



Soaring to new heights!

Parent/Student Handbook 2019 – 2020

Holy Family School - Huntsville

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“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

The Holy Family School - Huntsville welcomes you to the 2019-2020 school year. If you are new to our school and community, we extend you a special welcome. Holy Family have a long-standing tradition of excellence. We are fully accredited by the Southern Association of Colleges and Schools. Due to the dedicated efforts of clergy, students, parents, and educators, Holy Family strives to uphold its legacy of being a school where Faith, Diversity and Service are celebrated. In addition to its strong academic focus, our school offers students and parents a wide array of other opportunities and services. Clear communication and sincere collaboration between parents and the school are vital to the success of our students. This handbook is our initial effort to communicate important expectations to students and parents. Please review this information with your child and sign and return pertinent forms that are found in the back of this handbook. We look forward to partnering with you in the important task of educating your child. If you have any questions, please call our office at 256-539-5221.

Holy Family School - Huntsville

Holy Family School of Huntsville, Alabama has a long history of racial diversity and a strong tradition of excellence. In 1956 our school officially opened in an old mansion under the title of St. Joseph's School. The first group of children to attend our school consisted of 61 students in grades one thru four. Construction of a school building began in 1960 and continued through 1963. When St. Joseph's merged with St. Mary's in 1970, the school's name was changed to "Holy Family."

On August 28 of 1963 Dr. Martin Luther King Jr. gave his "I Have a Dream" speech. Following that momentous speech, Holy Family School followed Dr. King's example by becoming Alabama's first site of grade-school integration. Twelve white students enrolled without fanfare on September 3 of the same year. They enrolled without the federal troops as in Arkansas, there were no jeering mobs as in Louisiana, and no bombings like in Tennessee.

Today our school serves grades Pre-K thru eighth. Our enrollment has increased four times our humble beginning. We are currently at maximum capacity for enrollment, maintaining a 250 plus student population. We remain a racially diverse school with an almost 1/3 Hispanic, 1/3 African American, and 1/3 Caucasian population. We enroll students of economic diversity as well, with 55% of our students receiving free or reduced lunches. Many of these students attend with full or partial scholarships. And, importantly, we maintain our Catholic identity while accepting students regardless of their religious affiliation.

As Holy Family looks to the future, we intend to build on the unique legacy of diversity forged by those preceding us. We intend to meet and grow with the needs of the community around us. We intend to prepare our students for life and work in the 21st century ahead of us. And, as we invest in the lives of each student, we ask that all like-minded stakeholders within our community partner with us.

Come be a part of what is happening at Holy Family School.

MISSION STATEMENTS

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.

SERVICES

1. Physical Education and Athletics – 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. Students at Holy Family School may pursue their athletic interests in basketball, soccer, t-ball, track and volleyball competitive teams. Additionally, 7th and 8th graders may try out for all teams at John Paul II High School. Contact Person: Joe Sottolano or Muriel Weston at the school number
2. Child Nutrition Program – Holy Family School recognizes the child nutrition program is an integral and vital part of education. It's based on nutritional needs of students and plays a fundamental role in their physical, mental, psychological and social development. Participating in the National School Lunch Program, our cafeteria offers lunch daily to all our students. Free and Reduced price meal applications will be available to anyone at any time during the school year and can be obtained at school. We have an automated point of sale system in place allowing parents to make pre-payments and sales transactions on their account. Contact Person: Robin Lockwood at school.
3. After care Services – After school care is offered for children in all grades. The program includes a variety of enrichment activities, homework room and organized play. Contact Person: Robin Lockwood or Muriel Weston at school
4. Federal Programs – Title I Tutoring– The goal of this program is to provide instructional services and activities to meet the needs of children identified each year from Iowa Test of

Basic Skills test scores and teacher input. Holy Family Regional School employs a Instructional Interventionists to assist in the development of students struggling the area of math and reading.

When a student who might benefit from the assistance of the Instructional Interventionist is identified, a note will be sent to parents asking for a planning conference. Contact Person: Taylor Harer

5. RenWeb – Parents of students at Holy Family may access their child’s grades on-line. Contact your child’s teacher or the office for more information.

6. Tuition and Financial Aid –
Contact Person: Robin Lockwood

7. Religious Education –
Contact Person: Margaret Legasse

8. Counseling – 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. 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. Contact Person: Davis Carter

9. Library/Media – 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 loses an item it will be replaced at cost. Contact Person: Carrie Turner

10. School Records:
Contact Records: Tara Mote

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 School - Huntsville is run and operated as a nonprofit organization. The School Board is a group of concerned and committed, adult representatives from the supporting parishes. The purpose of the School 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 School - Huntsville 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 School - Huntsville, 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 School - Huntsville after attending another school may be admitted to the grade certified by the school from which they came. Holy Family School - Huntsville reserves the right to test and place students appropriately within our grade levels.

Holy Family School – Huntsville 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.

PHYSICAL EDUCATION

Beginning in the 5th grade, students are required to wear the official P.E. uniform (Gray shirt and maroon shorts) to this class. 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.

RELIGIOUS EDUCATION

Holy Family School - Huntsville 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 School - Huntsville, 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 School - Huntsville 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 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.

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

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.

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.

LUNCH FOOD SERVICES

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 School - Huntsville 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.

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. *****Something about social media*****

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.

AFTER SCHOOL CARE

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

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

The After School Program runs according to the following general format:

- PreK – Grade 2, 3:15pm – 6:00pm, supervised play K-2 (outdoors weather permitting)
- Grades 3-8, Supervised homework (in the cafeteria), then supervised play.
- At 4:30pm a snack break for all.

Parents may enter the door leading to the cafeteria when picking up children. Cost is Prorated based on Free/Reduced Lunch participation and number of children per family. For families who pay monthly, the fee is due on the 1st of the month. For those families using the drop-in service, bills are sent home monthly based on “sign-out” sheets completed by the adult who picks up the students (s). Any student not picked up by 6:00pm will accrue a charge of \$1.00 per minute, per child, payable immediately. Repeated failure to pick up students by 6:00pm will be reported to the police.

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).

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 School - Huntsville 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 officials. 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.

HONOR CODE

The staff at Holy Family School - Huntsville is dedicated not only to teaching academic skills but also to fostering integrity among students. Today's students are tomorrow's leaders; therefore, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following guidelines are presented to help students avoid what is considered unethical behavior. Violations of the honor code will be considered as Class II offenses. Some examples of cheating include but are not limited to the following:

1. copying another person's work to be submitted as one's own
2. plagiarizing
3. having, using, or attempting to use unauthorized aids (books, notes, calculators and other electronic aids) on a test, quizzes, homework, papers or projects

4. writing formulas, notes, or anything on desk, paper, hands, or clothing to be used or actually used on the assignment or test
5. having a copy of the test or answers to the test
6. providing specific information about a test to someone who has not yet taken the test
7. attempting to deceive by changing a test paper that was previously graded
8. giving unauthorized assistance to a fellow student, i.e. giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for them, or unauthorized sharing of assignments
9. printing out or using another student's file or work, via digital media.

GRADING AND 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.

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:

S Satisfactory	P Progressing
NI Needs Improvement	X Not Yet Covered

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:

ES Exceeds Standard	MS Meets Standard
AS Approaching Standard	NS Needs Support
X Not Yet Covered	

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 and will be communicated at the beginning of the year.

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.

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

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.

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 excused 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. Unless prior permission is granted by the principal, vacation absences during the school year will be considered unexcused

GRADUATIONS

Grades Prek, K and 8

The 8th grade graduation will be celebrated within Mass followed by a reception. Appropriate awards will be presented at that time. There will be an 8th Grade Graduation Fee assessed to cover the reception and flower cost. The Mass will be to celebrate the student’s completion of the Pre- Kindergarten and Kindergarten year.

PROMOTION AND RETENTION

The decision regarding the promotion or retention of students as they progress through Holy Family School – Huntsville shall be made by each student’s teacher(s) and the local school principal with input from the child’s parent. Each case shall be considered individually and a decision made which, in the opinion of the teacher(s) and principal, is in the best interest of the student. Students who are unable to complete course work on schedule due to illness, accident, or other circumstances beyond their control may be assigned marks of “incomplete” and may be given opportunity to complete required work before a promotion determination is made. Due to the sequential nature of learning and the importance of establishing a strong foundation for future academic successes, the following criteria will be used for promotion and retention decisions

PROMOTION AND RETENTION CRITERIA

1. Holy Family School – Huntsville students must possess and demonstrate an appropriate level of maturity to cope with the academic expectations of the succeeding grade.

2. Holy Family School - Huntsville students should pass reading and/or language arts and math.

After a student has been retained one or more times, other criteria may be considered in making promotion and retention decisions.

PARENTAL COMMITMENT

Holy Family School - Huntsville 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. Some examples are Classroom Parent, Silent Auction Assistance, Lunch Duty, Assistance with Fun and Field Days, etc.

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.

ADDRESSING 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.

CUSTODY REQUIREMENTS

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

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

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

TELEPHONE

The students may not use the school telephone during the day except for emergencies with a telephone pass issued by a teacher. Students will not be allowed to call home for forgotten books, lunches, etc. Class time is valuable and school policy is designed to discourage loss of time. Students must develop a sense of priority and responsibility with regard to homework, personal items and conversations.

Neither teachers nor students will be called out of class for the telephone. Messages will be given to the teacher or child involved. Teachers return parent/guardian calls at their earliest opportunity.

Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be used by students in the school building. If any are used, seen, or heard during school hours, they will be confiscated and given to the principal. Consequences will be decided by the principal.

The above pertains to cell phones, IPADs, radios, pagers, televisions, and cameras but is not limited to these items.

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 on the **1st offense** the phone will be taken and student will get it at the end of the day. On the **2nd offense** the phone will have to be picked up by a parent at the end of day. On the **3rd offense** phone will have to be picked up at the end of the school year by parents

INTERNET ACCEPTABLE USE AND SAFETY

MISSION: To provide students, faculty and staff guidelines to access the Internet by or through computers, networks or other devices belonging to Holy Family School - Huntsville and to clarify Internet objectives of Holy Family School.

INTERNET SAFETY: The School shall, with respect to the mission statement, institute, maintain and enforce procedures or guidelines which:

- Institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology
- Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet.
- Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by users online.
- **STUDENTS, FACULTY AND STAFF** should understand that access to the Internet is a privilege, not a right.

- STUDENTS, FACULTY AND STAFF’S use of the Internet must be in support of education and research and consistent with the educational objectives of the school system.
- STUDENTS, FACULTY AND STAFF shall not attempt to alter the set up of any computer or to install any software without permission from an administrator.
- STUDENTS shall not download software, games, etc. onto a computer.
- TEACHERS shall guide students toward topics that have been matched to specific learning objectives rather than allowing the students to “surf” the Internet.
- FACULTY AND STAFF should monitor the online activities of users to limit, to the extent practicable, access by users to inappropriate matter on the Internet and World Wide Web. Internet Access Consent Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student or employee may encounter. Therefore, before using the district’s on-line resources, each student or employee (and the parents/guardians of a student) shall sign and return the appropriate **Acceptable Use Consent Form**. Students or employees and parents/guardians shall agree to not hold the district responsible for materials acquired on the system or for negligent behavior of a user.

Enforcement of Procedures

- Holy Family School - Huntsville uses technology protection measures that block and/or filter Internet access to limit access to some Internet sites that are not in accordance with the policy of the school.
- Holy Family School - Huntsville staff will monitor ALL USERS’ use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy
- Any violation of school policy may result in loss of school-provided access to the internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

SAFE AND DRUG FREE SCHOOLS AND CAMPUSES

Holy Family School has adopted and implemented the following positions relative to the Safe and Drug Free Schools and Campuses required certification :

1. Holy Family School- Huntsville prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its extracurricular activities.
2. Based on reasonable suspicion, school officials have the authority to search students, their possessions, their lockers, and/or their vehicles.

3. School officials, have the authority to allow law enforcement officials to visit campuses for the purpose of detecting illicit drugs and/or weapons. Canines can be used in these efforts.

4. It is the intent of the Holy Family School - Huntsville to impose disciplinary sanction, including expulsion and possible referral for prosecution on students who violate the standard of conduct relative to the possession, use, and distribution of illicit drugs and alcohol.

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 (knife , gun, etc.) 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.

DRESS CODE

In order to maintain an atmosphere conducive to learning, students must dress appropriately and must practice acceptable hygiene. Parents have a responsibility to ensure that their child's dress and hygiene are appropriate.

An established dress code at Holy Family School - Huntsville 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 but will wear an Holy Family School - Huntsville PreK t-shirt.

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 - Huntsville. 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, acrylic/gel nails 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 or Mass Day, the following school day will be substituted. Mass Days require uniforms.

ATTENDANCE

School begins at 7:50am for all grades PreK-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 School - Huntsville 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 or tardy, but excused for medical or dental appointments, funeral attendance or other approved reasons. When coming to school late students will be marked excused tardy if they provide verification from the physician or dentist.

Students are excused for up to 5 parent notes per semester.

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

CHECKING STUDENTS OUT OF SCHOOL

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 checking out a student.

TARDIES

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 ABSENCES

UNEXCUSED ABSENCES: Any absence not classified as an excused absence will be coded as unexcused by the principal or his/her designee.

ABSENCES DUE TO SCHOOL RELATED/SPONSORED ACTIVITIES: Students who participate in school-sponsored or school authorized activities and are thereby absent from school or class will not be counted as absent from school. However, students are expected to make up work missed while at these activities, and will be given the same opportunities as those afforded students with excused absences.

ABSENCES DUE TO SPECIAL EVENTS/TRIPS: Students may be granted excused absences to accompany their parents/guardians on events/trips that are considered to be of an educational or cultural value. In order to be excused, prior approval must be granted by the principal. Each pre-approved absence will count as one of the five allocated parent notes for that particular semester.

ABSENCES DUE TO RELIGIOUS HOLIDAYS: Students may be excused for official religious holidays when the parent or guardian makes a written request specifying the holidays to be observed.

ABSENCES DUE TO SUSPENSION: Student absences due to suspension from school will be classified as unexcused. However, students who have been suspended will have the opportunity to complete all feasible make-up work and missed tests. It is the responsibility of the suspended student to request any make-up work and/or missed tests. When such suspension cannot be avoided semester tests, student will be allowed to make-up those exams after the suspension.

LATE ARRIVALS/EARLY DEPARTURES: Students who miss instruction time due to late arrival or early departure must present a written excuse from the parents/guardians explaining the cause for the time missed. The principal or his/her designee will then make an excused/unexcused determination in relation to the cause for such early departure/late arrival. When such early departure/late arrival is deemed to be unexcused, students shall not be allowed to make up work/assignments missed.

MAKE-UP WORK: Students with excused absences are permitted to make up work, tests, and other assignments. Students with excused absences will be given 3 days to complete assignments. Assignments made prior to a student's excused absence shall be due on the date of return to school. Extenuating circumstances will be given consideration by teacher(s) and or principal. It is the parent's responsibility to ensure that a student requests and completes work after an excused absence.

EXCESSIVE EXCUSED ABSENCES: Holy Family School - Huntsville mandates that a total of ten (10) excused absences per semester shall be considered the maximum number of absences allowed for a student to pass a class or course. Five (5) of the ten (10) excused absences can be excused with a note from the parent/guardian or at the principal's discretion. The additional five (5) of the ten (10) absences can be excused with a note from a physician. Statements from physicians excusing absences will be accepted only for specific dates and medical reasons. Decisions regarding extenuating circumstances causing more than ten (10) absences per semester will be considered on an individual basis by a school-based attendance review committee. The primary circumstance to be considered will be illness; however, this circumstance must be verified by a physician's statement.

EXCESSIVE ABSENCES

Students attending Holy Family School – Huntsville may be retained or credit withheld for excessive UNEXCUSED absences. Students who accumulate five (5) or more unexcused absences per semester may be considered as candidates for retention.

APPEALS PROCESS: Parents/guardians may appeal decisions to withhold promotions or credits due to excessive absences. a. Parents may request a hearing before a School Based Attendance Committee to seek appeal of credit and promotion decisions. b. If the School Based Attendance Committee upholds the decision of the principal, the parent/guardian has five (5) days to appeal.

ATTENDANCE POLICY APPEALS COMMITTEE: Purposes: The Holy Family School – Huntsville Attendance Policy Appeals Committee shall exist for the following purposes: To hear appeals relative to promotion, retention, or withholding of credit for excessive unexcused absences. The Attendance Appeals Committee shall be composed of the following: Pastor, Principal, Administrative Assistant, Teacher(s).

STUDENT ARRIVAL AND DEPARTURE

Students are not allowed to enter the building until 7:00 a.m. School begins 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 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 will be escorted to their rooms.

1st through 8th Grade 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 School - Huntsville, 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.

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.

HEALTH AND MEDICATION

IMMUNIZATION SCHEDULE

Consult your physician for the immunizations necessary for your child. The following is a list of minimum immunizations at various school ages. 5 yrs PTAP, IPV, MMRV *Varivax (2nd)

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:

REQUIRED VACCINE	NUMBER OF DOSES
Diphtheria/Tetanus/Pertussis	5 doses (4 if the 4 th dose was received after the 4 th birthday)
TDaP (Tetanus/Diphtheria/Pertussis)	11 year olds prior to enrolling in 6 th grade or after 11 th birthday
Polio	4 doses (3 if the 3 rd dose was received after the 4 th 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.

STUDENTS TAKING MEDICATION

Parents may come to the office to administer medication to their children, or the school nurse may administer medication that must be taken during school hours. Teachers are not trained or authorized to administer student medication. The administration of medication to students shall follow these guidelines:

1. Medications to be used in emergency circumstances (asthma, allergic reactions, etc.) shall be stored in the first aid room or classroom depending in state guidelines and each child's individual need.
2. Medications to be administered on a regular schedule for a short-term illness (antibiotics, decongestants, etc.) must be administered by the school nurse with a prescription and a completed Medical Authorization form signed by the physician and the parent. Medical authorization forms are available in the school office. Parents must bring medications in the original bottle to the nurse's office. Medication may not be brought to school by a student.

3. Medications to be administered on a long-term basis for chronic conditions must be administered by the school nurse and require a completed Medical Authorization form signed by the physician and parent.
4. Over-the-counter medications may be administered by the school nurse with a Medical Authorization form signed by the parent. All over-the-counter medications must be unopened and in their original container and delivered by the parent to the school nurse.

STUDENT CODE OF CONDUCT

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.

Students may be 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.

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. Holy Family School – Huntsville follows a "zero tolerance" approach which means that all witnessed or reported instances of harassment/bullying will be addressed.

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. will abide by the uniform policy
 - b. will walk, not run in the building
 - c. will not chew gum
 - d. will never leave school grounds without permission from the office
 - e. will follow all classroom rules
 - f. will deliver and return signed papers
 - g. will be respectful towards adults and polite to other young people
 - h. will respect all school property (books, desks, restroom, etc.)
 - i. will respect other students' property
 - j. will use acceptable Christian language
 - k. will be honest
 - l. will keep all areas clean
 - m. will get along with others, avoiding any type of conflict
 - n. will be in class on time
 - o. will bring nothing to school that could harm another person
 - p. will 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.

Holy Family School - Huntsville firmly believes that a safe and orderly environment is essential for maximum learning and teaching to occur. Students, parents, teachers, and administrators must work together in a cooperative spirit to ensure acceptable student behavior. Behavior that is disruptive to the learning environment must be addressed. In an effort to fairly and effectively maintain proper learning environments, Holy Family School – Huntsville has developed a code of student conduct that groups violations into the three classifications:

MINOR OFFENSES CLASS I

1.01 Excessive distraction of other students. – Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students, unauthorized devices, etc.

1.02 Minor intimidation of a student – The intentional threat by word or act to do harm to another student

1.03 Participation in gambling or games of chance for money and/or other things of value

1.04 Excessive tardiness – Repeatedly reporting late to school or class

1.05 Non-directed use of profane or obscene language

1.06 Non-conformity to the dress code

1.07 Inappropriate public display of affection

1.08 Providing false information to school personnel

1.09 Refusal to complete class assignment

1.10 Failure to follow instructions – Examples: Failure to carry correspondence home; failure to obey directions in the hallways, assemblies, etc.

1.11 Unauthorized use of school or personal property

1.12 Pushing, rough-housing or horse-play

1.13 Inciting student disorder and/or malicious mischief

1.14 Possession and/or use of matches or lighter

1.15 Impermissible use of a cell phone, first offence

1.16 Selling or buying personal items at school

1.17 Dress Code violation

1.20 Any other violation which the principal may deem reasonable to fall within this category

INTERMEDIATE OFFENSES CLASS II

- 2.01 Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel
- 2.02 Possession and/or use of tobacco or related paraphernalia on the school premises or at any school sponsored activity
- 2.03 Intentionally touching, striking, or causing bodily harm to another student
- 2.04 Fighting – Any physical conflict between two or more individuals
- 2.05 Property damage – Intentional and deliberate damage of less than \$100.00 to public, real, or personal property
- 2.06 Stealing The intentional, unlawful taking or carrying away of public, real, or personal property valued at less than \$100.00
- 2.07 Possession of stolen property
- 2.08 Threats – Verbal, written, or implied communication that threaten injury to a person
- 2.09 Possession of fireworks or igniting fireworks
- 2.10 Possessing or display of a knife
- 2.11 Offensive touching or pinching of another person or engaging in any activity that is defined as sexual harassment
- 2.12 Written or verbal propositions to promote sexual acts
- 2.13 Use of obscene or profane manifestations (verbal, written, gesture) toward students, school employees, or other persons
- 2.14 Unauthorized absence (skipping) from class or school
- 2.15 Intentionally disrupting communication between parents and school, such as, changing grades, falsifying parent signature
- 2.16 Violation of the Holy Family Schools' Honor Code
- 2.17 Intentionally/repeatedly providing false information to school personnel
- 2.18 Failure to attend silent lunch, detention or In School Suspension
- 2.19 Violation of the technology use
- 2.20 Any other violation which the principal may deem reasonable to fall within this category

DISCIPLINARY ACTION CLASS I AND II OFFENCES

First Offense: In-school conference and parental contact, consequences when warranted.

Subsequent Offenses: In-school conference and parental contact and In-school disciplinary action such as probation, completion of extra academic assignments, in-school suspension, or suspension at the discretion of the principals or their designated persons. Special circumstances may warrant a recommendation or expulsion.

Repeated Class I/II Offenses may warrant a recommendation for more severe disciplinary action, including recommendation for suspension or expulsion

MAJOR OFFENSES CLASS III

3.01 Unauthorized possession, transfer, use of, or sale of drugs, drug paraphernalia, or alcoholic beverages

3.02 The willful and malicious destruction of school property

3.03 Assault upon school employee

3.04 Stealing The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more

3.05 Gambling

3.6 Inappropriately utilizing photos, video, and/or audio recordings of any person

3.7 Intentionally causing great bodily harm

3.8 Directing obscene or profane language or gestures to school employees or visitors

3.9 Acts of reckless endangerment that jeopardize the life or safety of other individuals or their property

3.10 Possession and/or distribution of obscene, lewd, or pornographic material

3.10 Possession of a weapon, firearm or explosives

3.11 Bomb threats

3.20 Any other offense which the principal may deem reasonable to fall within this category

DISCIPLINARY ACTION CLASS III OFFENSES

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal.

Habitual Violations of the Code of Student Conduct may be considered habitual after the third offense within the same class. When it is determined that a violation must be treated as habitual, the disciplinary procedures outlined in the next higher classification for subsequent offenses may be utilized. The habitual violations concept will apply to classifications one (1) and two (2).

Whenever ***reasonable suspicion*** exists, the student may be searched. All school system property, including desks, lockers and computers, is subject to entry, inspection and search. A student's failure to submit to searches will be grounds for disciplinary action.

2019-2020

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

Please complete one form for each student.

Student's signature	Grade and Teacher	Date
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Parent's signature	Date
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(The Handbook is available online. Please read the Handbook and sign and return this form to the homeroom teacher.)

2019-2020 School Year

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 31, Aug 1, Aug 2	Professional Days
5-Aug	1 pm Dismissal
23-Aug	School Pictures
2-Sep	Labor Day Holiday
6-Sep	1 pm Dismissal
11-Sep	Progress Reports
13-Sep	Teacher Inservice
3-Oct	Make up Picture Day
4-Oct	1 pm Dismissal
Oct 7 - Oct 11	Fall Break Holiday
16-Oct	Report Cards
1-Nov	1 pm Dismissal
11-Nov	Veterans's Day Holiday
13-Nov	Progress Reports
Nov 27 - 29	Thanksgiving Holiday
5-Dec	Christmas Program
6-Dec	1 pm Dismissal
20-Dec	12 pm Dismissal
Dec 23 - Jan 3	Christmas Holiday
3-Jan	Teacher Workday
8-Jan	Report Cards
20-Jan	MLK, Jr Day Holiday
5-Feb	Progress Reports
7-Feb	1 pm Dismissal
17-Feb	Teacher Inservice
23-Feb	Black History Program
6-Mar	Spring Pictures
6-Mar	1 pm Dismissal
11-Mar	Report Cards
Mar 30 - April 3	Spring Break Holiday
9-Apr	12 pm Dismissal
April 10 - 13	Easter Holiday
15-Apr	Progress Reports
30-Apr	Spring Concert
1-May	1 pm Dismissal
8-May	Field Day
19-May	8th Grade Graduation
21-May	Prek & K Grad/Awards Day
22-May	Last Student Day
25-May	Memorial Day Holiday
May 26 - 29	Teacher Workdays
April 27 - May 1	Iowa Test of Basic Skills

Student Instruction Days
Student Early Dismissal Days/Teacher Online PD
Teacher Workdays - No Students
Holidays - No School
Other Special Days
STAR and MAP Assesments
Aug 19-23, Jan 13-17, May 4-8

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	1st
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
Su	L	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				