



Holy Family Catholic School

Student/Parent Handbook

2008 - 2009

9800-3 Baymeadows Road

Jacksonville, FL 32256

(904) 645-9875

Fax: (904) 899-6060

August 2008

Dear Parents and Students,

We are looking forward to the beginning of another wonderful school year at Holy Family Catholic School. As many of you know, we recently finished the first accreditation process in the school's young history. Now we look forward to continuing to improve the learning environment for all of our students. We are entering the implementation phase of our accreditation plan. You will be hearing more about this throughout the year.

Please take some time to review the 2008-2009 Parent/Student Handbook. Several changes and additions have been made. Please note the following:

- Mission and beliefs statements – page 1
- Dismissal Times (Specifically 4th Grade) – page 2
- Honor Roll – page 4
- Immunization requirements – pages 4-5
- Uniforms – pages 6-8
 - Only forest green sweatshirts; no sweaters/vests
 - Kindergarten boys shirt
 - Non Uniform days (NU days)
- Conduct policies – pages 8-11
 - Parent/Guardian Notices (previously called Academic Notices)
 - Detention (regarding multiple Parent/Guardian notices)
- Sports eligibility (Items C & D) page 11
- Communication – page 16
- Service Hours (Fee for hours not completed) – page 17

Thank you for reviewing the Holy Family Catholic School Handbook and we appreciate your support.

Sincerely,

Rosemary Nowotny
Principal

Holy Family School Mission Statement

Inspired by the Gospel of Jesus Christ, the Holy Family Catholic School community commits to fostering deepening faith, academic excellence, responsibility for self, and concern for others.

Beliefs

We believe we must:

- assist parents, the primary educators, in the formation of their child in areas of spiritual, intellectual, emotional, social, and physical growth through Christian example.
- cultivate an atmosphere that embraces diversity with respect for individual differences as God created us.
- meet the diocesan curriculum objectives using a variety of techniques in order to reach all learners.
- promote creative thinking and a positive self-concept among students, enabling them to develop a life-long love of learning.
- provide a safe, secure, and positive learning environment guided by qualified and dedicated faculty and staff.
- facilitate communication between all stakeholders throughout the school and parish community.
- prepare students for social responsibilities and interpersonal skills such as setting goals, cooperating with others, and making ethical and moral choices.
- model and encourage the true meaning of the Gospel message which is to utilize our time, talent, and treasure through outreach and missionary program.

SCHOOL INFORMATION

Address: 9800-3 Baymeadows Road
Jacksonville, Florida 32256
Telephone: 904-645-9875
Fax: 904-899-6060

School Hours:	Pre-Kindergarten	8:00 am-11:30 am
	K - 3 rd Grade	7:45 am-2:30 pm
	4 th - 8 th Grade	7:45 am- 2:50 pm

School Colors: Black and Gold
School Mascot: Wildcats

Holy Family Catholic School is accredited by The Florida Catholic Conference and a member of the National Catholic Education Association.

ADMISSIONS POLICIES

Re-registration of Currently Enrolled Students and Parishioners

In mid-January, families of currently enrolled students who are eligible to reenroll will be sent home re-registration forms in their Friday folders. These families may also submit a registration form along with annual fee deposit for siblings of their already enrolled child(ren). Forms/payment not returned by the due date may result in the loss of their child's space for the following year.

Open Registration Period

Registration Packets will be available for new families the last Sunday in January which is the beginning of Catholic Schools Week. Priority will be given in the following manner:

- current students and their siblings
- registered, involved and contributing members of Holy Family Catholic Church
- newly registered parishioners who provide a letter from their previous parish
- parishioners from other Catholic churches
- other members of the community

Consideration will be given to families moving from out of the area who wish to continue in a Catholic school.

While following the priority in admissions detailed above, Holy Family Catholic School admits students of any race, religion, and ethnic background.

Educational Needs

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies that target students who are able to manage in a mainstream setting. While Holy Family Catholic School maintains an open admissions policy for families who are seeking a faith-based education for their children, we remain aware of our limited resources and limited capability to make major accommodations or adjustments to the curriculum and academic program offered.

All new students will be placed on a minimum probationary period for nine school weeks. Should an academic or disciplinary problem become evident during this period, as well as any other time throughout the year, withdrawal procedures will be initiated. This decision rests solely with the administration.

In the interests of helping match each family and student with the program best suited to helping each student succeed, the School may suggest that a family consider other educational settings for children who will benefit from a program with better accommodations.

Admissions Requirements

Children entering Kindergarten must be 5 years old on or before September 1st; children entering Grade 1 must be 6 years old on or before September 1st and must document completion of Kindergarten. (Florida Statute 232.01) Pre-Kindergarten 4 students must be 4 on or before September 1st.

Florida law also requires that immunization be up to date before the start of school. Students are required to have the appropriate immunization and school entry health forms in their school files. The following original forms must be on file in the school office by August 1st of the school year:

- **Florida Certificate of Immunization (blue HD 680)
- **Student Physical examination (yellow/beige HD 3040)

****Originals required if entering school for the first time in Florida.**

- Birth certificate (clear certified copy)
- Social Security card (clear copy)
- Baptismal Certificate (for Catholic students)
- Copy of student's most recent report card (for students entering grade 1 or higher)
- Copy of student's most recent standardized test scores (for students entering grade 3 or higher)

ACADEMIC POLICIES

Homework

Homework is an important educational tool that reinforces the learning experience that takes place in school. It gives students the opportunity to practice the skills taught in class, to develop independent work habits, and to complete projects and long-term assignments accurately, neatly, and punctually.

Parents are encouraged to take an interest in the homework but must realize that homework is only beneficial if done by the student. The responsibility of the parent is to provide the child with a definite time and quiet place to do homework each day. To help children develop organized study habits, parents can teach children to check assignments off the student planner when completed and to pack all homework and books in the backpack before going to bed. It is also important to spend time daily reading or listening to your primary-aged children read.

Incomplete homework will result in lower grades on report cards. Parents will be notified if a student repeatedly fails to turn in homework.

Students in grades 2 - 8 will be required to write all homework assignments in their student planner/calendar issued at the beginning of the school year.

The following time guides are directed for the average student:

Grades 1 and 2	30 minutes per night
Grades 3 and 4	45 minutes per night
Grades 5 and 6	60 – 90 minutes per night
Grades 7 and 8	90 – 120 minutes per night

Report Cards

Students are expected to carry on the tradition of academic excellence by making every effort to meet the educational challenges that are set. The faculty and staff are committed to helping students who make the effort to find success.

Report cards are issued quarterly at the end of each nine (9) weeks. Interim reports are sent home with students in grades 1 – 8 midway through each quarter. Grades are based on class work, homework, class participation, extra projects, and test results.

The first report card for grades 1-8 is given to the parent on the parent-teacher conference day scheduled at the end of the first quarter. Quarters 2 and 3 report cards are sent home in the Friday Folder. Parents keep the report card but must return the envelope (with parent signature) to the homeroom teacher within three school days.

For Grades K – 7, the last report card is sent home the last day of school. The last report card for grade 8 will be given out following graduation.

If tuition and other finances are not current, the school policy is to withhold the student's report card until financial arrangements are made. If tuition is not up to date at the end of the year, final grades and school records will not be transferred to another school.

Grading Scales

Kindergarten - Grade 2 and Enrichment classes K-2 use the following Evaluation System:

- SSuccessful progress
- NNeeds Improvement
- UUnsatisfactory progress

Grades 3 - 8 and Enrichment classes 3-8 use the following grading system:

A+.....97 – 100	A.....93 – 96	A-.....90-92
B+.....87 – 89	B.....83 – 86	B-..... 80-82
C+.....77 – 79	C..... 73 – 76	C-..... 70-72
D+.....67 – 69	D..... 63 – 66	D-..... 60-62
F..... 59/below		

Honor Roll

The following requirements apply to Honor Roll for Grades 4-8:

High Honors: Students that earn all A's in Academic and Enrichment courses and S in Conduct

Honors: Students that earn all A's and B's in Academic and Enrichment courses and S in Conduct

Promotion and Retention Standards (Diocese of St. Augustine)

When a school accepts a student, it accepts the responsibility for educating that child. The performance of each child will be directed toward maximizing individual talents and abilities. The uniqueness of each student is a strong belief in the value system of our Catholic school, and every effort will be made to meet the varying individual needs among our students within the realm of local resources.

The following factors will be considered in the **Promotion** of a student:

- Class performance according to the grade level requirements
- Student age and ability
- Student achievement on tests and examinations
- Successful achievement of required passing grade average

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that a student cannot complete a year's work in that given time.

In that case it may become necessary to retain a pupil in a particular grade for an additional year. This possibility will be discussed with parents at the semester, and the final decision will be made by early May. If so, school personnel will follow the **Criteria for Retention**:

- Unsatisfactory progress or failure to pass the major subjects at each grade level:
- Kindergarten. Lack of Readiness Skills for Grade 1
- Grades 1 - 2.....Failure in Reading
- Grade 3.....Failure in Reading and/or Math
- Grade 4 - 8.....Failure to achieve a passing grade average in the major subject areas:
Religion, Reading, Language Arts, Math, Social Studies, Spanish or Science.
- Behavior indicating unacceptable effort to achieve academic success.
Consistent failure to complete class and homework assignments and projects.
Consistent inattention to class instruction.
Lack of preparation for school assignments.

MEDICAL AND ATTENDANCE POLICIES

Immunization Guidelines for Florida Schools

- Five doses diphtheria, tetanus, and pertussis vaccine
- Four doses of polio vaccine
- Two doses of measles vaccine*
- One dose of mumps vaccine
- One dose of rubella vaccine
- Three doses of hepatitis B vaccine

Immunization Guidelines for Florida Schools (continued)

- Two doses of varicella vaccine (new for PK & K for the 2008-2009 school year)
- Tetanus-diphtheria booster (Td) – required for 7th grade

*Preferably as two doses of measles, mumps, and rubella vaccine in the combined form (MMR)

Attendance Guidelines

Regular and punctual attendance is the first step toward school success. Important skills are taught at the beginning of the school day when the students are most alert. Children who are tardy are at a disadvantage as they miss teacher explanations and must work quickly to catch up with others. Further, children who are tardy disrupt the learning process of children who were on time.

1. The Diocese of St. Augustine requires a minimum attendance of 37 days per each 45-day grading period to qualify a student for a passing grade for that quarter. Both excused and unexcused absences are included. Under conditions that warrant special consideration, the administration will make the final decision concerning passing grades after meeting with parents and teachers. Parents will be notified after 5 absent days in a quarter.
2. Absences - Parents are asked to notify the school office of their child's absence by 8:30 a.m. Teachers will list required make-up work for absent students if requested at the time of the absence call. A parent can pick up the work at the end of the school day or the student may pick up the work upon return to school. A student will be allowed one day per each day absent to make up required work. A note is required when the student returns to school. This note must state the student's name, the date and reason for the absence, and must be signed by a parent. Excused absences include only illness, accident, or death in the immediate family. Parents choosing to take their child out of school for an unexcused absence must notify the Principal and teacher. The notice should be submitted in writing in advance. Teachers are not required to give make-up work for unexcused absences.
3. Tardies - Our school day begins promptly at 7:45 a.m. Students should be on campus by 7:40 a.m. to allow time to walk to their classroom and put their materials in order to properly begin the school day at 7:45 a.m. The entry doors by the gymnasium will be locked at 7:40 a.m.; after that time all entry will be through the front door of the school by the office. Parents must walk tardy students into the office to sign them in and receive a tardy slip. Students arriving after 7:45 a.m. will not be admitted to class without a tardy slip. Pre-Kindergarten classes begin at 8:00 a.m. PK students arriving after 8:00 a.m. must go to the main office and obtain a tardy slip. After three tardies in a quarter, the teacher will contact parent. The Principal will track frequent tardiness and discuss reasons for it with parents.
4. Early dismissals - It is understood that it is sometimes difficult to arrange medical and dental appointments after school hours. However, do your best to make these as rare as possible since the instructional time your child loses can be very detrimental to academic progress. Notify the teacher in writing and in advance if it is necessary for you to pick up your child early for any reason. A student who arrives late or leaves early must be signed in or out by a parent/guardian.
5. Children who are present but have missed more than one hour of the school day will be marked 1/2 day absent. Those missing more than 3 hours will be marked a full day absent. **Perfect attendance certificates** are given to students who have not missed any time due to absence, tardiness, or early dismissal for an entire school year.
6. It is the responsibility of the student to remain "in sight" of the teacher or supervisor at all times.
7. Absence from school precludes attendance at ANY extracurricular activities THAT DAY. Students must be in attendance by 10:45 am to be eligible for any after school activity. (sports, ASC , etc.)
8. Athletes not riding with parents to after school sporting events must have a written note allowing them to ride with an adult listed on the student's pick up list.
9. Only siblings may be signed out early for after school sporting events.
10. The Diocese of St. Augustine has a no nit policy regarding re-admittance of students after head lice infestation. Students must be nit (egg) free before returning to school and must be accompanied by a parent/ guardian before being allowed to return.
11. Students are not permitted re-entry to classrooms, lockers, etc. after dismissal.

Medications and Illness

If your child has any serious medical conditions (severe food allergies, diabetes, epilepsy, etc.), please contact the school office to schedule an appointment with the teacher(s) and school nurse to discuss your child's condition.

Parents/guardians are informed promptly when a student is injured or becomes seriously ill while at school. This is logged in writing for school records. The school staff is prohibited from providing any medication, including aspirin, to any student without completion of the required authorization forms.

Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Students requiring medication while at school must adhere to the following policies:

Parent Permission for the Administration of Medications form must be completed and signed by the parent/guardian. The child's physician's signature is required if an inhaler is kept on the child. **Neither phone calls nor handwritten notes are accepted.**

Changes in dosage or times of dosage must be communicated to the office by completing a new Parent Permission for the Administration of Medications form.

All medications must be brought in the original container to the main office by a parent. The prescription label must indicate student's name, name of medication, physician's name, dosage, and times for dosage. Parent/guardian must also provide utensil for dispensing liquid medicines brought to school.

Medicine will remain in and be dispensed from the school office. A note should be sent to the child's teacher asking the teacher to send the child to the office at the proper time to receive medication. (Note: medicine will only be dispensed to children who report to the office for it.)

Students may not have medication in their possession (i.e. in backpacks, lockers or lunch boxes) during the school day. This includes cough drops.

Students may keep inhalers with them if properly signed parent/doctor authorization is on file in the office. The form for inhalers is additional to the Parent permission for Administration of Medications form.

Students must be free of fever without medication, and not have vomited or had diarrhea for 24 hours before returning to school.

A doctor's note is required to return to school after missing more than 3 days of school due to illness or an infection such as chicken pox.

DRESS CODE

All Students

As a Catholic Christian community we believe that all people are made in the image and likeness of God. While dressing neatly shows respect for self and for those with whom we spend our days, it is not necessary to alter or greatly adorn our God-given image.

Students are expected to adhere to uniform regulations and to wear the full official uniform. Uniforms should be neat and clean. Shirts and blouses should be tucked in neatly; pants and skirts must be worn at waist level and waistbands must be visible. All uniform articles should be appropriately sized for the student. All uniform articles should be permanently labeled.

The school discourages the wearing of jewelry and accepts no responsibility for any items that are lost or broken. One watch and either one chain with a crucifix or religious medal or a cloth necklace with a scapular are the only items permitted. Hair should be neat and should not hinder vision; avoid fad haircuts, any type of shaved haircuts or extreme colors or styles such as streaks of colors.

The Standard Uniform consists of the following:

GIRLS Grades K-8

- Plaid jumpers (K-5) or plaid skirts (6-8) should be long enough that the bottom of the hem is at the student's knee. Available at North Florida Uniforms.
- White short sleeved plain blouses (K-5).
- Light blue oxford shirt with school logo (6-8). Available at North Florida Uniforms.
- Shoes must be dark brown or black leather. Boots, sandals, heeleys, open toe or backless shoes are not appropriate.
- Plain white or forest green socks (without lace, designs or emblems)
 - Socks should be above the ankle or knee socks; short, sport socks are not appropriate.

GIRLS Grades K-8 (Continued)

- Plain white or forest green tights may be worn on cold days. All socks and tights are available at North Florida Uniforms.
- Forest green sweatshirt with school logo may be worn on cool days. Available at North Florida Uniforms.
 - Sweatshirts are the only additional garment students may wear in the classrooms
- There is no uniform outer jacket. Students may wear any plain, dark-colored jacket or coat with the uniform sweatshirt underneath.
 - North Florida Uniforms stocks green jackets with nylon shell and lining which may be embroidered with the school logo.
- Hairstyles: Unnatural colors and extreme styles are not appropriate.
- Hair clips should be simple; hair bands or ties must be simple and coordinate with the school uniform. No scarves or large hair bands permitted.
- Girls may wear one pair of post earrings (no larger than the earlobe). No other piercings are permitted.
- Make-up, nail polish, lipstick, body glitter and tattoos (permanent or temporary) are prohibited.

BOYS Grades K-8

- Navy blue pants or shorts with an embroidered cross (K-8). Available at North Florida Uniforms.
- Forest green knit shirt with school logo (K)
- White knit shirt embroidered with school logo (1-5)
- Light blue oxford shirt with school logo (6-8)
 - Plain white undershirt may be worn under the uniform shirt
- Belt must be solid black, solid brown or solid navy blue
- Shoes must be dark brown or black leather. Boots, sandals and heeled shoes are not appropriate.
- Plain white or navy socks (without designs or emblems)
 - Socks should be above the ankle crew socks; short, sport socks are not appropriate.
- Forest green sweatshirt with school logo may be worn on cool days. Available at North Florida Uniforms.
 - Sweatshirts are the only additional garment students may wear in the classrooms
- There is no uniform outer jacket. Students may wear any plain, dark-colored jacket or coat with the uniform sweatshirt underneath.
 - North Florida Uniforms stocks green jackets with nylon shell and lining which may be embroidered with the school logo.
- Body piercings and tattoos (permanent or temporary) are prohibited.
- Hair should be neatly cut so that it is above the eyebrows, ears and shirt collars. Unnatural colors and extreme styles are not appropriate.

Pre- Kindergarten

- Blue shorts with elastic waistband with school logo
- Forest green t-shirt with school logo
- Forest green sweatshirt with school logo may be worn on cool days.
 - Shirts, shorts and sweatshirts available at North Florida Uniforms
- PK students may wear plain dark (no logo or design) sweatpants on chilly days, but the uniform shorts should be sent with the students on these days due to temperature changes and the heated rooms.
- Shoes should be plain (without neon colors or characters or flashing lights) dark or white sneakers
 - Shoes may have either laces or Velcro fasteners
- White socks
- Pre-Kindergarten students should have a change of clothes on hand at the school for the occasional spills or accidents that do occur.
- Hair should be neatly cut so that it is above the eyebrows, ears and shirt collars.

Physical Education Uniforms

As an integral part of our instructional program, all students are required to participate in Physical Education classes unless a doctor's note is presented. Grades in P. E. are based on participation so that not dressing out for P.E. (and therefore not participating) will result in a lower grade. Sharing of P.E. uniforms is not permitted.

To participate in P.E. classes students in grades 1 and higher must be dressed in the P.E. uniform:

- Holy Family blue gym shorts- available at North Florida Uniforms
- Holy Family green t-shirt- available at North Florida Uniforms
- Athletic shoes should be plain (without neon stripes or flashing lights), solid-colored shoes with non-marking bottoms.
- Kindergarten students do not change into PE uniforms. They may wear their athletic shoes all day only on the days P.E. is scheduled.
- On cool days, students may wear uniform sweatshirt and/or plain dark sweatpants

Non-Uniform Days (NU Days)

Students must dress in good taste and be appropriate for school environment:

- Shorts, skirts and dresses must be fingertip length
- No tank-tops and no exposed midriffs
- No flip-flops, crocs, "heeleys" or open-toed shoes
- No obscene or offensive t-shirt designs
- Standard uniform guidelines apply for hair, make-up, jewelry etc.

HOLY FAMILY CATHOLIC SCHOOL DISCIPLINE CODE

Conduct Policies

It is necessary for a child to learn self-discipline in order to learn responsibility and to make academic progress. The behavior of the student should reflect the Christian values being taught at home and school. The school's discipline code is based on choices and consequences. Each student is responsible for the behavioral choices made and must deal with the consequences of their actions.

Discipline Policies – Pre-Kindergarten-2nd Grade

The Holy Family philosophy of discipline for early primary students is rooted in Gospel values. We believe in and focus on expectations that lead to self-regulation and self-discipline. We believe students should repent for wrong doings on their own as we emphasize, 'do unto others, as you would have them do unto you.' We focus on prevention, rather than reaction, through our religious education and health studies and always try to correct behavior, rather than to punish punitively.

Teachers in grades PK-2 determine their own classroom rules and consequences appropriate to their grade level. These rules are based on the Mission and Beliefs of Holy Family Catholic School. Consequences might include: time out, loss of privileges, note/phone calls home, and parent conferences. Rules are posted in each classroom and are positive in nature. The rules are conveyed to students and parents.

Excessive inappropriate behavior will not be tolerated. Incidents involving student/student or student/teacher injury or destruction of school property (repayment by parent) will result in immediate suspension/expulsion.

Discipline Policies – Grades 3-8

Parent/Guardian Notices

If a student is not completing required assignments (Grades 3-8), parents will be notified through an Parent/Guardian Notice. Parents are asked to return the signed notice to the school. The following procedure will be followed quarterly for issuance of Parent/Guardian Notices:

1st Parent/Guardian Notice – If the student is missing an assignment, the student completes homework assignment for the next class and returns signed notice.

2nd Parent/Guardian Notice-- If the student is missing an assignment, the student completes homework assignment for the next class and returns signed notice.

Discipline Policies – Grades 3-8
Parent/Guardian Notices (continued)

3rd Parent/Guardian Notice -- Detention will be assigned for the 3rd Parent/Guardian Notice **and** a Detention will be assigned each time the student accumulates 3 additional Parent/Guardian Notices for the remainder of the quarter. Students must complete missing assignments and may be asked to complete additional assignments to reinforce areas of weakness while attending Detention.

Conduct grades will be lowered to an N when the student receives 2 detentions in one nine-week period. The grade will be lowered to a U if the student receives 3 detentions in the same quarter. Conduct grades impact extra-curricular activities. See details listed under Sports.

Level I Offenses:

- Violation of classroom/lunchroom rules
- Nonconformity to Dress Code
- Non-preparedness for class
- Gum chewing
- Eating in unauthorized places or at unauthorized times
- Disrespect
- Irreverence at Church, liturgies, or prayers (Grades K-5)

The offending student is subject to one or more of the following disciplinary actions:
Consequences:

- Verbal reprimand
- Time Out
- Removal from classroom
- Phone call to parent/guardian
- Parent/Guardian Notice
- Detention
- Conference with parents
- Written referral to parents

Level II Offenses:

- Multiple Level I offenses
- Disruptive behavior in any school common areas
- Bringing unrequested items to school
- Irreverence at Church, liturgies, or prayers (Grades 6-8)
- Stealing
- Use of obscene or indecent language or gestures (written or spoken)
(Detention required for Grades 6-8)
- Possession of unauthorized items at school or school event, such as obscene or pornographic materials, electronics
- Use of racist or discriminatory language
- Fighting/encouraging others to fight
(Alternative consequences to be determined by classroom teacher K-5)
- Destruction of school property or property of others
- Academic dishonesty (See Statement of Academic Honesty)
- Harassment/teasing/bullying of a verbal, written, or physical nature, including violation of the Sexual Harassment Policy
- Any verbal, written, physical or implied advances of a threatening or intimidating nature (sexual or non-sexual)/or malicious gossip
- Bringing discredit to Holy Family Catholic School

Level II Offenses: (continued)

- Leaving classroom/school property, during the school day, without teachers or Administrators' permission
- Threat--an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future.

The offending student is subject to one or more of the disciplinary actions listed for Level I offenses and is further subject to the following disciplinary actions:

Consequences:

- In-School Suspension (student completes all class assignments in the principal's office)
- Removal of the student from school by parent(s)/guardian(s) for the remainder of the school day
- Extended detention/Service to School/or Community
- Out-of-School Suspension (Student will not receive credit for any missed assignments)
- Disciplinary Review Board Meeting
 - *Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct

Level III Offenses:

- Multiple Level II offenses
- Defiance of school appointed authority figure
- Physical confrontations or physical harm to another
- Possession, use, or transfer of prescription drugs, over-the-counter medications, vitamins, or pill-like substances without proper authorization from the student's parent and school administration. See Procedures for handling student medications while at school.
- Possession, use, or transfer of controlled substances, tobacco products, alcohol, knives, firearms, ammunition and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products, and pornography or indecent materials. Possession, use, or transfer of substances represented to be controlled substances
- Stealing
- Any conduct that would constitute a misdemeanor or felony under federal law and the laws of the State of Florida

The offending student is subject to one or more of the disciplinary actions listed for Level I and Level II offenses and is also subject to expulsion upon the recommendation of the principal. If expulsion is recommended for consideration, the due process procedure set forth in the code of conduct will be followed.

1st Referral -- Detention and Reflection in conduct grade. Students receiving a (U) in conduct will only be allowed to participate in sports and extra-curricular activities if no other referrals are received for the remainder of the quarter in which the 1st referral was received. Administration will consider additional consequences depending on the level of the offense.

2nd Referral -- Detention and meeting with the **Disciplinary Review Board** (Members include: Principal, a teacher selected by Administration, a teacher selected by parent/guardian of student, and School Counselor may be included). This meeting will be held to help determine the cause underlying the behavior and to implement strategies for behavior change in order to increase the level of successful learning. It is proven that irresponsible behavior can decrease the student's range of future opportunities. This Review Board is convened to develop in students an acceptance of responsibility for their own behavior and the chance for home and school to work together in helping students to make the right choices in the context of behavior management. (Students must sit out of games, activities or practices the day the referral was received). The student will receive an (U) in Conduct and will be ineligible for Honor Roll for the remainder of the quarter in which the referral was received. The student will also be ineligible to participate in sports or extra-curricular activities for the remainder of the quarter in which the 2nd referral was received.

2nd Referral (continued)

When a new quarter begins, the student may participate in sports and extra-curricular activities as long as the student receives no other referrals during the quarter.

The Discipline Review Board will review any subsequent referral during a nine-week period.

Disciplinary Probation --Based upon the student's past discipline record and recommendations made by the Disciplinary Review Board, a student may be placed on Disciplinary Probation. In order to assist the parents/guardians in finding ways to help the student develop mutual respect and responsible behavior, a meeting will be called with the Disciplinary Review Board when the next referral is received after being placed on Disciplinary Probation. This will give the home and school the opportunity to work together to help the student meet the expectations of Holy Family Catholic School's Code of Conduct.

Statement of Academic Honesty --Personal pride and integrity are essential to Holy Family Catholic School's dedication to academic excellence. Cheating violates God's Seventh Commandment, and will result in a grade of zero (0), notification to parents/guardians, and disciplinary action.

Detention --an assigned teacher will monitor Detention every Tuesday afternoon from 3:00 until 4:00 p.m. Detention time will be doubled if a student chooses not to attend Detention. Should a student miss a second Detention; the student will be required to serve an In-School Suspension. **Students who receive 2 detentions in a nine-week period will receive an N for conduct on the report card and will be ineligible for honor roll. Students who receive 3 detentions within one nine-week period will receive a U for conduct on the report card and will be ineligible for honor roll.**

SPORTS

Rules of Eligibility (Academic)

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. Coaches determine age eligibility for each sport. Students who wish to play on school sports teams are required to have the Diocese of St. Augustine sports physical form completed after June 1st and notarized.

A. Major subjects are Reading, Soc. St., Math, Science, Language Arts, Literature, Religion, Spelling and Spanish for Grades 4-8.

B. Students who receive an "F" or two "D's" will automatically be ineligible for five school days beginning the day after progress reports or ten school days after report cards are issued. If the student does not meet the eligibility standards after the five/ten-day period, they will be removed from the team. Students who receive an "F" in Resource class have ten school days to improve their grade. Parents will be notified of eligibility. If progress is not shown, the student can be removed from the team. The Administration reserves the right to make a policy with stricter guidelines.

C. If a student receives a 2nd detention in a nine-week period (N-conduct), the student will not be allowed to participate in the next scheduled game. Student must serve detention before he/she may participate.

D. If a student receives a 3rd detention in a nine-week period (U-conduct), the student will be suspended from the team for 10 school days. Student must serve detention before he/she may participate.

E. All students shall be given equal opportunities to tryout for all teams and age/eligibility rules shall apply when a student is part of the squad.

F. Coaches will pick students for ability to participate in various activities. The judgment of the coach will be final from the viewpoint of ability. The rules of eligibility will then be applied for each of the following evaluation periods.

G. If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next grading period at the new school.

H. A student, by reason of lack of school attendance or improper conduct may at any time be declared ineligible by the pastor or principal. Diocesan guidelines for attire must be followed.

All-Star Qualifications: In order for a student athlete to be selected to represent Holy Family Catholic School as an all-star for his or her respective team he/she must meet the following qualification: play 85% of all games, attend 90% of practices, stay eligible all season (this includes grades and conduct-- after a player has been suspended for a 2nd game he/she can no longer be eligible to be an all-star) the players actual game performance, the players actual practice performance, seniority-the number of years on the team and/or grade, behavior on and off the court/playing field, and how well he/she represents Holy Family Catholic School.

THREATS AND VIOLENCE

(Diocese of St. Augustine)

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously.

A threat is an expression of intent to cause physical or mental harm regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

Students: If a student makes a threat, the principal, at his/her discretion may suspend/expel the student from school.

If suspended the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student.

Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

SEXUAL HARASSMENT POLICY

(Diocese of St. Augustine)

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike from Pre-Kindergarten through Twelfth Grade should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse
 - Pressure for sexual activity
 - Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats
- Any student who alleges sexual harassment by another student should bring this matter to the attention of the Principal, his/her teacher, or guidance counselor.

The Principal should immediately investigate the incident. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

DUE PROCESS FOR STUDENTS

(Diocese of St. Augustine)

Although the Constitutional requirement of due process does not legally apply to the private school system, Catholic schools, as a faith community, should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students.

While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules that have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

DUE PROCESS FOR STUDENTS (Continued)

(Diocese of St. Augustine)

In order to ensure this atmosphere, the following procedures will be enacted when necessary:

1. When there is a major violation or multiple infractions of the student code of conduct which the handbook states result in expulsion, the student's parents/guardians will be called and informed of the violation and will be required to pick up the student from school immediately. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 2 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the Principal, a teacher chosen by the administration, and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a decision that will be enforced by the school.
3. The decision of the review board may be appealed by the student and the parents/guardians to the Pastor for further review within 24 hours of the board's decision.
4. The decision of the Pastor will be carried out and upheld by the school administration.
5. Any further appeal must be through the Diocese of St. Augustine Due Process system.

INTERNET ACCEPTABLE USE POLICY

(Diocese of St. Augustine)

Directions: In order for a student to use the school's Internet connection, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.

INTERNET ACCEPTABLE USE POLICY

(Diocese of St. Augustine) (continued)

6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

AFTER SCHOOL CARE

Holy Family Catholic School is pleased to offer After School Care. This program is designed to provide a safe, enjoyable environment for your child/children. It operates from 2:30 p.m. to 5:45 p.m. (from 11:30 a.m. for Pre kindergarten students). See the school calendar for specific open and closed dates. Enrollment is open to students of Holy Family Catholic School. A drop in program is available. A \$5.00 per hour/per student must be paid at pick-up.

Cost: Monthly (ASC)

PK Students:

- \$100 for ASC until 2:30 p.m.
- \$220 for ASC until 5:45 p.m.

K-8 Students:

- \$130 for one child in a family
- \$220 for two children in the same family
- \$300 for three children in the same family

Drop-In:

- Available for up to 2 days per week
- \$5.00 per hour (partial hours charged \$5.00)
- Payment due when student is picked up from ASC

After School Care tuition is due by the 1st of each month from Sept. through May. **A charge of \$15.00 per child will be added for early dismissal days.** A late fee of \$25.00 will be added for ASC payments received after the 5th of the month. Payments in arrears may lead to termination of After School Care enrollment.

Student Pick Up Fees (ASC)

It is very important that your child/children be picked up by 5:45 p.m. Late pick-ups will be charged an overtime rate of \$10.00 for the first 5 minutes and \$1 per minute there after. **NO EXCEPTIONS.** Repeated late pick-ups will lead to termination of After School Care enrollment. Late fees are to be paid as they incur and should be paid to the person in charge at the time of pick up.

Discipline (ASC)

Good behavior will be expected of all children in the program. The Holy Family Catholic School Student Handbook policies apply in ASC. This is necessary to provide a safe and happy environment for everyone. In the event of any disciplinary action, parents and principal will be notified. If a child seriously undermines this philosophy, it can lead to expulsion from the After School Care program.

Activities (ASC)

The children will play, rest and have the chance to enjoy many individual and group activities that are educational and "just fun". The program is scheduled as follows:

- Roll Call
- Change clothes (if desired); they must be appropriate for weather.
- Snack
- Study/quiet time (homework, reading, prayer, rest, etc.)
- Organized play (outside, weather permitting).
- 5:20 PM is "settling down" time and toys are put away.

Homework (ASC)

Allotted times:

Grades 1– 2	30minutes
Grades 3 – 4	45 minutes
Grades 5 – 8	60 minutes

Students have some access at ASC to extra reading material or the family may choose to keep an extra reading book in the student's bookbag to read after homework is finished. The student (if homework is completed) makes this decision. The adult caregivers are not able to check the quality or completeness of homework assignments. Adult supervision is available for questions concerning directions for work and to maintain quiet. The responsibility for completion of assigned work remains with the student.

Personal Items (ASC)

Nothing should remain at ASC overnight and we require you to label student belongings with their name. The school accepts no responsibility for items brought from home. ASC provides a snack, board games, puzzles, art supplies and some homework tools (such as rulers or scissors). Students do need to bring textbooks, notebooks, paper and other materials required to complete their assignments.

Food (ASC)

A variety of snacks will be provided. Milk is available every day; other beverages will also be served. If your child is allergic to or you do not wish him/her to have certain foods, you must notify the ASC supervisor in writing.

Play Clothes (ASC)

These should be sent in each day if you do not wish your child to play in the school uniform. The P.E. uniform may be worn during ASC. Clothes should be clean and in good repair. Plain t-shirts or collared shirts are preferred; tank tops are not appropriate attire. All clothes should be appropriately sized for the child; neither very tight nor oversized baggy clothes are permitted. Shoes must completely enclose the feet; open-toed, open back or platform shoes are not ever appropriate on campus.

OPERATING POLICIES

Bookbags and Backpacks

The school is mindful of keeping the weight of books and supplies within reason so that students are not carrying excessively heavy bags to and from school. The school is also concerned about keeping classrooms and hallways free of obstructions. Therefore, bookbags or backpacks should not be overly large. Wheeled bookbags are not permitted on campus.

Broad Loss/Crisis Plan

The school staff has a plan to handle a crisis situation involving a student or staff member as well as a plan to handle a crisis when a threatening intruder may be on school grounds or in the school building. This plan is found in each staff member's handbook and is discussed during orientation at the beginning of each school year. A phone tree has been established to assist us in carrying out this plan.

Carpools

Carpools are encouraged to help alleviate traffic. Please be sure that after forming a carpool each family completes and signs the carpool form. During the school year any additions/changes to carpooling must be reported to the school office.

Change of Vital Information

For the safety or security of your child, please help us maintain accurate records. Notify the office if there is a change in your phone number, address, work numbers, emergency contact numbers, or custodial status. This information must be provided in writing.

Divorced or separated parents must file a court-certified copy of custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Change of Vital Information (continued)

The school abides by the Buckley Amendment. Thus non-custodial parents will be given access to the academic records and to information regarding academic progress unless there is a court order specifically stating denial of access.

Class Parties and Birthdays

Parties are scheduled for various times throughout the school year to celebrate holidays and special occasions. Classroom parties are planned by the teacher and homeroom parent and occur more frequently in the lower grades where this activity is part of a student's socialization.

As part of their family service contribution parents may be asked to help plan parties, help with parties or send refreshments. Most classroom parties will be held later in the day.

Birthdays are special for all students. Teachers, especially of younger students, have special birthday observations in their classes (a hat, bandana, line leader for the day, etc.) If parents would like for students to share a birthday treat with their classmates, they must have made prior arrangements with the classroom teacher. Parents may send in cookies, brownies, muffins or Rice Krispies treats with the student in the morning. **Cakes and Cupcakes should not be sent into Pre-Kindergarten and Kindergarten classes.** Nothing that requires refrigeration is permitted. The teacher will then decide the best time to share the treat, typically snack or lunchtime. No party favors, balloons, etc. may be used.

Invitations to birthday parties may not be distributed at school unless the child's entire homeroom is invited. If so, the teacher will be glad to hand out the invitations in the Friday folders. Since all are included, no names may be put on the invitations.

We realize that it is not always possible to include every classmate and suggest that you use the school directory to obtain needed phone numbers or addresses when this is the case. The school wants to spare the feelings of those not included.

Class Rosters

The principal determines student assignment and considers several criteria when making class rosters. Parental requests are neither invited nor accepted regarding teachers or other students you would like your child placed with. While the school does not guarantee which teacher your child will have we do guarantee a good education in each and every classroom in the school.

City Wide Emergencies

Holy Family Catholic School will follow Duval County Schools in emergencies such as hurricanes. Proper procedure for fire, tornado, bomb threat drills are posted in each classroom. Fire Drills are held monthly through the assistance of the local fire department. Other emergency drills are held throughout the year to familiarize students with safety procedures.

Communication – Parents, Teachers and Students

Electronic Mail (E-mail) - Teachers and administrators respond to e-mail in a timely fashion. A response can be expected within 48 hours. Teachers' email addresses consist of first name initial followed by the last name @hfcatholicschool.com (for example, Mary Jones would be mjones@hfcatholicschool.com).

Voice Mail – Teachers and administrators can be reached by voice mail by calling the school at 645-9875. Teachers are expected to check messages daily. A response can be expected within 48 hours. ***Voice Mail should not be used for emergencies. In those cases, please call the main office and speak with the receptionist.

Friday Folders – Each Friday, students take home packets containing important information. Folders should be returned Monday morning.

Parent – Teacher Conferences – Scheduled conference days are listed on the calendar. Parents may arrange a conference with the teacher whenever it seems necessary. Please send a note, an e-mail or call ahead to arrange for an appointment. Teachers are available by appointment only and should never be called at home, nor should they be informally approached before school, during the school day, in the classrooms, at dismissal duty etc.

Family Services Hours and Volunteers

Each family is expected to complete 20 hours of service each school year. **Families that choose not to complete the required service hours will be billed \$10 per hour not completed.** Volunteer tracking forms are available on MyInfoPage and in the Main office. Voluntary participation beyond the 20 hours is greatly appreciated. In accordance with the policy established by the bishops in Florida, any person who works or volunteers in schools or with children must be fingerprinted and complete a criminal background check. The background check must be completed every five years, but may be completed at any parish or school in the Diocese of St. Augustine. Additionally, staff or volunteers must also have completed the course, *Protecting God's Children*. Information about the course including the dates and places it is offered can be found either through the diocesan website, dosaf1.com, or at the website virtus.org

All visitors/volunteers to the school and family members are required to sign in and out at the school office each time they come to work or volunteer on campus.

Forgotten Items

Any items left by students at home or in the car should be placed on the table in the front hall by the office. Label with the child's name and grade. Teachers will allow children to pick up these items from the office at an appropriate time to prevent the interruption of classes and distractions to the students' learning environment. Parents will not be called for forgotten items including lunch boxes, P.E. uniforms, homework or projects.

Library Books

Library books are to be treated with care and respect. Students will be required to pay for books that have been damaged in any way or lost while checked out to them. Books are to be returned to the Media Center when due. If the student has not finished reading the book, it may be checked out again. Damaged or lost library books must be paid for before report cards will be issued.

Lunch Program

Each day that school is in session SLA Management serves a hot lunch. Lunches are paid for with a lunch ticket; books of lunch tickets may be purchased each Monday and Wednesday morning in the gym foyer as the students arrive for school. **No tickets will be sold in the lunch room.** Lunch tickets may not be replaced; as soon as a book of tickets is purchased the student should write their name on the back of each ticket. In their homeroom each morning students will indicate if they want to purchase lunch for that day – preordering for the week or month will not be done. Students are not permitted to buy lunch tickets at any other time during the school day.

Lost and Found

All articles of clothing, school supplies, and lunch boxes should be clearly marked with the child's name. Students are expected to be responsible for their own property and to turn in any found articles to the office. Lost articles are placed in a green bin in the gym foyer.

Articles not claimed from the office within thirty (30) days will be donated to a charitable institution. The school is not responsible for lost or broken items.

Mass

Parents are invited to join the school community each Wednesday morning for the 9:00 a.m. Mass. In order to help us teach students the routines of movement with the class, we ask that parents wait until mid-September to join the class or to have their children sit with them. For this weekly event, parents do not need to first sign in at the school office.

Parents who arrive before Mass has begun are welcome to sit with their child's class during Mass. Parents with more than one child enrolled may gather their children and sit as a family during Mass provided this is done prior to the beginning of Mass. Be sure each teacher sees that you are taking a child from the class. No one other than a student's parent may remove a child from their class – teachers are responsible for the safety of the children in their charge and can only release a student to the student's own parent. If Mass has already begun parents are asked to help us instill in your children a respect for the liturgy and the congregation by not disturbing the class to sit with your child. Children should return to their class before leaving Mass.

Mass (continued)

Students will be asked to participate in Mass by serving, reading, singing, presenting the gifts or otherwise assisting during the liturgy. Parents are certainly welcome to come when their child is taking a special part in the Mass. Please note that neither flash nor video photography is appropriate during Mass. As always during Mass, cell phones or beepers should be turned off. Attending Mass with your child is a blessing that should not be disturbed by the noise of a phone or beeper.

Messages and Deliveries

To prevent disruptions in teaching and learning, messages will not be sent or called to classrooms during the school day. Parents are asked to let their children know before school about after school transportation plans or about doctor's appointments. If unavoidable changes or delays occur regarding who will pick up a child or when a child will be picked up, the student will be called to the office at the end of the day and given the message.

Deliveries to students are not permitted. Birthdays and other special occasions are appropriate times to celebrate at home, but flowers, balloons, cookies or other deliveries will not be accepted at the school.

Safety

Your child's safety is of prime concern to the entire Holy Family Catholic School staff. Your cooperation with the following practices helps us assure the safety of our students.

Students should arrive at school no earlier than 7:15 a.m. Prior to this time there will be no adult supervision of students. ***Under no circumstances may a child be left at school without adult supervision.***

Parents of Pre kindergarten students should accompany them into the classroom each morning between 7:30 - 8:00 am and greet the teacher before leaving. As the Pre kindergarten student becomes familiar with the routine the parent may elect to drop the student in car line or have the student walk in with an older sibling.

Students in grades K and up should enter the school building and report to the designated area of the hallway for their class.

Any student who leaves school prior to the scheduled dismissal time that day must leave from the school office and be signed out by the parent.

Children will have recess time when they will go to the playground, field, or gym. Rules to help safeguard the students are established and enforced by the classroom teacher with the approval of the principal. Rules are appropriate to the age and grade of the student and are made with the safety of the children as the primary goal.

Each member of the Holy Family Catholic School community is asked to help ensure safety by immediately reporting to the principal or school office any damaged or loose fixtures and equipment as well as any actions or practices that may be unsafe.

Snacks and Lunch Foods from Home

It is important for all students to start their day with breakfast before coming to school.

We encourage healthy eating habits and polite table manners in our students. We ask that parents cooperate with teachers by sending healthy finger foods only for snack, if the teacher has indicated that students will have a morning snack. Send nothing requiring spoons. Fruits, vegetables, dry cereal, and granola make good snacks. Water is available to children throughout the day, so a snack drink is not needed.

The following snack/lunch items are prohibited:

- gooey desserts and foods / Gogurt
- red drinks
- carbonated drinks (remove from Lunchables)
- candy

Eating together should be a pleasant experience: courtesy and good manners are required. Children are expected to clean their own lunch area of papers and crumbs before leaving. **Students are not allowed to share each other's lunch due to possible food allergies.**

Parents are not called for forgotten lunches. Forgotten lunch boxes are to be left on a table in the school foyer. Label them with child's name and grade. Students may claim them from the table before their snack/lunch time.

Beginning in mid-September parents are welcome to join their child for lunch after first signing in at the school office for a visitor's badge.

Telephone Use by Students

Students should not use the telephone during the school day. To help them learn responsibility students should remember to bring necessary materials, lunches, P.E. uniforms and homework to school and will not be permitted to call a parent for forgotten items. If a student becomes ill or is injured then the student will be sent or brought to the school office and an adult will call the parents if necessary.

After-school plans should be made in advance so that a phone call during the school day is not necessary. Should a school-sponsored scheduled activity be cancelled (for reasons such as weather) then students affected by the cancellation will be permitted to call from the office.

Students may not bring a cellular or other portable phone to school.

Textbooks

Textbooks remain the property of the school. Students are obligated to treat them carefully. Textbooks must be covered at all times and the covers kept free of writing and marks. Contact paper and tape are not to be attached to the cover of non-consumable textbooks.

School textbooks are to be returned at the end of the year in good condition. Holy Family will charge full price for any book that is damaged or lost so that a replacement can be purchased. Damaged or lost book charges must be paid before report cards will be issued or records are transferred.

Additional textbook are not available for parent checkout. If additional textbooks are needed, please contact the principal for information on ordering the books.

Traffic

Please do not use your cell phone while in car line.

Morning drop off for K-8 is from 7:15 a.m. – 7:40 a.m. in front of the school building. Drivers should pull up along the orange/yellow cones and volunteers will help students out of the car and into the building. Pre-Kindergarten drop off is from 7:30 a.m.-8:00 a.m. Parents should walk Pre-K students to the classroom.

At the 11:30 a.m. and 2:30 p.m./2:50 p.m. dismissals drivers should display their car line sign (**one color** for 2:30 p.m. line; **another** for 2:50 p.m. line). (For 2:30 p.m. only: Pull off Baymeadows, forming a triple line of cars between Holy Family and Deermeadows Baptist churches. The car line volunteers will guide drivers into a single lane to pull up along the orange/yellow cones to pick up children. At no time should a driver leave their car.

Drivers should *not* park in the area across from the orange cones; if parking is necessary pull up all the way past the gym doors before parking. **Students, whether or not in the company of their parents, should never cross the car line by the cones.**

On early dismissal days, Pre-Kindergarten students will be dismissed at 11:20 a.m. We appreciate your patience as we dismiss Grades 1-8 together at 11:40 a.m.

Tuition Payments

For families who choose to pay tuition in ten monthly installments, payments are due by the 15th of each month from June through March. A \$25 late fee is added after the 20th of the month. Returned checks also carry a fee of \$25, plus any late charges that apply. Cash or cashiers check will be required after the second returned check.

Visitors

All visitors to campus must sign in and out electronically at the school office when arriving and leaving. Visitors may not enter the corridors or classrooms without a visitor's badge. After signing in they will receive a name badge identifying them as a visitor on campus. This policy includes those family members who are completing their Family Service requirement and also includes volunteers.

For the protection of the students and to avoid the disruption of classes, visitors will not enter classrooms any school day between 7:30 a.m. and 2:50 p.m.

School's Right to Amend: The administrator and/or the school retains the right to amend the handbook for just cause, and the parents will be promptly notified of changes by written notice.