for his/her ride. If the child(ren) is not picked up before roll call (approximately 3:15p.m.), there will be a charge of \$5.00.

Bike riders and walkers are to leave the school grounds as soon as they are dismissed. Bike riders must comply with the state law regarding helmets.

**RAINY DAY DISMISSAL** Parents should park and come to the school entrances where they would usually pick up their children at dismissal. Please exercise caution when moving your car.

**EARLY CHILDHOOD:** The building has its own arrival and dismissal procedures. Families in the ECC program will be given this information at the beginning of the year social before school begins

**Holy Family Catholic School**  
**Family Handbook 2011-2012**

**Parent/Guardian and Student Acknowledgement**

The Family Handbook has been downloaded from the school website.

We, the undersigned, have read (grades 5-8) (or in the case of younger students, grades K-4, have discussed the contents with the student) and agree to comply with, and support all policies and procedures identified in the Holy Family Catholic School Family Handbook, as well as oral and written directions that are promulgated during the school year.

\_\_\_\_\_  
Parent/Guardian name (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(1<sup>st</sup>) Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(2<sup>nd</sup>) Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(3<sup>rd</sup>) Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**NOTE:**

**SIGNATURES OF BOTH PARENTS ARE REQUIRED.** Exceptions are single parents, deceased parents or cases where one parent has sole legal custody. **Sign the form on the first two lines.** Non custodial parents (or those who share custody) who have regular visitation **must also sign.**

Please return this page to Holy Family Catholic School by Thursday, September 1, 2011.

Rev.08/12