



*Soaring to new heights!*

# **Parent/Student Handbook 2023 – 2024**

## **Holy Family Regional School**

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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

Holy Family Regional School welcomes you to the 2023-2024 school year. If you are new to our school and community, we extend you a special welcome. Holy Family Regional School has a long-standing tradition of excellence. It is fully accredited by Cognia Global and the Southern Association of Colleges and Schools. Due to the dedicated efforts of clergy, students, parents, and educators, Holy Family Regional School 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 an 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 REGIONAL SCHOOL

Holy Family Regional School of Huntsville, Alabama has a long history of racial diversity and a strong tradition of excellence. Our school officially opened in 1956 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 through four. Construction of a school building began in 1960 and continued through 1963. In 1979, St. Joseph's School merged with St. Mary's School, and the school's name was changed to "Holy Family."

On August 28, 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.

Today our school serves grades Pre-K through 8. Our enrollment has increased since our humble beginning. We remain a racially diverse school. We enroll students of economic diversity as well, with many of our students receiving free or reduced lunches. Many of our 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 Regional School looks to the future, we build on the unique legacy of diversity forged by those preceding us. We meet and grow with the needs of the community around us. We prepare our students for life and work in the 21<sup>st</sup> 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 Regional 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.

## **HOLY FAMILY SCHOOL PHILOSOPHY**

At Holy Family School, we believe that in the atmosphere of a developing Faith Community we are to encourage others to become more fully the unique individuals they are destined to be. This belief involves an acknowledgement that our faculty/staff are not the primary educators of the children, but rather participants in a growth process that has begun before us and will continue after us. In Christ we find our reason for existence.

Holy Family School begins each day with prayer, the Pledge of Allegiance, and the Eagle Honor Pledge.

Today...

I will **E**ntrust myself to God.

I will **A**ct with honor and respect.

I will use **G**od's gifts to serve others.

I will **L**ove as God loves me.

I will strive for **E**xcellence in all I do.

As Christian educators we are commissioned by the Catholic Church to assist each child in developing a life in response to the message of Jesus and the stewardship of creation. We further believe that everyone is both teacher and learner, and that cooperative endeavor is essential in the development of Faith Community of students, parents, and faculty to:

- Attain the doctrinal foundation of Catholic values
- Express belief in our basic relationship with God
- Realize Christian unity among all

Perceiving individual differences as assets rather than as weaknesses, we hold it necessary to develop a climate of trust in which both adults and children can experience mutual respect and reverence. Moreover, we believe that flexibility is necessary to allow the teacher to adapt to the needs of the child and to allow the child, in our changing society:

- To build self-worth and self-identity
- To develop self-discipline, responsibility, leadership skills, Christian values, and formation of conscience.

Holy Family School seeks to provide an environment in which faith in the Catholic Christian tradition affects the social development, academic growth, and religious maturity of all members of its Faith Community.

The U.S. Bishops' Pastoral, "To Teach as Jesus Did," states that the educational ministry of the Church has a three-fold purpose: to teach doctrine, to build community, and to serve others. As a Catholic School we are committed to teach the Gospel values of truth, justice, charity, and freedom. As a Catholic school, we are committed to building an educational community of faith and love through our shared Catholic Eucharistic experiences and religious activities. As a Catholic school, we are committed to reach out into the community and serve others. It is anticipated that parents, faculty and students will grow in their commitment of service to God and to one another.

### **SCHOOL GOVERNANCE**

The principal is the sole administrator of the school. The principal is responsible administratively to the Pastor of St. Joseph Catholic Community and the Diocesan Superintendent of Schools.

Holy Family Regional School is 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 manage the financial needs of today and to plan for the future
- f. To serve as a conduit of communication among Pastor, Principal, parents, and parish

## **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 Amendments Act.

The principal, with proper consultation with the pastor, admits 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 PreK must be 4 years old on or before September 1 of the year entering. Pupils entering Kindergarten must be 5 years old on or before September 1 of the year entering. Pupils entering First Grade must be 6 years old on or before September 1 of the year entering. Proof of age is required. Parents are required to provide an original birth certificate for the child on the day of registration.

Pupils who transfer to Holy Family 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.

## **2023-2024 TUITION AND FEES**

Kindergarten through 8th grade tuition is paid in 10 monthly installments beginning in August OR 11 monthly installments beginning in July through FACTS Tuition Management. The semi-annual option is available as well as a pay-in-full option. Any requests for tuition assistance must be made through FACTS Grant & Aid for Holy Family School to consider the request.



	Annual/Parishioner*	Annual/Non-Parishioner
1st Child -	\$5300	\$7450
2nd Child -	\$4100	\$5500
3rd Child and each subsequent Child	\$3000	\$4400

\*A Parishioner is a registered and supporting member of **St. Joseph Catholic Community, St. Mary of Visitation Catholic Church, or Our Lady, Queen of the Universe**. A Parishioner verification form must be signed by the Pastor of your Parish and turned in to the Holy Family Regional School business office to receive Parishioner tuition rates.

Pre-kindergarten tuition is on a sliding scale. It is also separate from family rates and is not included when calculating multiple student discounts.

A non-refundable application fee of \$25.00 is required for new students grades K - 8th.

Registration fee for new students and re-enrollment fee for returning students, including Diocesan pupil tax, is \$150.00 per student. This fee is due upon enrollment and is non-refundable.

An Activity Fee of \$150 per student is required in Kindergarten thru 8th grade. This fee is used for Religion, Science, Technology, Library, Art, Music, Nurse, and Counselor. This fee will be split with \$75.00 collected in July and \$75.00 collected in January.

FACTS fees are charged and paid through FACTS Tuition Management. FACTS fees are due 10 days after the FACTS agreement is finalized. FACTS fees are based on the tuition plan chosen:

**1 Tuition Payment - \$25.00 (annual agreement)**

**2 Tuition Payments - \$25.00 (semi-annual agreement)**

**3 or more Tuition Payments - \$55.00 (10 or 11 month plan)**

**FACTS returned payment fee - \$30.00**

## **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 PreK-8** should be delivered to the front of the Messmer building in the morning. Cars should drive around the church to Messmer Hall/Gym for drop off. Students should exit their cars to the right and enter the school through Messmer Hall doors and go straight to the gym and sit in their designated area. 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 PreK- 8 will be dismissed from the front of the Messmer building.

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.

## **ATTENDANCE**

### **STUDENT ABSENCES**

Holy Family Regional Catholic School believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, we equate attendance with academic achievement and establish policies and procedures designed to encourage and require students to be in school.

Desirable habits of punctuality are important for academic success. Students are expected to be present, and on time, every scheduled school day in compliance with the law for compulsory attendance. Excessive absences and tardies may result in formal disciplinary

action taken by the administrator and these unexcused absences may be reported to proper authorities.

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.

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.

**EXCUSED ABSENCES:** Such absences may include school business, illness or injury, death or serious illness in the immediate family, court proceedings, and religious observance. A doctor's excuse is required for medical absences to be considered excused. In all cases of excused absences, students will be expected to make up work and tests in a timely manner with teacher's assistance and the teacher's discretion.

**UNEXCUSED ABSENCES:** Are any absences that are not medical, non-emergency (**including vacations**) and/are not cleared and approved in advance by the principal. As to absences due to vacations and the like, parents must send a note and obtain prior approval. Any absence not classified as an excused absence will be coded as unexcused by the principal or his/her designee.

A student who is absent from school on a given day is NOT allowed to participate in any school activities including athletic events that same day or evening.

### **Notification of Absence**

Parents are asked to call the school office by 8:15 a.m. on the first day of a student's absence, informing the school as to the reason for the child's absence. In order to receive an excused absence, a student must bring a doctor's excuse or a form of documentation stating the reason for the absence, and it must be received by the school office within 5 days of the student's return to school.

### **Tardiness**

School begins at 7:50 am for all grades PK through 8. Parents should make every effort to have students arrive on time. **Any child coming to Prayer and Pledge after 7:50 a.m. is considered tardy and must be checked in at the office by the parent/ guardian.** It is disruptive to the office, the classroom, and students when students are tardy. Occasional tardiness is understandable, but consistent tardiness sets a bad example for our children. **Three tardies or early dismissals could be the equivalent to half-a-day absence at the principal's discretion.**

### **Early Dismissal/Check-outs**

Students must bring a note from home, or a parent must call the office when it is necessary to leave school early for medical appointments or other important reasons. Parents and/ or guardians wishing to check a student out or return a student to school must be cleared by the office by signing the student in/out and waiting for the office staff to get the student from the classroom or return the student to the classroom. No teacher and/or teacher aide is to release a student to a parent or visitor. Parents are expected to keep early dismissals to an absolute minimum. Teachers maximize bell to bell instruction. If parents remove children from the classroom, it is the student's responsibility to make up all missed work.

**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.

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

#### 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 the student in. 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.

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.

## **CAFETERIA SERVICES**

Holy Family Regional School participates in the National School Lunch Program. Holy Family School is operating under CEP this year. All students can receive free breakfast and lunch if they choose to eat from the cafeteria. Breakfast is served from 7am until 7:30am for students who arrive at school early. Under offer versus serve for breakfast, we offer at least 4 food items from the three required food components (fruit, grains, and fluid milk). Five foods are offered to each student who must select a minimum of three in the "Offer vs. Serve" lunch program.

Students may also bring "bag" lunches from home, although, no packages from fast food establishments will be allowed in the lunchroom. No carbonated drinks are allowed.

Milk may be purchased for lunch periods for \$.75 for the second serving.

Menus are available through Titan or the Linq Connect family app. Payment is made through Linq Connect. All accounts are prepaid accounts. As purchases are made, the charges will be deducted from your account. You will receive email reminders when your balance falls below \$10.00 and needs to be replenished. **No charges will be allowed.** Students may pay cash or check in the cafeteria for purchases of lunch or milk. There will be no exceptions.

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 \$5.00 for an adult lunch portion is expected during your visit.

## CURRICULUM

Our Curriculum is built around the academic standards established by the Diocese of Birmingham Office of Education. These standards set high expectations while remaining developmentally appropriate. Our curriculum meets or exceeds the rigor of state and national standards, and our standards are aligned with a variety of resources to ensure college and career readiness.

### Prekindergarten

Our prekindergarten classes emphasize developing gross motor skills, social integration skills, academic readiness skills, and spiritual development. These objectives are achieved through developmentally appropriate lessons and activities. In addition to classroom learning centers, preschool students attend special classes including Art, Music, Library, and Physical Education.

### Grades Kindergarten through 8<sup>th</sup> Grade

Continuing the development of the whole child, our curriculum offers a more structured program of intense skill development. As our future citizens grow, we strive to give them an all-encompassing education.

## PROGRAMS

1. Physical Education and Athletics – We believe Physical Education is integral for a student's well-rounded physical and mental development. Our goal is to provide a program based on active play that will instill in the students a pursuit of lifelong activity, therefore promoting the importance of staying physically fit throughout one's life.

This will be done by:

- Encouraging students to pursue active play when they are away from school
- Teaching the skills needed to participate in various activities
- Expressing the importance of fitness (while participating in various activities) over winning
- Offer a variety of activities for students to experience

Students follow a carefully structured curriculum of exercise, running and intramural sports to teach healthy living. Students at Holy Family Regional School may pursue their athletic

interests in basketball, soccer, t-ball, track, and volleyball competitive teams. Additionally, 7<sup>th</sup> and 8<sup>th</sup> graders may try out for all teams at John Paul II High School. Beginning in the 5th grade, students are required to wear the official P.E. uniform (Gray shirt and maroon shorts) to PE 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. via 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. As a part of P.E., Presidential Physical Fitness tests are given to assess the proper physical development of our students.

2. 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.

3. Library- Holy Family School is privileged to have the service of a librarian and a well-stocked library. Students can check out a book each week, read books during library time, as well as receive instruction in the correct uses of the library. Books are checked out for periods of one week, the students may return that book and check out another, or the student may check out the same book again. A student may only check out one book at a time.

4. Music Program-The unique experience of music provides a worthwhile contribution to the development of the student. Various activities in the music program develop skills of listening, analyzing, creating, and performing. The basics of pitch, rhythm, dynamics, form, melody and timbre will peak meaningful and aesthetic experiences that help create excited learners.

5. 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 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 are required to participate in religious programs. This participation applies to religion classes, liturgies, prayer services and other events that the school shall hold.

6. Sacramental Programs- 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 require additional steps to fully receive the sacraments.

## 7. After Care Program

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).

After school care is offered for children in all grades. The program includes a variety of enrichment activities, homework room and organized play.

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.

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/or qualifications for Title I and number of children per family. Families are billed weekly 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 with that week's invoice. Repeated failure to pick up students by 6:00pm will be reported to the police. Contact the school office with questions about aftercare.

## GRADING AND EXAMS

Grading is a method of evaluation student progress and is based on the philosophy that students, and not the subject, are being taught. Each child is different, and our teachers take great care when evaluating each student. Grades are based on daily work, daily participation in class, homework assignments, written tests at conclusions of certain activities, extra work, notebook, oral reports, neatness, promptness of work, initiative, etc.

### Homework Policy

Homework is an essential part of the school program. Assignments are given to reinforce daily lessons to enrich and supplement class work, and to prepare for the next day's class. A homework folder or planner is necessary for each student in 1<sup>st</sup> through 8<sup>th</sup> grade in which all the assignments are recorded daily. Homework is assigned on most days. If there is no written assignment, students should be encouraged to read. Missing assignments will be indicated by the teacher on Ren Web and must be completed. On occasion, teachers send papers home that indicate areas where the student may need extra help. Tests may also be sent home to be signed. This is part of their homework. **Parents are to examine the child's folder every night.** If your child is absent from school on a given day, homework will not be sent to the office or emailed to parents unless parents request this be done. Please notify the office as soon as possible to allow the classroom teacher time to gather assignments. Homework will not be ready for pick up until after 3:00 p.m. Generally, the maximum time spent on homework should be approximately 30 minutes for Kindergarten through 2<sup>nd</sup> grade: 45 minutes for 3<sup>rd</sup> and 4<sup>th</sup> grades, and 60- 90 minutes for 5<sup>th</sup> – 8<sup>th</sup> grades.

Students in grades seven and eight take semester exams. 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.

## **First Grade and Kindergarten**

Grading for First Grade and Kindergarten 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 are letter grades with a scale given on the report card. Percentages are 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 are not 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 may be issued at times 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.

### **PROMOTION AND RETENTION**

The decision regarding the promotion or retention of students as they progress through Holy Family Regional School shall be made by the school principal with input from the child’s teachers and parents. Each case shall be considered individually, and a decision made which, in the opinion of the 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 Regional School students must possess and demonstrate an appropriate level of maturity to cope with the academic expectations of the succeeding grade.
2. Holy Family Regional School students should pass Reading and/or Language Arts and Math to pass to the next grade.

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

#### GRADUATIONS

The 8th grade graduation will be celebrated with Mass followed by a reception. Appropriate awards will be presented at that time.

#### 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 Regional School 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 Pre-Kindergarten students do not wear a uniform but do wear a Holy Family Regional School 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 Region 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, brown, or gray belt only (Skorts are to 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, burgundy, gray tights or white, burgundy, or gray knee socks are optional for winter
- Burgundy cardigan (optional)• Vests (gray or burgundy) may be worn over blouses (optional)
- Athletic Shoes only. **No fluorescent, light up, or bright colors. No high top athletic shoes.** Shoes must be laced and tied at all times.

#### **BOYS**

- Gray pants with **black, brown, or gray** belt
- Burgundy polo shirt with logo (tucked in)
- Burgundy cardigan sweater (optional)
- Gray walking shorts with black, brown, or gray 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, burgundy, or gray 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, light up, 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 kneecap
- Hip-stitched Box Pleat (heather gray) skirt
- Burgundy polo shirt with logo (tucked in)
- Gray slacks with **black, brown, gray** belt (Skirts must be worn on Mass Days)

- Gray or plaid (gray and maroon) walking shorts with **black, brown, or gray belt**
- Gray or Burgundy cardigan sweater (optional)
- White, gray, or burgundy crew socks with no logos
- White, burgundy, or gray tights or white, burgundy, or gray knee socks are optional for winter.
- Athletic Shoes only. Shoes must be laced and tied at all times. **No high-top athletic shoes, light up, fluorescent or bright colors.**

## BOYS

- Gray pants with **black, brown, or gray belt**
- Gray walking shorts with **black, brown, or gray belt (Shorts are not 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, burgundy, or gray crew socks with no logos. No no-show socks!
- Athletic Shoes only. **No high-top athletic shoes. No fluorescent, light up, or bright colors.** Shoes must be laced and tied at all times.
- **Long pants are to be worn on Mass Day (typically Thursday) .**

## 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. Hair art or other types of distracting hair styles are not 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 periodically designated by the principal 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 messages/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 messages 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.

## **STUDENT CODE OF CONDUCT**

Teachers 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 and/or Harassment**

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 Regional School 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.

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 discipline techniques and positive reinforcement when possible. Repeat or serious breaches of behavior will be referred to administration.

**PK-5<sup>th</sup> grade students:** follow a systematic procedure which encourages self-regulation and 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 student misconduct, the teacher will give a logical consequence to the student if applicable. On the second offense, the student will receive a written warning(W) marked in the student's planner by the teacher. On the third offense, the student will receive silent lunch with a notification form stapled in the planner. The form requires a parent signature and must be returned to the assigning teacher the following day.

If misconduct continues, whether on the same day or a different day of the month, a second silent lunch will be issued, and a notification form will be sent home requiring a signature. At this point, a student-parent -teacher conference will be scheduled.

If misconduct persists, whether on the same day or a different day of the month, a third silent lunch will issue requiring the student to write a letter notifying the student's parent(s)/guardian(s) and administration. The letter requires parent/guardian's signature and has to be returned the following day. A student detention will be issued, and the parents will be notified by the homeroom teacher. The detention form is to be signed and returned to the homeroom teacher.

Warnings do not carry over from one classroom to another or from one day to the next. Patterns of misbehavior, however, will be addressed by that specific class teacher with the student and the parent. Silent lunches, detentions, or office referrals may be given immediately in incidents of severe misbehavior. Each student starts over on the first day of the month.

**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 meetings by custodial parents with the teacher and/or principal for discussion of the problem and potential solution.
2. In-House 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 must stay home and receives zeros on all missed work. A parent conference is mandatory for readmission. 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 violations of school rules). Behaviors

not listed here but deemed by administration to be 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 Dioceses of Birmingham.

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.

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.

## **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 <sup>th</sup> dose was received after the 4 <sup>th</sup> birthday)
TDaP (Tetanus/Diphtheria/Pertussis)	11 years old 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.

### **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.

## **Parent- School Relationships**

### **PARENTAL COMMITMENT**

Holy Family Regional 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.

## **Volunteerism**

Parents' personal gifts and talents are always needed in the school. The educational goal of Holy Family School is that each child be helped to reach his/her own potential. Consistent with this goal is the volunteer-in-education concept whereby parents and other community members are involved with enriching and supplementing the school curriculum. Volunteer parents will be expected to participate in the teaching process in whatever capacity the teacher to whom you are assigned deems appropriate. The school volunteer never replaces the teacher, but rather offers supplementary service, which can increase the teacher's effectiveness and can help individualize attention for the student.

Whatever your contribution may be, an ever-deepening understanding of the children you work with can enhance your success. You must know that love and respect for the child, as a person, is the most important ingredient in working effectively. Self-esteem and self-confidence are basic in learning. The personal interests you show a child may make him/her recognize his/her own worth and ability.

## **Volunteers**

Children learn about service when they observe those they love- especially adults they live with- serving others. If you have time and talents to share, please contact your child's teacher, a member of the Parent Teacher Association, or the school office at 256-539-5221.

The Diocese of Birmingham requires that ALL volunteers, including but not limited to coaches, room parents, field trip chaperones, etc. must have background clearance by completing a 1) Background Check/ Volunteer Inquiry Release Form and 2) Youth Protection/ VIRTUS Training PRIOR to Volunteering. Contact the school office for more information.

## **Parent Teacher Association**

The Parent Teacher Association functions to provide service and information to the parents of students attending HFS. In addition, it provides financial support to the school. All parents are urged to support for the school by becoming active members of the organization. There are



many different opportunities and options in which to become involved. Parents should make an effort to attend the meetings and support the Parent Teacher Association and its efforts.

### **Parent Teacher Conferences**

Formal parent-teacher conferences are scheduled at the end of the first quarter. Other conferences or meetings can be arranged as the individual need arises. If a parent has any reason to contact a teacher, this can be done by email or by contacting the front office and leaving a message with the office staff.

### **Communication**

Communication and mutual support between parents and teachers is imperative. If there are any questions or concerns with school matters, parents are encouraged to meet with the child's teacher. If a parent needs to speak with his/her child's teacher, parents are requested to communicate via email with the teacher or by leaving a message with the school office. The teacher will then contact the parent within 24 hours to discuss concerns or to set up a time to meet. Parents are strongly encouraged to not try to "catch" the teacher in the hallway, at lunchtime, in the classroom, or in the carpool line. The teacher has primary responsibility to the children as well as many tasks to accomplish during the school day. This type of unplanned meeting does not result in quality communication, proper supervision of the children, or attention to the educational process.

### **Rights**

"Constitutional Rights" are not applicable in non-public schools and are not applicable at Holy Family School. While "Constitutional Rights" do not apply, parents and students do have rights under statutory law, common law, and contract law.

Parents do have the following rights:

- To have their child receive an academically sound education.
- To talk with school personnel and have requests for meetings answered in a timely manner.
- To receive fair hearings on concerns and grievances.
- To have students supervised in a safe and appropriate manner.
- To review their child's student records

To participate in the life of the school.

The school, the parents, and the student each have roles to accomplish common goals.

The school is to:

1. Offer opportunities to learn by using a variety of materials, techniques, and styles.

2. Advise students, parents, and faculty of expected behaviors and consequences for unacceptable behavior.
3. Discern and communicate with parents about the student's progress and needs.

The student is to:

1. Attend school on time, ready to participate in the day's activities.
2. Contribute to the learning environment through attentiveness and participation.
3. Behave in the expected manner.
4. Facilitate communication between home and school by delivering messages between the two.

The parent is to:

1. Meet the child's basic needs so that the child can be alert and open to learning at school.
2. Ensure that the student gets to school on time.
3. Provide a suitable environment for study and homework, including parental attention and help as needed when appropriate.
4. Demonstrate to the child excitement about learning and the importance of education.
5. Support teachers and principal in their decisions and talk with them, and the child when appropriate, to work through problems.
6. Model responsible behavior by following through on communications from school.
7. Participate in school activities as appropriate when possible.

If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

### **Legal Costs the School incurs for Parents**

If a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all cost and attorneys' fees incurred by the school or employee in producing documents and or appearing in court.

### **Availability of School Records**

Parents have a right to inspect and review all official records, files, and data directly relating to their own children. Anyone desiring access to student record is required to sign a written form, which is kept in the student's permanent file. Consistent with the provisions of the Buckley Amendment of 1975, such records are confidential and may not be released or made available to persons other than parents or students (over 18) without consent of such parent or student. Requests to review student records are to be made directly to the principal. Records must be

reviewed in the school office in the presence of the principal. The school respects the right of the non-custodial parent to review the educational records of a child unless a copy of the custody section of the divorce decree stating otherwise is supplied by the parent and is on file in the office.

### **Non-Custodial Parent Policy**

This 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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child." If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school is required to follow the most recent court order on file with the school.

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## **General School Information**

### **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 PK 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 Regional 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.

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

### **SERVICE PROJECTS**

Throughout the year students participate in Service Projects. An example:

Weekly Food Drive: Each Thursday, students are encouraged to bring a non-perishable food item to Mass to donate to the St. Vincent de Paul Food Pantry. Throughout the year, students are 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. Going on a field trip is 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.

An 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.

#### **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 Holy Family Regional School is 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. 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.

## **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. Please be aware that social media postings are forever. If you wish to air a grievance, please do so in person or in writing to the school or school administrator.

## **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.

## **HONOR CODE**

The staff at Holy Family Regional 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 are 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.

### **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 Regional 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 **1<sup>st</sup> offense** the phone will be taken, and student will get it at the end of the day. On the **2<sup>nd</sup> offense** the phone will have to be picked up by a parent at the end of day. On the **3<sup>rd</sup> 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 setup 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 Regional 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 Regional 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 Regional School has adopted and implemented the following positions relative to the Safe and Drug Free Schools and Campuses required certification:

1. Holy Family Regional 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 Regional 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.

### **Emergency and Safety Procedures**

#### **Emergency/Crisis Plan**

The school has developed a school wide crisis management plan to address areas of crisis and emergencies.

Since all emergency situations cannot be put into categories, school personnel use procedures dictated by common sense in carrying out the guidelines for emergencies.

If an emergency situation occurs, all students remain under supervision of school personnel until the students are picked up by the parents or other authorized person. **Students will only be dismissed when it is safe to do so.**

### **Inclement Weather Notification**

Holy Family School will notify parents when due to inclement weather the school will close, delay opening, or dismiss early. Parents will be alerted to scheduling changes through our Ren web notification program. Holy Family School has access to emergency notification instruments to better access inclement weather. If school is closed due to the inclement weather, the Before School / After School Care Program will not offer services. Students will not be dismissed during inclement weather if deemed appropriate by the principal.

**Tornadoes/Severe Storms-** If severe weather is eminent or if the city of Huntsville's tornado alarm sounds: students will move to the halls or other designated areas, and follow tornado drill procedures as directed by the teacher/staff. Students will not be dismissed during tornado drill procedures.

**While intended to be as complete and helpful as possible, no handbook can address all the issues that may be encountered in a school year. The judgement of the administration will be used to decide issues not covered in this handbook. The administration of Holy Family School reserves the right to interpret, amend or change the contents of this handbook at any time. Students, parent, and guardians will be informed of any changes to this handbook.**

**Holy Family Regional School- Huntsville  
Notice Regarding Release of Directory Information  
Under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Holy Family Regional School- Huntsville, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HFS-H may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow HFS- H to include this type of information from our child's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets/programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include but are not limited to companies that publish yearbooks.

**If you do not want Holy Family Regional School- Huntsville to disclose directory information from your child’s education records without your prior written consent, you must notify your child’s principal in writing within ten (10) days from your receipt of this notice. Absent written documentation of receipt you will be deemed to have received this notice with three (3) days after it is distributed to your child. HFS-H has designated the following information as directory information:**

- |                        |  |
|------------------------|--|
| -Student’s name        | -Participation in officially recognized activities and sport |
| -Grade level           | -Members of athletic teams                                   |
| -Photograph            | -Honors and awards received                                  |
| -Date(s) of attendance |  |



# Holy Family School

A Regional Catholic School

2023-2024

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

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.)*

