



*Faith ~ Diversity ~ Service*

# Holy Family Regional School

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## Parent/Student Handbook

**2018 - 2019**

*“The mission of Holy Family Regional School is to foster academic and spiritual growth in a safe and nurturing environment. Our students grow in character, leadership and citizenship while developing the responsibility of service and stewardship within a culturally rich and diverse Catholic Community.”*

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## INTRODUCTION

*Welcome to Holy Family Regional School, soaring to new heights!*

For those who are new this year, we hope this is the beginning of many enjoyable and successful years at our school.

For those who are returning, we wish you continued success and look forward to seeing you grow academically and spiritually in the coming year.

### **PURPOSE OF THE HANDBOOK**

This handbook is intended for both parents and students. It will provide parents with important information that can be helpful with the concerns and questions that may arise about their children. Students will find in this document their responsibilities as members of the Holy Family School Community. The policies contained in this handbook were written in the interest of the parents, children, teachers, staff, and administration of our school. We hope you find this handbook as a useful tool as well as a reference guide during the coming year. As other pertinent policies and programs are formulated and finalized, additional material will be sent to you. Please keep this handbook for future references. *Holy Family Regional School reserves the right to interpret this handbook as individual situations arise.*

### **ACCREDITATION**

Holy Family Regional School is accredited through the Southern Association of Colleges and Schools and the Council on Accreditation and School Improvement (SACS-CASI), a division of AdvancED. Holy Family Regional School students are tested annually using the Iowa Test of Basic Skills (ITBS) as well as Religion assessments. The Diocese uses the ACRE test for religion assessment.

### **MISSION STATEMENTS**

#### **Diocesan of Birmingham School Mission Statement**

The mission of the schools in the Diocese of Birmingham is to impart the mind and heart of Jesus Christ in our students by teaching the message of the Gospel, forming a school community of faith, and training in loving service of others.

#### **Holy Family Regional School Mission Statement**

The purpose and mission of Holy Family Regional School is to foster academic and spiritual growth in a safe and nurturing school environment. Our students grow in character, leadership and citizenship while developing the responsibility for community service and stewardship within a culturally rich and diverse Catholic Community.

A cooperative relationship between the Holy Family Regional 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 parents and guardians.

## **SCHOOL HISTORY**

St. Joseph's Parish began in 1950 as a missionary effort by the Society of the Divine Saviors to the citizens of northwest Huntsville, in a neighborhood called Magnolia Terrace. St. Joseph's School officially opened in 1956 within an old mansion located on the Parish premises. There were 61 students in grades 1- 4. A proper school building was begun in 1960 and construction continued through 1963. History was made on September 3, 1963, when 12 white students enrolled in the school making St. Joseph's School the first site of grade-school integration in Alabama. In an article written in 2003, Phil W. Petrie points out that this historical case of integration took place quietly, without "the federal troops as in Arkansas, bombings as in Tennessee or jeering mobs as in Louisiana." It also happened eight months after Gov. George Wallace had declared in his inaugural speech: "Segregation yesterday, segregation today, segregation forever."

Holy Family Regional School, as it is called today, was established in 1979 when St. Joseph's School and St. Mary's School merged. When the merger of St. Joseph's and St. Mary's occurred in 1979, an inter-parochial elementary school for grades K-8 was created. Staff, students and parents were combined to create a new school, one with a long history, racial diversity and a tradition of academic excellence. In 1980, the school associated with Our Lady, Queen of the Universe closed. At that point, many students attending that school transferred to Holy Family. The Queen of the Universe Parish also pledged its support to Holy Family, providing continuing subsidy and significant parent support. The school is physically connected to St. Joseph's Catholic Community and their parish life center serves as a gymnasium for the school. St. Joseph's has built a new church, which was dedicated on November 6, 2010.

Since its establishment, Holy Family has maintained a relatively stable enrollment of approximately 200. In 2004, a pre-kindergarten program was added to the school. The Pre-K program has a steady enrollment of 16-18 students. Thanks to an Annual Appeal Campaign, a number of families attend Holy Family with partial scholarships continuing the original mission vision of the Salvatorians. Holy Family regularly places amongst the top winners of Science Olympiad competitions and consistently competes successfully in Math tournaments and other academic endeavors. The arts, athletics, and extracurricular events round out the education offered at Holy Family in an effort to provide opportunities that develop responsible life-long learners who are confident and productive citizens in an ever-changing world. Students members of the National Junior Honor Society participate in service projects as peer tutors, and the entire student body participates in the school's mission to "Feed the Hungry" by donating food to the St.

Vincent de Paul Pantry. The school's population reflects its mission history, celebrating the diversity of our neighborhoods, aspiring to academic excellence, learning the value of service

through community outreach, reveling in the love of Christ, and experiencing the joy that comes when children learn together, play together and grow in the values of the Gospels. Faith and reason stand as our guides along the path of life.

### **SCHOOL GOVERNANCE**

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

Holy Family Regional School is run and operated as a nonprofit organization. The Holy Family Regional School Advisory Board is a group of concerned and committed, adult representatives from 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.

### **ADMISSION AND REGISTRATION**

Holy Family Regional School reaffirms a 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 Regional 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 unless special permission admission is received by the principal. 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 Regional School after attending another school may be admitted to the grade certified by the school from which they came. Holy Family Regional School reserves the right to test and place students appropriately within our grade levels.

Holy Family Regional 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.

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 email or on the web, in jest or in seriousness 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.

### **STUDENT CONDUCT**

Catholic Education supports student growth in all areas. Self discipline is a life skill that can and should be achieved. School rules and regulations are no more than basic courtesy, good manners and the creation of a Christian community where learning can take place. The authority to control student behavior extends to all activities of the school including Mass and religious services, all games and public performances, field trips, and all other school sponsored activities.

The student should be fair with him/herself, with fellow students, and with the teacher. No form of cheating, lying, or stealing will be tolerated. We ask that our students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order and follow the Commandments in all phases of life.

Students are expected to treat each other with respect and dignity. This includes reporting incidences of inappropriate or bullying behavior. Students are expected to conduct themselves in a respectful manner towards everyone. Disrupting the learning environment of other students is not acceptable.

Adhering to school/classroom rules is another expectation for students at HFRS. Some examples of behaviors that are considered routine and appropriate are (but not limited to):

#### **Rules of Conduct:**

- a. Abide by the uniform policy
- b. Walk, not run in the building
- c. Do not chew gum
- d. Never leave school grounds without permission from the office
- e. Follow all classroom rules
- f. Deliver and return signed papers
- g. Be respectful towards adults and polite to other young people
- h. Respect all school property (books, desks, restroom, etc.)
- i. Respect other students' property

- j. Use acceptable Christian language
  - k. Be honest
  - l. Keep all areas clean
  - m. Get along with others, avoiding any type of conflict
  - n. Be in class on time
  - o. Bring nothing to school that could harm another person
  - p. Do not use, possess, or distribute alcohol, tobacco, or drugs on school premises
- These rules are samples of general school expectations and may be adjusted during the year by the principal.*

#### Disciplinary Measures

Teachers will handle routine classroom discipline using assertive positive discipline techniques and positive reinforcement when possible. Repeat or serious breaches of behavior will be referred to administration.

**K4 - 5<sup>th</sup> grade students:** follow a systematic procedure that involves warnings and consequences that escalate if the behavior does not improve. Each teacher will provide a classroom management plan to the student and parent.

**6<sup>th</sup> – 8<sup>th</sup> grade students:** For misconduct in the classroom, the teacher will ask student to put their name on the board. If student continues with misconduct the student will put a check by their name. If student get two checks then student will receive a silent lunch. When a student receives their 3<sup>rd</sup> silent lunch they automatically will be giving break detention. If a behavior is severe enough the teacher reserves the right to issue break detention without doing silent lunch. Patterns of misbehavior, however, will be addressed by the teacher with student and parent. Silent lunches, detentions, or office referrals may be given immediately in incidents of severe misbehavior.

A student will receive one detention for every third silent lunch. Silent lunch detention is assigned by the homeroom teacher of the student. The homeroom teacher will notify the student and the parents of the detention in the form of a note which includes date, time and duration of the detention. **Signatures of student and parent are required on the detention slip and the slip is returned to the homeroom teacher.**

Should discipline procedures move beyond time out and loss of privileges for younger students or beyond detention for older students, the following actions may occur:

1. Mandatory Parent Conference - Required disciplinary meeting by custodial parents with the teacher and/or principal for a discussion of the problem and potential solution.
2. In-School Suspension - Isolation of a student from his/her peers at school during the school day. Teacher will provide lessons, work, and tests to be done during the day. No extra-curricular participation allowed.
3. Out of School Suspension - Removal of the student from the school setting (1-10 school days). The student stays home and receives zeroes on all missed work. A parent conference is mandatory for re-admission. No extra-curricular participation allowed.



4. Expulsion - Removal of the student from the student body and the school. The following activities will result in suspension or expulsion: (extreme disrespect of authority, harassment of another student, fighting/violence, stealing, sexual misconduct, vandalism, bomb threats, possession of weapons or use of objects as weapons, possession of illegal substances, truancy, repeated violation of school rules). Behaviors not listed here but deemed by administration to be of like severity also result in suspension or expulsion.

Students are removed from the school by the principal with notification given to the Pastor and the Superintendent of Schools in the Diocese of Birmingham.

**Diocesan Policy on Bullying**

The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying which is defined as destroying or smearing a person’s reputation through the use of internet connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school’s handbook or policy statement.

**Definitions of Harassment/Bullying**

Harassment/bullying is a specific type of deliberate and sustained misconduct which hurts the dignity of another person by isolation, intimidation, and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. Harassment/bullying repeatedly hurts another person through, but not limited to, the following behaviors:

<u>Physical</u>	<u>Verbal</u>	<u>Social/relational</u>
<u>Cyber-bullying</u>	<u>Sexual</u>	<u>Retaliation</u>

**Reporting**

1. Student practices self-talk behaviors taught in response to alleged bully.
2. Student addresses bully.
3. If the bullying behaviors do not stop, he or she reports the bullying concerns to the teacher or adult caregiver in a verbal/written report.
4. An observer/bystander of a harassment/bullying incident is expected to report the incident to a teacher or adult caregiver.
5. HFRS follows a “zero indifference” approach which means that all witnessed or reported instances of harassment/bullying will be addressed.

### **Administrative Investigation**

All reports of harassment/bullying will be investigated by the employees and administration of HFRS. The following steps will be followed once a report of bullying is received by administration:

1. Ensure there is a safe and secure environment.
2. Investigate - An administrative investigation and written report will be prepared.
3. Determine Remedial and Disciplinary Action - Following a reasonable investigation, administration will determine a probable cause; what remedial action is most warranted to prevent reoccurrence and allow reconciliation; and what corrective or disciplinary action is most appropriate.

### **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 the gym. Students arriving between 7:00-7:30am should report to Before School Care held in Messer Hall/Gym. Students are not to arrive before 7:00am. **There is no school supervision available to students arriving prior to 7:00am and Holy Family Regional School is not responsible for the supervision of students dropped off prior to 7:00am.**

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.

When a child is unable to attend school, parents should call the school office before 8:15am. Parents should give the student's name, grade, and reason for absence. Bring a parental or doctor's note to the office within three days of the absence. Failure to do this will result in the absence being unexcused.

If a valid reason is not provided, the absence is considered unexcused. 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 if they must be excused for medical or dental appointments, funeral attendance or any other reason for the entire 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) may 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 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.

A student who is checked out due to illness is not eligible for after school activities.

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.

### **TARDINESS**

Tardiness interferes with a student's progress in school and constitutes a disturbance for all involved. Students are required to be in the gym by 7:50am. Any student not in the gym 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.

### **STUDENT ARRIVAL AND DEPARTURE**

Students are not allowed to enter the building until 7:00 a.m. School begin at 7:50 a.m.

Dismissal is at 3:00 p.m.

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

#### **Arrival –**

**Students in Grades 1-8** should be delivered to the front of the Messer building in the morning. Cars should drive around the church to Messer Hall/Gym for drop off. Students should exit their cars to the right and enter the school through Messer Hall doors and go straight to the gym or Before School Care and sit in their designated area.

**Pre-K and Kindergarten** students should be dropped off in 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 Beasley Hall doors.

Students should go directly to the gym or go to Before School Care. Students who are tardy or parent/visitors are to enter school through the School Office hallway door. At Holy Family Regional School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

**Departure-** Every effort is made for a prompt, orderly, and safe dismissal at 3:00 pm. All students in Grades 1-8 will be dismissed from the front of the Messer building. Students in PK-kindergarten with older siblings will go to Beasley Hall for dismissal with their siblings. A primary K-4 teacher will supervise them.

Prior to advancing through the carline, please have **your carline number visible** for the supervising teacher to begin dismissing the students in order of parents/guardians arrival in line. If you are picking up other students the office needs to be contacted so that students will know to leave with that family. If you do not have a number then you will have to go to the office to check students out. Follow the procedure of driving along the dismissal area in an orderly line, loading all riders with only one stop and driving away slowly.

**Please do not walk across the parking lot to pick up your child. Foot or bicycle traffic patterns for students who live in the immediate neighborhood will be determined by the principal at the beginning of each school year.**

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. Drivers and parents are asked not to park and then pick up students by walking up to the school. 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/COMMUNICATION DEVICES**

No cell phones/communication devices are allowed on campus during the school day. If a student needs to contact parents they may use school office phone. If a student is caught with a phone the 1<sup>st</sup> offense the phone will be taken up and student will get it at the end of the day. 2<sup>nd</sup> offense the phone will have to be picked up by a parent at the end of day. 3<sup>rd</sup> offense phone will have to be picked up at the end of the school year by parents.

#### **DRESS CODE**

An established dress code at HFRS is reflective of our Catholic faith and promotes a positive learning environment through neat and tidy appearance as well as minimal distraction to the daily instructional atmosphere. Students are expected to abide by the dress code policy. *Students who choose not to abide by the dress code policy will not be admitted to class until the proper uniform attire is brought to him/her at school.* If these uniform regulations are to succeed, it will

take the combined effort of students, parents, and faculty/staff, to insure every child comes to school in the proper uniform. The principal will have discretion in all questions pertaining to student's dress code.

Students will be in uniform at all times, including during field trips unless otherwise specified. Parents may not give permission for their child to be out of uniform. Four-year-old Kindergarten students do not wear a uniform.

The purpose of dress regulations is to help each student set a standard for his personal appearance that is appropriate within the accepted standards of Holy Family School. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school. All uniform pieces must be purchased through Dennis-Larose or Educational Outfitters Uniform Stores.

#### **GRADES K-4:**

##### **GIRLS**

- Dropped Waist Jumper (gray and burgundy plaid) Peter Pan collar blouse (long or short sleeve) -Jumper must be knee length. **Only blouse may be worn with jumper. No polo shirts with jumper.**
- Skort (gray and burgundy plaid)
- Burgundy polo dress
- Gray slacks with **black or brown belt only (Skorts are be worn on mass day)**
- Gray or plaid (gray and burgundy) walking shorts with black or brown belt only. **NO CARGO SHORTS.**
- Burgundy or Pink polo shirt with logo (tucked in)
- White, burgundy, or gray crew socks with no logos • White or burgundy tights or white or burgundy knee socks are optional for winter
- Burgundy cardigan (optional)• Vests (gray or burgundy) may be worn over blouses (optional)
- Athletic Shoes only. **No fluorescent or bright colors. No high top athletic shoes.** Shoes must be laced and tied at all times.

##### **BOYS**

- Gray pants with **black or brown belt**
- Burgundy polo shirt with logo (tucked in)
- Burgundy cardigan sweater (optional)
- Gray walking shorts with black or brown belt (Shorts should not be worn on mass day)
- White undershirts may be worn under uniform - no logos, pictures or colored shirts permitted (PE shirts may also be worn under uniform shirts)
- White or burgundy crew socks with no logos. No-show socks are not allowed.
- Athletic Shoes only . Shoes must be laced and tied at all times. **No fluorescent or bright**

**colors. No high top athletic shoes.**

### **Grades 5-8**

#### **GIRLS**

- Box pleated skirt (gray and maroon plaid) – Skirt must touch the top of the knee cap
- Hip-stitched Box Pleat (heather gray) skirt
- Burgundy polo shirt with logo (tucked in)
- Gray slacks with **black or brown** belt (Skirts should be worn on Mass Days)
- Gray or plaid (gray and maroon) walking shorts with **black or brown belt**
- Gray or Burgundy cardigan sweater (optional)
- White, gray, or burgundy crew socks with no logos
- White or burgundy tights or white or burgundy knee socks are optional for winter.
- Athletic Shoes only. Shoes must be laced and tied at all times. **No high top athletic shoes. No fluorescent or bright colors.**

#### **BOYS**

- Gray pants with **black or brown belt**
- Gray walking shorts with **black or brown belt (Shorts should not be worn on Mass Days)**
- Burgundy polo shirt with logo (tucked in)
- Burgundy cardigan sweater (optional)
- White undershirts may be worn under uniform - no logos, pictures or colored shirts permitted (PE shirts may be worn under uniform shirts)
- White or burgundy crew socks with no logos. No no-show socks!
- Athletic Shoes only. **No high top athletic shoes. No fluorescent or bright colors.** Shoes must be laced and tied at all times.

#### **GYM UNIFORM GRADES 5-8**

- School T-shirt, gray with school logo
- School burgundy mesh gym shorts with school logo
- Athletic Shoes. **No high top athletic shoes. No fluorescent or bright colors.** Shoes must be laced and tied at all times.
- **Gray or burgundy sweatpants** optional for winter
- **Gray or burgundy sweatshirt with school logo** optional for winter

Good grooming is expected at all times. Hair should be clean and neat. Hairstyles and color should be in good taste, extreme or faddish styles are not appropriate. It is the responsibility

of the parent to make sure that the child's hairstyle conforms to school regulations. A child may be told to change his/her style of hair by the principal. Hair accessories that distract from the learning environment are prohibited. Students' hair must be neatly groomed at all times. Boys' hair should be off the shirt collar and out of eyes. No braids, mohawks, hair art or other types of unusual hair styles are acceptable. Hair color for both boys and girls should be a natural shade.

Students are allowed to wear only one necklace (small crucifix or a small religious medal), one watch, and one set of earrings. Female students will only be allowed to wear post/stud earrings in their ears (no large or long dangling earrings). Students are allowed to wear one ring per hand (no large or ornate rings allowed, must be modest in taste, one bracelet of a religious nature, and one earring per ear is acceptable. Tattoos of any type are not allowed. Any pre-existing tattoos must not be visible at any time at school. Writing on arms, legs, hands, or uniforms is not acceptable. No visible body part may be pierced. If a piercing already exists, jewelry for that piercing must never be worn at school. Make-up, **including lip-gloss and nail polish**, is not permitted. Chapstick is permitted but is not to be shared.

Shoes are to be laced and tied at all times.

Uniforms can be purchased at Dennis Uniforms in Huntsville or Educational Outfitters in Madison, AL:

<https://www.dennisuniform.com/>

<http://www.educationaloutfitters.com/>

**Please print the student's name in all articles of clothing worn to school.**

### **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, cigarettes, guns or inappropriate music or message will be allowed. Shoes must be worn. Sturdy sandals may be worn, but flip-flops 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. School dress code will be followed.

### **BIRTHDAY DRESS CODE**

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday. School dress code must be followed. If a birthday falls on the weekend, the following Monday will be substituted. If Monday is a holiday, the following Tuesday will be used. If a

student's birthday falls on a Mass Day, the student may be out of uniform the following day.  
**Mass Days require uniforms.**

### **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. The Lost and Found receptacle is located in Beasley Hall. All items left at the end of the year will be donated.

### **SUPPLIES**

Each student should come to school with the necessary classroom supplies.

### **TEXTBOOKS**

If textbooks are lost or damaged beyond reasonable use, the parent/guardian will be charged the full replacement price. The principal will assess fines for book damage. All hardback books should be covered with book sox.

### **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 payments, which are due on the 1st of each month, unless paid through the FACTS Tuition Management Program where a due date may be selected. Parents must enroll in FACTS unless special arrangements are made with the business office. Any other arrangements must be made with the Business Manager and Principal. Financial Aid applications are available upon request through the Business Manager. Tuition payments are not optional. Failure to make payments, without communication with the Principal may result in the termination of our educational partnership. Returned checks will be assessed fees and repayment will be required.

### **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 and other school records will not be forwarded to parents until all tuition and fees have been paid. Re-registration will not be accepted for students owing tuition and/or fees unless special arrangements are made with the Principal and Pastor.

### **FOOD SERVICE**

Holy Family Regional School participates in the National School Lunch Program. Nutritious, hot lunches are available at \$3.00 per meal, which includes milk or juice. 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, although, no packages from fast food establishments will be allowed in the lunchroom. No carbonated drinks are allowed.

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



Menus are available through RenWeb. Lunch ordering and payment is made through RenWeb at the start of each month. If you are unable to place your lunch order through RenWeb, please contact the school. 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 Regional School participates in the USDA free and reduced-price lunch program. Applications for this program are available in the school office.

Parents are welcome to visit students during lunch. If purchasing a lunch, please call the office by 8:30AM on the day of your visit so that the lunch count will be accurate. Payment of \$4.00 for an adult lunch portion is expected during your visit.

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

Holy Family Regional School strives to be kind to the environment and be as paper-free as possible. A monthly school newsletter and calendar are sent home at month's end via email. Grades 4K-4 also email a monthly newsletter to keep parents abreast of classroom happenings. Physical folders may be sent home (Communication Folder). These contain student work.

### **PARENT TO PARENT COMMUNICATION**

Class notes from parents to other parents must be approved in advance by the teacher or principal.

Any notice from an extracurricular group or organization to be distributed throughout the school must have the prior approval of the principal.

### **WEATHER EMERGENCY**

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

### **VISITORS**

All visitors are to report to the school office, sign in and receive a Visitor Badge. 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.

### **BEFORE AND AFTER SCHOOL CARE**

As a service to parents whose work schedules conflict with school hours, Holy Family Regional School offers an After School Program (3:15pm- 6:00pm).

Appropriate behavior is expected during After School Care. Holy Family Regional School Rules and Regulations are to be observed at all times. Students who do not behave appropriately will not be accommodated during after school hours.

Before school students are dropped off at Beasley Hall/Messer Hall and supervised until classroom doors open at 7:30am.



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 custodial parents' permission.

School personnel will remain neutral in all custodial issues. For the sake of the children, please resolve custody issues away from the school property. Conflicts occurring on school grounds will be settled by the police.

Children living with a custodian other than a birth parent must provide legal documentation of that arrangement upon admission to the school.

### **PARTIES**

Birthdays and half/birthdays in the case of summer birthdays, may be celebrated by ordering ice cream cups in advance from the cafeteria for all the students in the class. Because we are a participant in the USDA NSLP, our wellness policy clearly states that we must maintain a healthy environment within our school. With the changes made to the wellness policy, parents must note that the biggest change is that they are no longer allowed to bring homemade food items or sweet/sugary treats for birthdays. Non-food items such as goody bags containing pencils, stickers, erasers etc. are acceptable. Do not have balloons or flowers delivered to the school for students.

Classroom parties to celebrate holidays are planned by the teachers and the homeroom parents and are limited to 2 per school year. Valentine's Day and Christmas will be celebrated with classroom parties in the elementary grades. Middle School students may celebrate different occasions. On these occasions, healthy snacks are strongly encouraged (pretzels, string cheese, fruit and veggie trays, etc.) and again, homemade food items are not acceptable. All items must be store bought in the original container with the labels intact so that all ingredients are visible to accommodate all students with food allergies.

Invitations to personal parties are not to be distributed in school. Please use email, the postal service or the telephone to make other arrangements. The RenWeb parent/student directory may be used for contact information. The office cannot give out personal information.

### **MEDICAL APPOINTMENTS**

Student attendance and participation in class is valuable and irreplaceable. Most doctors' offices offer after school appointments. Please avail yourself of these opportunities if possible. 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**

### **Certificate of Immunization**

Parents need to provide an up-to-date Certificate of Immunization (“Blue Card”) detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health upon enrollment. Immunization certificates are available from the Madison County Health Department at 301 Max Luther Drive in Huntsville (256-539-3711) and from local physicians or military clinics. See the following chart of Required Vaccines for School/Daycare Attendance according to Alabama state law:

<b>REQUIRED VACCINE</b>	<b>NUMBER OF DOSES</b>
Diphtheria/Tetanus/Pertussis	5 doses (4 if the 4 <sup>th</sup> dose was received after the 4 <sup>th</sup> birthday)
TDaP (Tetanus/Diphtheria/Pertussis)	11 year olds prior to enrolling in 6 <sup>th</sup> grade or after 11 <sup>th</sup> birthday
Polio	4 doses (3 if the 3 <sup>rd</sup> dose was received after the 4 <sup>th</sup> birthday)
Measles/Mumps/Rubella	2 dose of Measles, 1 dose of Mumps, and 1 dose of Rubella
Hib	4 doses up to age 5 (preschool only)
Varicella	1 dose (2 doses separated by at least 28 days for persons 13 years of age or older beginning the vaccination series) or proof of immunity
Pneumococcal Vaccine	4 doses up to age 14 months (preschool only)

### **Illness**

When your student is ill the evening before or day of school, please keep the student 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.

**In order to prevent the spread of illness, students should be fever-free for 24 hours before returning to school. Additionally, students who have been experiencing diarrhea and/or vomiting should be symptom-free for 24 hours before returning to school.**

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 of the other students at school, a sick child is to be removed from school as soon as possible to prevent the spread of illness to students and staff.

### **Head Lice**

Students found to have live lice on the scalp or hair must be picked up from school in a timely manner by a parent/guardian or authorized adult. Students found to have nits (eggs) may remain in school for the remainder of the school day according to Alabama Department of Public Health (ADPH) and the Centers for Disease Control and Prevention (CDC).

Students with live lice and/or nits should be treated with appropriate lice treatment before returning to school. Upon arrival back to school, students must be checked by school personnel for clearance to return to class.

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

- All medications to be administered at school will be brought to the school nurse by the parent/guardian or authorized adult. **Students must not deliver or carry any type of medication to and from school except those authorized for self-administration/self-carry. This is to ensure the health and safety of all students.**
- Both the parent/guardian or authorized adult and the school nurse or other designated school personnel will sign a medication log to verify the amount received or retrieved.
- Prescription medication must be in a current, pharmacy-labeled prescription container. OTC medication must be in an unopened, manufacturer-labeled container and identified with the student's name written in permanent ink.
- Over-the-counter medications to be administered according to manufacturer's recommendations will require completion of the OTC Medication Permission form signed by the parent/guardian.
- Prescription medication or over-the-counter medication prescribed in excess of the manufacturer's recommended dosage will require completion of the School Medication Prescriber/Parent Authorization Form (PPA) signed by the parent/guardian and physician.
- The parent/guardian must provide the school with a completed School Medication Prescriber/Parent Authorization Form (PPA) each school year and any time medication orders are changed.
- A student may only carry and self-administer his/her medication with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA).
- Natural remedies, herbs, and nutritional supplements may not be administered by school personnel without an explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage, and reasonable information regarding therapeutic and untoward effects.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- Medication should be given to students before or after school hours by the parent/guardian, whenever possible.
- If a student should require medication or health accommodations on a field trip (particularly in the event of an overnight field trip), the parent/guardian will be requested to attend to provide for the student's health needs.
- The parent/guardian or authorized adult will be notified before medications expire to allow time for replacement. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, medication will be destroyed in accordance with federal and state guidelines.

**The parent/guardian shall pick up the student's medication at the end of the school year. Medications left at school at the end of the school year may be disposed of by school personnel if not picked up by a parent within two weeks.**

### **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. An emergency authorization form must be on file in the school listing the name of the child's

physician and phone number.

Please keep in mind that all regulations regarding the administration of medication is done in order to safeguard the well-being of your child.

### **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, tornado, and lock down drills are held on a regular basis. Plans are posted in each room and practiced with the students.

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. Students will not be allowed into classrooms to retrieve homework and teachers will not be asked to retrieve it for them.

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. In the event that Hope Community Pentecostal Church is unavailable, our backup location is the Huntsville Utilities Office Building at 1100 Pulaski Pike.

### **RELIGIOUS EDUCATION**

Holy Family Regional 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 students 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 Regional 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.

### **SACRAMENTAL PROGRAM**

Because Holy Family Regional School is a regional school, our students attend three different home parishes, each of which exercises different schedules for the preparation of the sacraments. Parents are to communicate with their home parish regarding requirements for the sacraments. Students in the second grade of Holy Family Regional School will be thoroughly educated in the sacraments of Reconciliation and First Eucharist, but individual parishes may require additional steps to fully receive the sacraments.

### **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.

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, with input from students.

### **CHRISTIAN ACTION AWARD**

Each month students who display Christian characteristics are nominated by their teacher to receive a Christian Action Award.

The selection criteria includes but is not limited to:

- |                               |                            |
|-------------------------------|----------------------------|
| 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**

Holy Family Regional School employs a Resource Teacher to assist in the development of students struggling in a specific area. This professional may be asked by the principal to perform the following duties:

- Perform individual diagnostic testing upon principal’s request
- Build upon the child’s strengths and assist in the development of an instruction plan for each child facing academic challenges
- 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
- Tutor an individual student or a small group when possible
- 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 to assist homeroom teachers

When a student who might benefit from the assistance of the Resource teacher is identified, a note will be sent to parents asking for a planning conference.

### **PHYSICAL EDUCATION**

We believe Physical Education is very important for a student's well-rounded education. As a part of P.E., Presidential Physical Fitness tests are given to assess the proper physical development of our students. Students follow a carefully structured curriculum of exercise, running and intramural sports to teach healthy living.

Physical Education is an important part of the Holy Family Regional School curriculum.



Beginning in the 5th grade, students are required to wear the official P.E. uniform (Gray shirt and maroon 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. All students are required to wear 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**

Education in the Fine Arts is a vital part of a Catholic education. This includes education in both Music and Art. A very structured curriculum is followed in both disciplines. There are opportunities throughout the year to showcase student talent and to develop creativity and performance skills.

### **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 it will be replace at cost

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. Report cards and diplomas may be held by the school until all library materials are either returned or replaced.

### **RECESS**

Students in grades K4–8 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.

### **FIELD TRIPS**

Field Trips are extended educational experiences offered to students. Field trips are a privilege, not a right and teachers, in consultation with the Principal, determine if a student is eligible to attend. 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. Parents may not meet their student at the field trip venue and accompany them without prior approval from the teacher. Students must remain with their class at all times during the field trip. Siblings may not accompany parent chaperons on field trips.

The preferred way of travel is bus transportation by an insured carrier. If there are 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. Drivers must drive directly to the field trip venue and directly back to school. No stops for ice cream, fast food, or other treats may be made.

Diocesan Youth Protection I 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 4K through 12th will be given strategies on how to protect themselves. This safety class will be taught to students no later than September 30 of each school year.

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 (The Diocese Code of Conduct is strictly enforced).

## CURRICULUM

Holy Family Regional School provides a 4K-8 curriculum approved by the Diocese of Birmingham. Holy Family Regional 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/Civics
Science	Library Science	Social Studies (K-8)
Vocabulary Development/Spelling	Mathematics	American History
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 taking advanced courses. 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

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

<b>S</b>	<b>Satisfactory</b>	<b>P</b>	<b>Progressing</b>
<b>NI</b>	<b>Needs Improvement</b>	<b>X</b>	<b>Not Yet Covered</b>

### First Grade

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

<b>ES</b>	<b>Exceeds Standard</b>	<b>MS</b>	<b>Meets Standard</b>	<b>AS</b>	<b>Approaching Standard</b>
<b>NS</b>	<b>Needs Support</b>			<b>X</b>	<b>Not Yet Covered</b>

## Grade 2 through 8

Grading at these levels will be letter grades with a scale given on the report card. Percentages 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 is considered pass or fail depending upon participation. Handwriting grades will not be given in grades 5-8. Computer and Library do not receive letter grades since they are tools to be integrated into all areas of the curriculum.

### Report Cards/Grading System

Report Cards are issued every nine weeks. Parent/Student/Teacher Conferences are held at the end of the first and at the third quarter at the request of either the parent or the teacher. 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:

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

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.

An Alternative Report Card may be included for students who have been diagnosed with a learning disability. The Principal will make that decision and the report card will include a statement indicating the curriculum has been modified.

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

Final report cards will not be issued to students whose accounts are in arrears.

### **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 demonstrate appropriate behavior. Therefore, these areas will be reported as S (Satisfactory), NI (Needs Improvement) or U (Unsatisfactory) on report cards and progress reports 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 may 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: 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 Intervention 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.

### **Progress Reports**

Progress reports will be issued midway through each quarter. Progress Reports are not to be considered an additional report card. They are to give the student and parent an indication of 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 percentage grade will be used in accordance to the Progress Report. A conduct grade may be given at the discretion of the teacher. In situations where a *needs improvement* must be communicated, a written comment will be used.

## **HOMEWORK**

Holy Family Regional School requires daily homework; however, it might not always be a written assignment. Parents should check the homework habits of their children and provide them with a reasonable, comfortable and quiet place in which to study. Folders containing students work are sent home every Wednesday. Please look for them, sign all papers requested, and see that they are returned promptly to the teacher.

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

## **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 conducted via email, telephone 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 Regional 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 Regional 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 Regional 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. All adults within the community are eligible including faculty and staff.

**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 Regional 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 reception. Appropriate awards will be presented at that time. There will be an 8<sup>th</sup> Grade Graduation Fee assessed to cover the reception and flower cost. A Prayer Service will be held to celebrate the student's completion of the Pre-Kindergarten and Kindergarten year.

## **PARENT RESPONSIBILITIES**

A child's first educator is his/her parent. 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 church 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.
- Delivering your child to school on time.
- Upholding the rules and policies of the school
- 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.

## **PARENTAL COMMITMENT**

Holy Family Regional School needs more than tuition dollars to operate efficiently and effectively. Family involvement is essential for the success of our school and is an ideal method of modeling community service to your child. Parent participation helps keep tuition low and helps create a community building atmosphere. Each family is required to donate a minimum of 30 hours of volunteer service per school year (15 hours for single parent families). This requirement is per family, not per student, and can be achieved through the efforts of multiple family members (parents, 18+ years of age older siblings, grandparents, etc). There are many ways to fulfill the requirements.

Here are just a few ways to fulfill your volunteer hour's obligation:

- Lunch Duty
- Classroom Help
- Classroom Parent
- Making Copies
- Webmaster
- Silent Auction Assistance
- Grant/Donation Writing
- Parent Organization
- Leadership
- Cleaning/Maintenance
- Mass Duty (sitting with our younger students during Mass)
- Box Tops and Labels for Education Coordinator
- \$CRIP Processing and Sales Volunteer Coordinator



**Receipts** - Make sure you receive a receipt on all donations by the school office administrative assistant.

### **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 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**

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. 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**

Detentions will be served on Monday – Thursday from 6:45 am to 7:45 am, or during break. The student is to report to the Messer Hall and check in with detention teacher. If the student misbehaves during detention, another detention will be assigned.

#### **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 (PK-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 grow 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. Expulsion decisions are always made in consultation with the Pastor and the Superintendent of Schools.

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.

#### **Public Displays of Affection**

Holy Family Regional School does not allow public displays of affection between students during class, in afterschool care, or during school sponsored events.

## Lockers and Book Bags

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

### **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, and school staff in the event of an investigation of a “child abuse” charge involving one of our pupils.

Holy Family Regional School abides by the Child Abuse laws of the State of Alabama. This law mandates that all cases of suspected abuse and/or neglect be reported to Madison County. All school staff and faculty are considered mandatory reporters and are obligated by law to report any incidence of suspected abuse. As a result 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 are subject to a background check, finger printing and undergo Diocesan Youth Protection training.

### **ACCEPTABLE USE OF HOLY FAMILY REGIONAL 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 unless otherwise instructed by a teacher.

#### **Materials:**

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 computer lab is for learning and for completing classroom projects. Computers are tools, not toys. We have provided a policy for usage that does not limit your ability to learn and grow. 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 Regional 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 Regional 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) 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**

God has provided our students with a multitude of gifts. These gifts are to be developed and cherished. To this end, students are urged to become involved in the extracurricular 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 extracurricular activities sponsored by the school. The following are some of these activities:

### **Extra Curricular**

Scouting	Beta Club	Math Club (grades 5-8)
Student Council	Science Olympiad	Book-Enders

## **Other Activities**

Altar Serving  
Post Card Day  
Mass Choir  
Peer Tutoring

Geography Bee

Art Competition

Chess Club

Duke University Talent Identification (T.I.P.)

## **Sports**

- A. Volleyball Team (girls – grades 6-8)
- B. Soccer (boys and girls – grades 4K-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 4K-1)
- F. Indoor Soccer (boys or girls - grades 4K - 2)
- G. Cheerleading (girls - grades 3-8)

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 extracurricular activities based on grades or inappropriate behavior. 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 Regional 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.

## **FUNDRAISERS**

Holy Family Regional 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 Halloween Fest is held in October involving games, concessions and food.

Smaller programs for school savings and assistance include aluminum can recycling, ink cartridge recycling, Campbell Soup labels, Kroger and Publix scan cards, and General Mills "Boxtops for Education". The school office can provide information which lists 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 Regional School 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 is to serve and to help parents and teachers work together to build community, raise awareness of school needs, and fundraise for the school.

### **PARENT-SCHOOL RELATIONS**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at Holy Family Regional Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Holy Family Regional Catholic 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 Regional Catholic 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 to parent/guardian to withdraw his/her child or children from Holy Family Regional Catholic 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, and students.

### **A FINAL COMMENT and RIGHT TO AMEND**

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

*Since situations can arise that were not foreseen when the handbook was written, the principal reserves the right to amend the handbook. Parents and students will be promptly notified of any amendments.*

2018-2019

We have read and understand the Handbook Rules and Policies at Holy Family Regional School.

Please complete one form for each student.

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Student's signature

Grade and Teacher

Date

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Parent's signature

Date

*(The Handbook is available online. Please read the Handbook and sign and return this form to the homeroom teacher.)*





2018 - 2019

SOCIAL MEDIA PARENT AGREEMENT

As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with school personnel I will take my complaints directly to the school's administration and not broadcast vile, hateful or disparaging remarks about the teacher(s) or administration. Broadcasting any such vile, hateful or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly.

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Parent, PLEASE PRINT YOURNAME

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Parent, SIGNATURE

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DATE

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Parent, PLEASE PRINT YOUR NAME

---

Parent, SIGNATURE

---

DATE