

**2011-2012 Holy Family School Parent/Student Handbook  
Table of Contents**

<b>Introduction</b>	<b>3</b>
<b>School Mission &amp; Philosophy</b>	
<b>School Personnel</b>	
<b>School Schedule</b>	
<b>General School Information</b>	<b>9</b>
Attendance	
Tardiness	
Field Trips	
Money Collection	
Parties	
Time Well Spent After School Care	
Student Records	
<b>Discipline Policies &amp; Procedures</b>	<b>14</b>
<b>Harassment Policies &amp; Procedures</b>	<b>19</b>
Student Threats	
Complaint Review Process	
<b>Report Cards</b>	<b>24</b>
Policies Regarding After School Activities	
<b>Homework</b>	<b>28</b>
Standardized Testing	
Graduation	
Study Skills Information	
<b>Health Information</b>	<b>31</b>
Immunizations	
Medication Disbursement	
Health Assessment Requirements	
Emergency Cards	
Non-Custodial Parents	
School Safety Plan Information	
<b>Communication between School &amp; Home</b>	<b>36</b>
mandatory Meetings	
Monday Envelopes	
Virtue of the Month Program	
Class Retreats & Spirituality	
<b>Uniform Information</b>	<b>40</b>
<b>Carpool Procedures</b>	<b>43</b>
<b>ALSO INCLUDED:</b>	
<b>Archdiocesan Policies</b>	

**Holy Family School**

# Parent/Student Handbook

## Introduction

Welcome to the 2011-2012 school year. The faculty and staff of HFS are dedicated to living out God's ministry through teamwork, dedication and a solid commitment to providing all students with a firm spiritual and educational foundation. We look forward to forming a partnership with parents in our effort educate the "whole child". Thank you for your continued commitment to the Holy Family School community.

Please note it is essential that parents and students read, discuss, and understand their obligations to Holy Family School and its policies. We appreciate your attention to details concerning all areas of the handbook. Please contact our office (626-403-6159) if you have questions or would like clarification regarding our policies.

## Admission

Holy Family School, mindful of its mission to be a witness of the love of Christ for all, admits student of all race, color and nationality and/or ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. This Catholic School of the Archdiocese of Los Angeles does not discriminate on the basis of race, color and national and/or ethnic origin in the administration of education policies, scholarship and loan programs, athletic and other school administered programs.

Holy Family School gives preference to supportive/participating members of the parish. The Pastor and the principal will determine the specific method of selecting students. When the school cannot enroll all applicants, those students not accepted will be encouraged to enroll in the Religious Education program.

Our policy is that a child entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of the year they are to enter.

## Holy Family School Parent Commitment Agreement

Each year parents/guardians sign the Holy Family School Parent Commitment Agreement. Following is a review of this commitment. Parents/Guardians are expected to follow through with all commitments to HFS. Re-enrollment for the following school year is based in part on the fulfillment of these commitments.

### **TUITION**

- To pay tuition in a timely fashion, August 2011 through May 2012. Tuition is due on the 1<sup>st</sup> of the month. Families who fail to pay tuition for two months will be

contacted by the principal and required to meet with her concerning the circumstances. A failure to meet with the principal and/or make future tuition payments could result in the removal of child/children from school.

### **SERVICE HOURS**

- To be an active participant of the Family Service Program. Each family is required to complete 40 hours of service (20 hours if a single-parent family). At least 30 hours of this service requirement must come directly from school-related activities. The remaining 10 hours may come from any parish activities and/or school activities. Under extraordinary circumstances where all the required hours cannot be met, payment in the amount of \$15.00 per unserved hour will be allowed. Please refer to the Service Hour Record form for detailed service-hour guidelines.

### **MANDATORY MEETINGS**

- To be an active participant in each child's education. At least one parent is required to attend a series of meetings throughout the school year to ensure they are well informed and involved in the goings on of the school. These meetings are as follows:
  - Kindergarten Orientation
  - Grade Level Articulation Nights (one for each grade level)
  - Parent/Teacher Conferences

To actively support all Parent Guild School fundraising activities. The recommended per family fundraising level all events combined (Innisbrook and Jog-a-thon) is \$225. Families may opt to "buy out" of any **fundraising activities by submitting \$250.00 on or before September 30<sup>th</sup> 2011.**  
**Please make checks payable to Holy Family Parent Guild.**

Holy Family School is committed to providing all students with a meaningful Catholic education. As primary educators, parents should feel compelled to support their child/children with a personal faith commitment to the parish. This commitment is also necessary for families to qualify for "in-parish" tuition status.

As part of this commitment, a family is expected to:

- Regularly attend Mass at Holy Family on Sundays and Holy Days of Obligation.
- **Use Holy Family Parish donation envelopes regularly. (A \$5.00 average weekly donation is considered minimal.)**
- Participate in and support parish activities (10 service hours toward parish.)

## **Scrip Net Contribution**

- To help maximize the benefits of the Scrip Program for Holy Family School families and to help keep tuition affordable for all families with children in Holy Family School, each school family is required to purchase enough Scrip (paper or eScrip) during a twelve (12) month period to net the School a minimum net contribution amount. **(\$240)** This period shall commence on May 1 and end on April 30<sup>th</sup>.

## **Penalty Assessment**

- Each school family will receive notification of their required commitment to the Scrip Program along with re-registration materials in May. Each family will receive a statement on a regular basis, via the family envelope, updating them as to their total to date. **Families who do not meet the Scrip Purchase Commitment by April 30<sup>th</sup> of the current school year will be charged a fee for the remaining amount of their outstanding balance (up to \$240) for the current school year.**
- Any action taken shall be in compliance with applicable laws and regulations and shall not be in violation of any policies or directives of the Department of Catholic Schools of the Archdiocese of Los Angeles. Any waiver of this Scrip Purchase Commitment can only be granted by Holy Family's Pastor and Principal upon the showing of good cause.

## **2011-2012 Scrip Commitment**

- The Scrip Net Contribution Commitment for the school year will be two hundred forty dollars net (\$240) by April 30<sup>th</sup>, 2012.
- Families may opt to "buy out" of scrip by making a direct contribution of \$250.00 on or before September 30<sup>th</sup> 2011. Please make checks payable to Holy Family School

**Special Note:** If at any time a family encounters a specific hardship that would prevent them from fulfilling any portion of the Parent Commitment Agreement, the principal should be notified immediately and a meeting should be scheduled. This will be done in an effort to actively support all families within the school community.

## **Failure to Meet Financial Obligations**

Re-enrollment is based in part on a family's ability to fulfill their commitments to Holy Family School. One of these commitments is paying tuition in a timely manner. The following procedures will be followed if a family fails to meet the tuition commitment in a timely manner:

- A late fee will be assessed after the 15<sup>th</sup> of each month

- A letter from the Smart Tuition Company and/or the school bookkeeper will be sent home.
- The principal will contact the family directly and they will be required to meet with the principal in person to discuss the situation.
- If a family fails to meet their tuition obligation after a suitable arrangement has been worked out with the principal, the pastor will be notified and the family may be asked to leave the school or may not be invited to re-enroll their child for the following school year.

## **Holy Family School Mission Statement**

The mission of Holy Family School is to instill Christian values and Catholic principles in students through the Gospel message of Jesus. We foster and nurture the development of the whole child and strive to achieve educational excellence.

## **Philosophy**

The mission of Holy Family School is to instill Christian principles and values in students through the Gospel message of Jesus. Our students are nourished by liturgical and sacramental life in the environment of a faith community, where service, respect, and concern for others are demonstrated.

In striving for academic excellence, we at Holy family School take individual needs into account. Our students are encouraged to be self-directed. In addition, good citizenship, physical well being, Catholic doctrine and tradition are integrated into the curriculum.

Mindful that parents are the prime educators, we at Holy Family School support and encourage parental responsibility in helping students to become involved Christians. Our purpose is to develop the Catholic faith in the present generation of children, and through them, to touch future generations. The development of the whole child is the essence of our teaching mission at Holy Family School.

Integrating a love of learning with Catholic beliefs and values that are centered in the Spirit, our students are instilled with a vision of hope.

## **School Personnel**

### **Administrative**

Parish Life Director: is the ex-officio chief administrative officer of the school. She determines the policies of the school according to the needs of the parish, in harmony with the Holy Family School Board.

Principal: as the delegate of the Parish Life Director, is the administrative officer of the school, and as such is responsible for the school program.

Level Chair Coordinators: assist the principal by meeting with their grade levels to discuss issues important to the staff. There is a coordinator for K-4 and 5-8.

### **Instructional**

Faculty: an integral and important part of the faith community as full-fledged members of our teaching staff. It is comprised of lay teachers and religious (when applicable).

Teachers' Aides: enrich the school program by taking care of some of the non-professional duties and by supplementing and reinforcing the work of the teachers by tutoring and working with small groups.

After School Sports Supervisor/Coaches: supervise the children in after-school sports and help mold their behavior during the stress of competition. Coaches should be a model for aspiring athletes.

School Librarian: keeps the library in operating condition, supervises those who assist her/him, and is responsible for all library and resource materials.

### **Non-Instructional**

Administrative Assistant: is responsible to the principal for the efficient operation of the main office of the school and for the performance of all secretarial and clerical duties related to the principal's office.

Office Assistant: is responsible to the administrative assistant and the principal for support work in the main office of the school and duties assigned by the administrative assistant. This position will also assist, when necessary, in the health room.

"Time Well Spent" Director: is responsible to the principal and takes care of organizing and supervising the Extended Daycare Program.

Bookkeeper: is responsible to the principal and executes all bill-paying measures. This position includes balances of school tuition and the tracking of all school related balances.

Health Room Nurses: are responsible to the principal and take care of scheduling and assisting with all health testing and oversees all health room records.

Custodians: maintain the constant cleanliness of the school and grounds and takes care of repairs and maintenance.

Yard Duty Personnel: work under the direction of the principal. They uphold the safety for all of the children while on the playground during recess and lunch.

Volunteers: help out in any capacity that is needed. These dedicated helpers are parents in our school or members of our parish who devote their time to the school.

### **Morning/Afternoon Yard Supervision**

Since supervision does not begin until 7:30am, children are not to arrive on the school campus before this time. Holy Family School will not be held liable for students left unattended on campus before 7:30am.

### **Grades K-8 Daily Schedule**

Drop-off begins each morning at 7:30am. Students are tardy at 8:00am. Instruction concludes at 2:45 pm. Walkers are dismissed at 2:55 pm and carpool begins at 3:00 pm, ending at 3:20 pm. Students who have not been picked up by 3:20pm (12:20pm on half days) will be sent to TWS and a fee will be assessed.

Please see individual teachers on Articulation Night for class schedules.

- Please note that the school day schedule is subject to change throughout the school year
- **Dismissal on minimum days is 12:00 pm for grades K-8 (unless otherwise noted).**
- Unless a special bulletin is distributed, the school schedule should not change on rainy days.

### **Snack for Morning**

Since the morning school session is long, we advise all parents to give children something extra in their lunches to be eaten as a snack.

### **Parents Bringing Lunches**

When a parent brings a lunch to school after the day has started, it should be left in the school office with the child's name and grade written on it. Advise children that if a lunch is left at home, the above procedure will be followed. In addition, we recommend that no fast food be brought on campus for lunch (McDonald's, Taco Bell, etc.).

## General Information

### **Principal's Right to Amend**

The principal retains the right to amend the handbook for just cause. Prompt notification will be given to students and parents if changes are made.

### **Abuse of Teachers**

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

If the teachers are "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812).

## **Attendance and Absences**

### **Compulsory Attendance**

The State of California requires compulsory school attendance by all children between the ages of six and sixteen unless subject to a stated exemption.

### **Notifying School**

Parents are required to notify the school nurse's office (626-403-6160) between 7:30am-8:30am if their child will not be present that day.

### **Written Excuse of Absence**

A written excuse dated and signed by the parent or guardian is required on the day of the pupil's return following an absence even though the office has been notified by telephone.

### **Medical Absence**

Students are legally credited for attendance when time is spent in medical and dental appointments. Parents are urged to keep such absences to a minimum.

### **Excused Absences**

In addition to medical absence, pupils may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the pupil's immediate family.

In such cases of short or long-term absence, the school staff will assist the pupil to make up the schoolwork missed. Students are responsible for all missed schoolwork. Parents/guardians and/or students are responsible for contacting all teachers to collect assignments and gather schoolwork. A tutor may be requested by the teacher/principal (and paid for by the parent/guardian) if a student has been absent for an extended period of time.

### **Absence Over Fifteen Days**

If a pupil is absent for 20 or more days during a trimester period, a report card will not be issued.

### **Releases from School**

A dated, written request or an authorization signed by a parent or guardian is required for a pupil to leave the school before the time of dismissal. No pupil may be dismissed to return to his/her home during the school day unless school officials are certain that a parent or other adult will be at home to receive him/her when he/she arrives. Please make early dismissal requests **ONLY** when absolutely necessary. All releases will be handled through the school office or can be faxed to 626-403-6180. **Authorization CANNOT be accepted over the phone or via email.**

### Emergency Dismissal

Emergency dismissals may be made at any time by the principal or his/her representative when a serious condition, such as illness, accident, emergency home conditions, etc. warrants it.

### Field Trips

Educational and cultural field trips are planned throughout the year. These trips enhance the preparation of follow-up activities presented in the classroom. Students will not be allowed to go on a school-sponsored field trip unless the field trip permission slip is returned signed by a parent or guardian. Permission may be given in the form of a signed fax copy of the permission slip. Permission for a student to attend a field trip may not be given over the phone or via email.

Please note that movies (regardless of rating) MAY NOT be shown on car VCR or DVD systems during transportation to/from a fieldtrip. Failure to follow this policy will result in a forfeiture of driving privileges.

Please note that driver MAY NOT, under any circumstances, make any stops on the way to/from a fieldtrip. This includes fast food drive thru's and other food/beverage outlets. Students are not to accompany a driver anywhere other than to/from a fieldtrip. Failure to follow this policy will result in a forfeiture of driving privileges.

### Absences for Other Reasons

When parents wish to take their child out of school for several days for personal reasons, they need to consider the possible adverse effects this may have on the child's academic performance. Absences due to vacations not scheduled during the regular vacation schedule will be considered "unexcused" absences. **It should be noted that teachers will not provide assignments prior to vacations taken during scheduled school days and that certain assignments/tests may not be available for make-up. In addition, students must be ready to take all exams on the day they return from their leave of absence. Extensions will not be given.** Furthermore, the school is under no obligation to provide tutoring, make-up work, or special testing schedules for such a period of absence.

**Please keep in mind our strong request and advice that you plan your vacations for times when school is not in session. Concern for the academic and spiritual growth of your child motivates this request. Though "make-up" work is helpful in the case of necessary absences, it is not possible for a student to accomplish both class work and homework for the days missed. Special presentations, demonstrations, discussion, etc. once missed, are lost to the student. We wish our students to develop solid study habits by daily application and to participate in all lessons and events that are an integral part of the total program. Any unnecessary disruption of this process we consider ill advised.**

## **Tardiness**

A student is tardy if he/she is not present in class when the bell rings at 8:00am and prayer begins. If he/she arrives after recess, he/she is marked absent ½ day. Students are to report to the Loretto Room between 7:30am-7:45am. Teachers will pick up their students at 7:45am. Students should report directly to their classrooms between 7:45am-8:00am. Students arriving after 8:00am should report to their homeroom classroom. Homeroom teachers will keep a record of attendance. Students should only proceed to the office if they are arriving at school later than 8:30am and/or were at an appointment (i.e. medical, funeral, etc.).

## **Telephone**

If students need to contact a parent for any reason, they need to go to the school office. If a school-sponsored event is cancelled during the day, students will be permitted to use the phone in their teacher's prep room. Students are not to use a teacher's prep room phone for ANY other reason or when the teacher is not present. Students will NOT be allowed to call other students (home sick, etc.) from school at ANY time.

## **Care of Property**

### **Identification**

The school cannot assume responsibility for students' belongings left in or on school grounds. All clothing as well as school bags, lunch containers, rain gear, tennis shoes, etc. must be well marked with the student's name and grade. This is especially helpful with P.E. clothes at "changing" time.

### **Care of Books**

Each student is financially responsible for the care and upkeep of the books issued to him/her. School books must be kept covered at all times.

### **Gum Chewing**

Gum Chewing is forbidden on school grounds AT ALL TIMES.

### **Financial Responsibility of Students**

If furniture or equipment is destroyed or marred through carelessness, the student will be fined according to the damage.

## **Money Collections**

No money can be collected in a class without the knowledge and approval of the principal. Any party to be given for a teacher must be approved by the principal.

## **Parties**

- Parties, treats or refreshments in honor of a student's birthday are not allowed before, during or after school on the school campus in Grades K-8. Due to complications involving dietary restrictions for many students, as well as the

interruption of class time and/or dismissal time, it is the policy of the school to eliminate such celebrations. Rather, we encourage parents to donate books or classroom materials in honor of the child's special day.

- In an effort to reduce the amount of hurt feelings and class disruptions, no invitations to parties or other social events may be distributed at school or on school grounds before, during or after school (even if every student in the class is invited).
- School property (i.e. classrooms, bathrooms, etc.) may be not used for changing from school uniforms into party attire. Such activity results in hurt feelings for those not included in a particular event.
- **Mixed parties involving students in the upper grades are especially discouraged. Although Holy Family School cannot prohibit these parties, parents are asked to cooperate with this Archdiocesan Policy.**

### **Holy Family School Extended Day Care Program “Time Well Spent”**

“Time Well Spent” is provided for the students of parents who need adult supervision for their children after school. This program is open to all students who attend Holy Family School. The hours of operation are from dismissal (including half days) until 6:00pm.

**Time Well Spent payments are paid in monthly installments beginning in September and ending with the June, 2012 payment. “Drop-ins” will be billed the month following participation in the program. Payment is due on the 1<sup>st</sup> and is payable up through the 15<sup>th</sup> of each month without penalty. Payments made after the 15<sup>th</sup> will be assessed a \$15 late fee.** Please see the yearly enrollment sheet for specific prices, a payment schedule and additional details. Ms. Ericka Giordano, the Director of “Time Well Spent”, can be reached directly at 626-403-6177.

### **Accessibility of Student Records**

#### **Right of Parental Access to Records**

Parents/Guardians have a right of access to all pupil records related to their children, which the school is required to keep.

#### **Location of Student Records**

Each pupil has a cumulative file record that is maintained in the school office. This file is a summary of their report card grades and the annual achievement test scores.

#### **Procedure for Review and Update of Records**

If a parent or guardian wishes to see these records, the request should be made to the principal in writing. An appointment will then be made at a time when a qualified staff person will be available in order to respond to questions and to interpret the recorded data. If the parent finds that the data in the content of the

files is inaccurate or incomplete, a written request to change or add data that will correct the record must be given to the principal.

**Release of Records**

Records may be released with the parents'/guardians' written authorization to persons or agencies other than schools; e.g., reading or testing specialists.

## **Discipline**

### **Philosophy and Purpose**

A student enrolled at Holy Family School assumes personal responsibility for his/her conduct. We care about each child and are concerned that each will receive quality instruction in a secure and respectful environment. This is a Catholic school, and we expect that each child, as a member of a Christian community, will respond to the obligation to be polite, considerate, respectful, and kind to one another.

Discipline in the Catholic school is an aspect of moral guidance, and refers to those reasonable controls that promote the individual students' development and self-discipline within a Christian environment where the rights and responsibilities of students and staff are recognized and upheld.

## **Student Responsibilities**

### **It is the responsibility of the student:**

- To respect and respond to the authority of priests, faculty, staff, parents and any adult in charge;
- To be courteous to fellow students, faculty members and all with whom they come in contact;
- To comply with the rules of the school and classrooms;
- To pursue the prescribed course of study and complete assigned school work and homework;
- To arrive at school on time;
- To be alert and responsive to directions; and
- To treat school property with respect.

### **At recess/lunch, it is the responsibility of the student:**

- Take direction from the noon aides, staff and volunteers who oversee the playground during recess and lunch;
- Play and eat in designated areas;
- Keep the lunch area clean;
- Ask noon aides and/or volunteers to retrieve balls, etc. that leave the yard. Students should not wander beyond the school gates;
- Use the assigned restrooms during lunch/recess;
- Avoid roughhousing, wrestling, "keep away", or other unsafe games;
- Follow the rules for the play equipment and the assigned areas of the play yard; and
- In the restroom:
  - Keep feet on the floor;
  - Wash hands with soap and water;
  - Ensure that toilets flush;
  - Keep water in the sink;

- No playing or loitering;
- Report all problems (overflowing toilets, etc.) to the office immediately; and
- Put used towels in the trash.

**Holy Family Students DO NOT:**

- Fight or harass (physically, verbally or sexually) other students;
  - Use vulgar, profane or hurtful language;
  - Behave in a way that hurts the reputation of the school;
  - Bring dangerous items to school;
  - Steal;
  - Lie;
  - Cheat or copy another person’s work (plagiarize);
  - Vandalize the school grounds or property in any way;
  - Enter or stay in classrooms (or any unauthorized area) without proper adult supervision;
  - Ride bikes, skates, scooters, or skateboards on parish property;
  - Eat or drink in the computer labs, or near the computers in the library or classroom; and/or
  - Chew gum at school.
- 
- Individual classroom rules will be distributed during Articulation Night. All parents/guardians and students should familiarize themselves with all classroom rules.
  - Parents/guardians and students in grade 3-8 will be expected to sign a copy of the classroom rules.
  - Classroom rules and discipline measures are subject to change by either the principal or teacher throughout the school year. In addition, both the principal and teachers have the authority to interpret all areas of the discipline policy.

**Discipline Procedures**

Holy Family School strives to educate the “whole child”. Part of this education includes the issuance of consequences when students engage in negative behavior. The following is the list of consequences in the order they may be issued:

- Conference with student
- Conference with student and parents/guardians
- (steps #1 and/or #2 may include the denial of privileges)
- Detention
- Citation
- Suspension
- Expulsion

The above procedures provide a broad “outline” of how discipline issues will be dealt with by teachers. Steps may be skipped or repeated depending on the seriousness of the offense and at the discretion of the teacher/principal.

**Example:** A student may be automatically suspended for bringing a dangerous object to school.

### **Detention**

Detention is part of the school-wide discipline policy. A detention will be issued for infractions of school rules and policies. Detentions are designed to alert students to their negative behavior and give them the opportunity to improve their behavior before more serious consequences are administered.

#### **Detentions may include, but are not limited to the following:**

- Disregard for class or school rules;
- The accumulation of (3) uniform violations within the same quarter;
- The accumulation of (3+) tardies within the same quarter;
- Chewing gum;
- Verbal/Physical/Sexual harassment of another student or “bullying” other students;
- Being in an unauthorized area without permission (including classrooms when an adult is not present);
- Disruptions in class, assemblies, or any school-sponsored event (including sporting events);
- Disruptive behavior in church;
- Inappropriate behavior in the bathroom;
- The use of profanity, swearing, offensive or vulgar language or bodily language;
- Fighting, wrestling or play-fighting;
- Cheating, stealing, lying or plagiarizing some else’s work;
- Defacing or damaging school or church property or the property of others;
- Using the pay phone during school hours/using a teacher prep phone without permission;
- Disregard for the HFS Technology Acceptable Use Policy; and/or
- Disrespect to ANY authority figure (e.g. adult in charge).

A student will be detained after the daily school session for violation of class and school regulations. Parents will be notified if a student is to serve a detention session. Detention sessions are scheduled at the discretion of the issuing teacher.

**Grades 1-4:** In these grades thirty (30) minutes before/after school or during recess following the offense will occur. Detention sessions will be supervised by staff and may consist of service projects at the school (to be determined by the teacher/ principal). Failure to report for a scheduled detention on time or failure

to complete the assigned task in a satisfactory manner will result in a second detention session to be served on at the discretion of the issuing teacher.

**Grades 5-8** In these grades sixty (60) minutes before/after school or at recess following the offense will occur. Detention sessions will be supervised by staff and may consist of service projects at the school (to be determined by the teacher/principal). Failure to report for a scheduled detention on time or failure to complete the assigned task in a satisfactory manner will result in a second detention session to be served on at the discretion of the issuing teacher.

### **Suspension**

A suspension is to be considered more serious than detentions, and will adversely affect a student's behavior and/or Religion grade. **Students who earn a suspension will earn NO higher than a C in overall behavior/citizenship, depending on the nature and severity of the offense.** Students who are suspended will not be able to participate in any school-sponsored activities during the remainder of the quarter, and possibly, the remainder of the school year. In addition, students who are suspended will not be eligible for the honor roll for the remainder of the year.

**Suspensions may include, but are not limited to, the following offenses:**

- ANY of the offenses listed under the detentions of the discipline policy;
- Bringing a dangerous object to school.

**Official suspension may assume various forms:**

- A pupil may be sent home for the entire period of suspension. At the teacher's discretion, academic work may be sent home during this period.  
**Tests, however, will not be sent home under any circumstances.**
- A pupil may be suspended from class and be required to report to a specific place on campus during the suspension time.

**Students who are suspended will be given credit for school work completed at home during the suspension, but WILL NOT be given credit for any work/tests missed during the time of his/her suspension.**

### **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a pupil's enrollment, is a sanction that will be invoked rarely, as a last resort for clear and serious cause.

**Expulsion may include, but is not limited to, the following offenses:**

- Actions gravely detrimental to the moral and spiritual welfare of other students;

- Habitual profanity or vulgarity;
- Assault, battery or any threat of force or violence directed toward any school personnel or student;
- Open, persistent defiance of the authority of a teacher;
- Continued willful disobedience;
- Use, distribution or sale or possession of narcotics (this includes prescription medicine not on file in the health office);
- Use, sale, distribution or possession of any alcohol on or near school premises;
- Smoking or possessing tobacco;
- Theft;
- Willful defacing or otherwise injuring in any way property, real or personal, belonging to the school;
- Habitual truancy;
- Possession of harmful weapons or materials that can be used as weapons
- Forging signatures;
- Harassment (see Harassment Policy for Students in Catholic Schools);
- Any written or verbal direct threat of violence made toward another HFS student or faculty/staff member;
- Actions in or out of school that are detrimental to the school's reputation; and/or
- Grave misuse of technology or habitual defiance of the Technology Acceptable Use Policy.

**Please Note:**

- The principal will call the police if a student brings a gun, knife or other weapon to school or any other item that could be used as a weapon.
- If a student were to become pregnant or have an abortion, the school would follow the guidelines of the Archdiocese of Los Angeles.
- The following offenses will result in immediate expulsion from school: possession of alcohol, tobacco, drugs, and weapons of any kind.
- Suspensions and expulsions can only be issued by the principal and will be kept on file in the office. Detentions, and other disciplinary records will be purged from a student's file at the end of the school year (with the exception of suspensions and expulsions). Students who fail to adhere to school rules and policies, however, may be required to sign a behavioral contract that spans more than one academic school year.

**Harassment Policy for Students in Catholic Schools**

Holy Family School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay

employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment will not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

### **Verbal Harassment**

Derogatory comments and jokes, or threatening words spoken to another person.

### **Physical Harassment**

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

### **Visual Harassment**

Derogatory, demeaning or inflammatory poster, cartoon, written words, drawings, gestures, etc.

### **Sexual Harassment**

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic status or progress
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment

### **Specific examples of sexual harassment include, but are not limited to:**

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes; and or

- Making reprisals, threats of reprisal or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of Holy Family School to:**

- Implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance;
- Make all faculty, staff, students and parent aware of this policy and the commitment of the school toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment; and
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

**It is the students' responsibility to:**

- Conduct him/herself in a manner that contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the principal; and
- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

**Complaint Filing and Investigation Procedures**

**The following procedures must be followed for filing and investigating a harassment claim:**

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave or out of school suspension during the course of the investigation.

- Once the facts of the case have been gathered, the principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination or expulsion.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor the school will take steps, within its power, to investigate and eliminate the problem.

### **Student Threats**

HFS needs your help in keeping our school safe for everyone. HFS will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others and any weapon possession. HFS had an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal. Please know that any student who poses a serious threat to another student and/or faculty member is subject to immediate expulsion.

### **Complaint Review Process**

#### **For Archdiocesan and Parish School Parents and Students**

##### **Introduction**

Concern for the dignity and rights of each person are intrinsic to the church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

##### **Purpose**

The purpose of the complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Legal representation is not permitted at any stage of the complaint Review Process because the desired result is reconciliation.

Any person filing a complaint is to be free from restraint, coercion, discrimination or reprisal in any form.

## **Personal Conduct**

All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith.

## **Definitions**

The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

## **Process**

### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved.
- The responsible official reviews the facts presented and facilitates a thorough discussion of the problem.
- The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned.
- The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

### **Department of Catholic Schools**

- If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought.
- Copies of this written complaint are sent to the responsible official and the elementary supervisor of the Department of Catholic Schools.
- The elementary supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about a mutual agreement between the person bringing the complaint and other parties.
- However, if no agreement can be reached, the elementary supervisor makes a determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations.
- The elementary supervisor will then communicate the final determination in writing to all parties.
- There is no appeal beyond the elementary supervisor.

## Report Cards

Report cards for grades 1-8 are distributed three times a year (trimesters). Kindergarten students receive written reports cards at the end of each semester.

Kindergarten students will receive a report card with a lettered marking code at the completion of each semester. The marking code is as follows:

M	Demonstrates expected development
X	Demonstrates emerging skill
T	Needs more time to develop
No Mark	Not expected at this time

Grades 1, 2, and 3 will receive a report card with a lettered marking code at the completion of each quarter (w/the exception of grade 1 in the 1<sup>st</sup> quarter). The marking code is as follows:

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

The marking code for specific skills is as follows:

+	Area of strength
√	Area of needed improvement

Grades 4-8 will receive a report card with letter grades based on a percentage system. The marking code for these grades will be as follows:

A	93%-100%
B+	90%-92%
B	87%-89%
B-	85%-86%
C+	80%-84%
C	75%-79%
C-	70%-74%
D	65%-69%
F	64% and below

The marking code for behavior/effort in grades 4 & 5 will be as follows:

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

The marking code for specific skills (4 & 5) is as follows:

+	Area of strength
---	------------------

√ Area of needed improvement

The marking code for behavior/work habits in grades 6-8 will be as follows:

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

The marking code for specific skills (6-8) is as follows:

- √ Completed work
- Did not complete work

Students in the Middle School are also given a General Behavior grade determined by input from all teachers who see Middle School students. This grade will be used to determine if a student can participate in after-school activities or be included on the honor roll. This grade will be separate and may differ from behavior grades given in individual classes.

In general, work habits grades are based on several factors related to a student's overall level of participation. Areas that teachers evaluate include, but are not limited to, the following:

- Homework
- Presence of materials
- Attention level
- Cooperation level
- Class participation
- Attitude toward subject area

In general, behavior grades are based on several factors related to a student's overall Christian citizenship. Areas that teachers may evaluate include, but are not limited to the following:

- General classroom conduct
- Following classroom/school rules
- Conducting oneself in a responsible manner
- Treating others with respect

Spanish Language (grades 4-8), Physical Education (grades 1-8), Technology (grades 4-8) and Music (grades 1-8) are based on a combination of attitude participation, skills achievement and test results on material covered in class. Students will not receive a grade for participation in the Meet the Masters program.

### **Honor Students**

Students in grades 6-8 who achieve academic success above the expected norm will be designated as honor students. Those students whose grade point average and

Work Habits/Behavior grades are at a level of 3.0 or above will be given special recognition for each trimester they earn a 3.0 or above. Honor Roll Assemblies will be held in Dec., March, and June to recognize various academic achievements.

The grade point average (GPA) is figured on a four-point scale.

A= 4 pts.	C+= 2.3pts.
A-=3.7pts.	C= 2.0pts.
B+=3.3pts.	C-= 1.7pts.
B= 3pts.	D= 1.0 point
B-=2.7pts.	F= 0 points

To be eligible for recognition, a student must earn the required GPA with NO failing grades. In addition, the student must have at least a “G” in overall Behavior and an “G” in Work Habits. Only the seven subjects (Religion, Math Science, English, Literature, Vocabulary, Social Studies,) are used to figure the GPA, although there may not be a grade of D or lower in any other subject areas. (P.E., Music, Spanish Language & Technology).

### **Student Council**

Student Council members are expected to be good role models for their fellow students. Therefore, we expect better behavior from these students. Students in grades 6-8 who are elected or appointed to serve on Student Council or as a Class Representative must maintain a “G” or above in Behavior in all subjects, a “G” or above in Work Habits in all subjects, and a “C” or above in all subjects. A grade of D or F in any subject or an NI or U in auxiliary classes is cause for probationary status on the Student Council. A GPA of 2.75 must be maintained. Students whose academic success is in jeopardy may be relieved of his/her duties upon recommendation of the teacher and approval of the principal. Parents will be notified prior to final action being taken.

### **After-School Sports & School Sponsored Activities**

Students who wish to participate in after-school activities must maintain a “S” or above in overall Behavior, an “S” or above in Work Habits in all subjects and a “C” or above average in all subjects. Students whose academic success is determined to be in jeopardy due to after-school activities may be removed from the activity upon recommendation of the teacher and approval of the principal. Parents will be notified prior to final action being taken.

Students & coaches will be expected to sign a copy of this Code of Ethics at the beginning of each season.

### **After School Sports Code of Ethics**

- After team sign-ups, cutting from that team may be made when the number of players exceeds the number a coach can effectively supervise and transport (CYO Handbook);

- Players who have made a team’s roster must make a commitment to the team, the coach and their teammates. Participation in practices and games is not an option, but a requirement. While absences may be excused in some cases, coaches reserve the right to “bench” a student, or to cut a student from a team if she/he is habitually late or absent from practices and games;
- The coach must establish high standards of conduct and behavior and tolerate nothing else. These high standards for the team, the school, the coach and the parish cannot be compromised in order to win. The tradition of good sportsmanship must be a prime objective for everyone. The coach must set the climate of behavior for the team and spectators. The coach must demonstrate through his/her own behavior that she/he values self-restraint, fair play and sportsmanlike conduct, while in no way lessening the importance of his/her team striving for their personal best;
- No coach will use profane, obscene, vulgar or abusive language at any time;
- No coach will discuss publicly with spectators in a derogatory or abusive manner any play or decision, or his/her personal opinion of the officials during or after the game; and
- No coach will, in any way or manner, either physically or verbally, abuse any player at any time.

### **Disciplinary Action**

Students who participate in any school-sponsored activity are expected to maintain a strong academic standing, act as school leaders and conduct themselves as faith-filled Catholics. Students who do not fulfill the above stated requirements are subject to the following disciplinary action:

- An effort will be made by teachers and the principal to assist students who may be struggling academically. School activities, however, should never take precedence over academic performance.
- All teachers and the principal will keep in communication with students and parents regarding academic progress. The school asks that parents support efforts made on behalf of the school to encourage academic success. Teachers and the principal are present to assist students in their development, not hinder them.

### **Homework**

#### **Philosophy**

Homework planned to meet the needs of students has an essential place in the education program. Homework will be assigned:

- To reinforce concepts and skills that have been presented in class;
- To foster the students’ creativity and discipline through enrichment projects or research; and

- To train the student to work independently and to accept responsibility for completing a task.
- Students should be able to complete almost all areas of homework on their own (without much parental assistance). If a child is experiences difficulty completing homework assignments, the teacher should be notified immediately.
- Parents should NEVER complete a student’s homework, especially if he/she is experiencing difficulty. This only sends an incorrect message to the teacher and does not help the child learn valuable concepts.

**Time Allotments**

Homework will be given at the discretion of the classroom and/or specialist teacher. The amount of time which different students in the same grade spend doing homework will vary. However, the following table provides guidelines for the maximum amount of time the typical elementary student should spend daily on homework.

Grades K, 1, 2- Not to exceed ½ hour

Grades 3, 4- Not to exceed 1 hour

Grade 5- Not to exceed 1-½ hours

Grades 6, 7, 8- Not to exceed 2 hours (on a consistent basis). In order for students to be adequately prepared for the rigors of high school, some nights may consist of more than 2 hours of homework. Parents should work with students to develop time management skills).

- Apart from make-up work and long-term assignments, homework will not be scheduled over the weekends or vacations. This provision does not include homework assigned in class that was not completed by the student in a timely manner.
- Homework is a responsibility over which extra-curricular activities should not take precedence.
- If there is any question about homework, the classroom teacher should be consulted as soon as possible.

**Standardized Testing**

In addition to regular testing in the curriculum, standardized testing is administered to each child in grades 2-8 at certain times during the year.

Grade 8                      Assessment of Catholic Religious Education (ACRE II)

Grade 8	High School placement tests (given at the high school(s) where the student is applying)
Grade 5	ACRE I
Grades 1-8	Iowa Test of Basic Skills (ITBS)
Certain grades	Test of Cognitive Skills (to be named) (administered with the ITBS)

Holy Family School also utilizes the following tests at various grade levels to help assess student progress: S.T.A.R. Reading and S.T.A.R. Math (both are through the Accelerated Reader Program). Holy Family School may choose to engage the use of additional evaluative tools if they are thought to enhance the school curriculum.

### **The Role of Standardized Testing**

- The standardized tests (ITBS) used in our school in grades 2-8 are mandated by the Archdiocese to assist us in evaluating student achievement. These tests do not measure IQ.
- Teachers receive test results both for their class as a group and for each individual student. They use this information to:
  - Plan instruction- remedial and enrichment and to better understand individual student needs and to plan instruction accordingly
- Teachers may not use standardized test scores as part of the students' report card grades, nor may they use them as sole indicators of ability.
- In general, there will likely be a consistent pattern between standardized test scores and classroom grades for most children. However, students who are putting in much extra effort may show high classroom grades and more average standardized test results.
- Standardized test results are part of the child's permanent record and are part of the cum card file. If, for some reason, one or all of a child's tests are invalid, teachers need to note such on the cumulative pupil record card.

### **Graduation**

Graduation from Holy Family School indicates that a student has successfully completed the course of study offered at this school. It is not an "automatic" award and celebration ceremony. Therefore, we encourage all 8<sup>th</sup> grade students to "be their best" right up to the final days of school. The following policy applies to 8<sup>th</sup> grade students:

- Students who have a cumulative grade point average less than a 1.25 for the eighth grade (core classes- Religion, Math, Science, Literature, English, Social Studies & Spelling/Vocabulary) average Behavior and/or Work Habits grades lower than "NI" will not be able to participate in the

graduation ceremony nor participate in special 8<sup>th</sup> grade activities. Recognizing that graduating 8<sup>th</sup> grade students act as role models to younger students, those who have been subject to severe disciplinary action or are found to be in negative behavioral standing (overall behavior grade lower than “NI”), at the discretion of the principal, may lose the privilege of participating in graduation or the related activities.

## Health

### **Immunization for First Admission**

For unconditional first admission to school in California, each applicant must present documentary evidence that the applicant has been immunized against polio, diphtheria, pertussis, tetanus and measles. In addition, the State Health Department recommends that all children be immunized against rubella (German Measles) and mumps. The State of California also requires all pupils entering kindergarten, all pupils entering first grade who did not attend kindergarten in California, and all other pupils transferring from outside of California, to be given the Mantoux TB test.

Exemptions for personal or medical reasons are permissible, but the claims must be in writing. A written statement of a physician to the effect that the immunizations are not considered safe or beneficial to the child or a letter from parents stating that compliance would be contrary to their beliefs is necessary.

### **Medication**

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours. This medication MUST be kept in the school office at all times (excluding asthma inhalers & diabetic testing supplies). A permission slip signed by a parent/guardian must be on file with the front office for the distribution of non-prescription medication at school.

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, a written note from the health care provider (complete w/signature) must accompany the medication. Directions for distribution must also be included with the medication.

Medications must be delivered by the parent/guardian to the front/health office in the original labeled prescription bottle, together with the directions and signed authorization.

Students carrying inhalers and/or diabetic supplies must have a health care provider's release on file stating that he/she may have it with him/her while at school or at a school sponsored activity.

**Only under these conditions may medication be given at school.**

### **Medication Authorization Permission Form**

It is strongly recommended that school personnel not assume responsibility of administering or acting as custodian of prescription medicine of students. This

should remain a parental responsibility, especially with elementary school students. However, the principal has discretion in this matter in the case of extreme or unusual conditions or severe hardship. The following procedures must be followed:

- No medication, prescription or non-prescription, will be administered to any child by any school personnel or volunteer without a dated, signed copy of the Medication Authorization and Permission Form on file. Parts A, B, and C of the form must be completed and signed by the licensed physician, and the parent/guardian must complete and sign Part D. The prescription drug must be in the original bottle. Students may not be given medicine prescribed for other family members.
- A copy of the Medicine Authorization and Permission Form was sent with the registration packet in June. If you have not filled out a form, please see someone in the office immediately. We will not administer any medication without this completed form.
- All medications are kept in the school's medical office with a copy of the Medication Authorization and Permission Form signed and dated by the doctor and parent/guardian.
- No student may carry medication of any kind to be self-administered at school. The student is to come to the office for medication. There is NO exception to this rule.

### **Health Assessment Requirements**

The parents of all first grade students are required by law to present to the school within 90 days of entrance a signed certificate/waiver form stating either that the child has received the mandated health assessment within the prior eighteen months or that they claim exemption for religious or personal reasons.

### **Emergency Cards**

State law requires a complete and current emergency information card for each student be on file and readily available. Please notify the school (799-4354), at once if there is a change of address, telephone number, or any other important statistical information.

### **Exclusion from School**

Pupils suffering from communicable diseases and conditions are to be excluded from school for at least the minimal period required by Health Department school exclusion regulations. Some examples are: chicken pox, scarlet fever, measles, head lice, conjunctivitis, impetigo, ringworm and herpangina. An authorization from the Public Health Department or a written clearance from a private physician must be presented by any pupil seeking readmission to school after an absence due to a reportable communicable disease. The principal may readmit pupils absent because of non-reportable communicable diseases, such as chicken pox, provided the minimal period of exclusion has been observed. Students suffering from any

communicable diseases are to be reported to the school office so that other families may be informed and health records can be kept up to date.

### **Student Insurance**

The Archdiocese uses Myers-Stevens and Company for school insurance for those who wish to purchase it. This plan covers only those accidental bodily injuries that are sustained by an Insured at school during the school day, including one hour before and after school, provided the Insured is continuously present on the school premises; attending, participating in or practicing for exclusively school-sponsored activities or athletics (except playing interscholastic tackle football) on school grounds or not, while under the supervision of a proper school authority; traveling directly to or from home for regular classes or traveling in school-provided vehicles, any time while under the supervision of a proper school authority.

### **First Aid**

Only minor and very basic first aid may be administered to students; no secondary treatment. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

### **Tuberculin Tests**

All persons working with children are required by law to have a Mantoux TB test every four years to determine that they are free of active tuberculosis. Verification must be kept on file at Holy Family.

### **Child Abuse**

The faculty and staff of Holy Family School are required by state law to report any suspected child abuse.

### **Non-Custodial Parents**

Parents/guardians having sole custody of a child are required to have an official copy of the Custody Section of the Court Order on file in the school office. The form was sent home with the registration packet in June. If you did not complete a form, please see the office personnel immediately.

Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In absence of a Court Order to the contrary, the school will provide the non-custodial parent/guardian with access to the academic records and to other school-related information regarding the student. If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the Court Order specifying the orders. The school will not be held responsible for failing to honor arrangements that have not been made known in writing and that have allowed the school ample time to give consideration to such documentation.

## **Safety**

### Disaster Plan

- The safety of the students and school staff is of paramount importance. All actions taken will bear in mind the safety and well being of both students and staff members. In the event of a major disaster, school will not be dismissed and children will remain under the supervision of school authorities.
- Under no circumstances will any child be released from the custody of school personnel unless and until such may be done with complete safety.
- Pupils will be released only to person authorized by parents/guardians and listed on the emergency release card kept on file in the office. The school requires that parents keep all records within the school up to date.
- Any adult entering the school premises will be required to identify him/herself to an assigned staff member before being permitted to take a pupil off the premises. An accounting record of those pupils so released will be kept on file in the office.

### Fire/Disaster Drills

Fire drills will be conducted MONTHLY by the South Pasadena Fire Department. Students will be expected to evacuate the building to their designated areas quietly, quickly and in an orderly fashion. Disaster drills will be held by the faculty on an as needed basis. A copy of the school's disaster plan is on file in the front office and can be viewed by parents/guardians.

### Safety Regulations

The following safety precautions will be taken for the well being of all students:

- Bicycles must be walked on the school grounds at all times. Bicycling to school is a privilege and may be rescinded for a period of time if the above rules are not observed. A lock is required;
- Scooters, skateboards, roller blades, etc. cannot be ridden on campus at any time. Students may carry them onto campus for use after school and off-campus;
- Hard balls and bats will not be allowed;
- Personal play equipment, radios, headphones, personal game-boys, palm pilots, computer games, etc. will not be allowed on campus;
- Students are allowed to bring musical instruments **to be used in music class** onto campus. These instruments must be kept in the music room and ONLY used during rehearsal and class. ;
- The school will not be held responsible for musical instruments that are lost, stolen or damaged if the student owner is not following the above stated guidelines for use; and
- The school will not be held liable for students who do not comply with the above regulations and other common sense safety practices.

## **Communications**

Holy Family School strives to provide a welcoming and open school environment. In order to achieve this goal, numerous forms of communication exist between the school and families.

### **Mandatory Parent Meetings**

In accordance with the Parent Commitment Agreement between Holy Family School and parents/guardians, the expectation level is that all parents/guardians will be active participants in their child's education. Accordingly, participation by at least one parent/guardian in the following events is mandatory.

1. **Grade Level Articulation Night (one for each grade)**
2. **Parent/Teacher Conferences**
3. **Kindergarten parents are also required to attend Kindergarten Orientation**

### **Parent/Teacher Conferences**

Conferences are required at the end of the first trimester and can also be scheduled by appointment after the 2<sup>nd</sup>, and 3<sup>rd</sup> trimester. Appointments may be made for additional conferences with classroom teachers or specialist teachers by contacting that teacher directly. Please call the school office (799-4354) to be connected to any teacher's voicemail. We ask that parents/guardians respect instructional time at school and refrain from interrupting class-time. The fewer unexpected interruptions and intrusions on teaching and preparation time, the better the instructional program for all students.

### **Individual Teacher Conferences**

Whenever parents have questions or concerns in relation to the school program, the curriculum, policies or any aspect of the students' education, **they should make an appointment first with the teacher to discuss the matter.** If the parents have further questions or concerns, they may call the principal for appointment.

### **Family Envelopes**

These envelopes contain everything from school calendars to informational fliers. Tuition and TWS envelopes are also sent home with the Monday envelope once a month. Parents are asked to read the material carefully, sign the designated area, and return the envelope to school the next day. The due date for submission of **approved** materials is the Thursday before, no later than 3:00pm. **This year we will be saving paper by putting most of the messages on the web-site. The entire parent guild meeting attendees in May totally agreed with this arrangement.**

**Please note that the principal MUST approve ALL materials included in the Monday envelope or on the web-site.**

**The Monday envelope is for school & parish related information only. If a parish group would like to include information in the Monday envelope or on the web-site it must be approved.**

Any non-related school or parish information will be placed in a designated area outside of the front office. Effort will be made to keep school community members aware of this information (camps, tutors, lessons, etc.).

### **Parent Guild Gazette**

Each month the Parent Guild publishes its newsletter, the Gazette. It goes home once a month in the envelope. This piece of communication contains bulletins, information about the school community, important dates and events, and is a wonderful way to publicize happenings within the school. Please contact the Parent Guild for submission policies.

## **Religious Instructions and Liturgical Celebrations**

### **Students will attend Mass on the following occasions:**

- One day per week as a class (except during a week where there is a scheduled school mass);
- Once a month as an entire school ;
- Select Holy Days of Obligation, Special Days of Celebration and Ash Wednesday; and
- To signify the beginning and end of the School Year;

### **Prayer services will be held for the following occasions:**

- Weekly assemblies;
- Lenten Mondays, The Living Rosary and Stations of the Cross;
- Blessing ceremonies for various school celebrations; and
- Sacrament of Reconciliation is celebrated with grades 3-8 during Advent and Lent
  - Students in grade 2 prepare for and participate in the reception of the sacraments of Reconciliation and the Holy Eucharist.
  - Religious instruction is an integral part of our curriculum and includes human sexuality education. Religion is taught formally each day and is also made an informal part of our studies and daily interactions.

### **Virtue of the Month Program**

Recognizing that children need consistent guidance with regard to faith formation, Holy Family School upholds the Virtue of the Month program. This program recognizes and highlights members of the school community (students, teachers, parents, etc.) that engage in positive behavior. Students are encouraged to be their best and live their lives according to the Gospel message of Jesus. Following is a list of the Virtues for the 2011-2012 school year:

**September**- Friendship/Respect

**October**- Prayerfulness/Faith

**November**- Perseverance/Courage

**December**- Peace/Patience

**January**- Originality/Creativity

**February**- Opportunity/Charity

**March**- Self Discipline/Personal Responsibility

**April**- Devotion/ Obedience

**May**- Gentleness/Comfort

### **Philanthropy of the Month Program**

In an effort to reinforce the Virtues of the Month and encourage our children to live their faith in action a philanthropy will be introduced. . This Philanthropy will tie in with the virtues. The monthly classroom activities will involve some way to benefit and help the people connected with the specific philanthropy.

### **Spirituality Committee**

In an effort to include parents in student faith formation, a VP was added to the Executive Board of the Parent Guild. The Vice-President of Spirituality oversees the Spirituality Room Parents that are designated solely for religious activities. Spirituality Room Parents attend 2 training in-services per year and coordinate with their classroom teacher to administer classroom lessons, as well as assist with the classroom retreat. The VP of Spirituality facilitates both in-services for the Spirituality volunteers, organizes and distributes age appropriate spirituality activities and supplies, and coordinates these activities

### **Mass & Grade Level Retreats**

In addition, parents are encouraged to attend our monthly school wide liturgy and participate in their child(ren)'s grade level retreat(s). This is a wonderful opportunity for parents to pray with and minister to their child(ren). See the list of IMPORTANT DATES for these masses and retreats, and check the calendar on our website for changes.

- Please note that NOT all masses fall on Friday. Please check the calendar and list of important dates ahead of time.

- All masses (except the May Crowning and End of Year liturgy) will take place at 9:30 am. May Crowning and End of Year liturgy begin at 9:15 am.
- Retreats are immediately following the mass (approx. 10:30am) and end at approx. 12:00pm. The class sponsoring the mass has their retreat the same day.

## **Uniform Information**

### **Special Note to Parents**

It is crucial that we receive support from you regarding our uniform policy. It is your responsibility to ensure that your child is adhering to the uniform code when he/she comes to school. Teachers should spend their time teaching and administrators should spend their time maintaining a positive school environment. It is difficult to do this when instructional time is interrupted due to issues with the school uniform code.

Students learn the importance of personal responsibility and good grooming by adhering to the uniform policy. We want our children to understand and value these concepts. Our actions, in working together to enforce the uniform code, will assist students in learning these and other valuable life lessons.

### **Special Note**

#### **Uniform pants/shirts (girls and boys) must be a uniform brand.**

Students may not wear designer pants/shorts/shirts (Billabong, Dockers, etc.) to school (except on “free dress” days).

## Formal Uniform

### **Girls (Grades K-8)**

- Yellow uniform blouse with rounded collar (to be worn with jumper, uniform shorts or skort) or yellow uniform knit shirt (to be worn with uniform shorts, skort or uniform pants) **(Grades K-4)**. Yellow oxford cloth uniform, button-down blouse (to be worn with the skirt, uniform shorts or skort) or yellow knit shirt (to be worn with uniform shorts, skort or uniform pants) **(Grades 5-8)**;
- Blue plaid jumper, uniform navy blue twill shorts, plaid skort, uniform navy blue twill pants **(Grades K-4)**. Blue plaid skirt, uniform navy blue twill shorts, plaid skort, uniform navy blue twill pants **(Grades 5-8)**;
- **SKIRTS SHOULD BE NO MORE THAN 2 INCHES FROM THE KNEE. THIS IS A MODESTY ISSUE.**
- White crew, knee or ankle socks **covering the ankle** (no logos) or white/navy blue tights;
- **(Grades K-3)** may also wear navy blue leather “mary-janes” or navy blue and white saddle shoe-type tennis shoes;
- Yellow turtlenecks may be worn under shirts or independently in cold weather;
- Blue uniform sweatpants (with logo) may be worn during P.E. on cold days;

### **Boys (Grades K-8)**

- Yellow uniform knit shirt;
- Navy blue uniform twill pants or navy blue uniform twill shorts;
- White crew, knee or ankle socks **covering the ankle** (no logos)
- Blue uniform sweatpants (with logo) may be worn during P.E. on cold days;
- White or Navy blue knit shirt

### **Shoes, Shoes, Shoes!**

- Sneakers for BOTH boys and girls **MUST** should complement the uniform. Neon colors and lighted sneakers are not acceptable.
- **DO NOT** change the color of the shoelaces. White and navy are the only acceptable colors;
- All sneakers **MUST** be utilitarian i.e. good for playing sports. High heeled sneakers or those that are not suitable for PE may not be worn;
- Girls in grades K-3 may also wear blue leather “mary-jane” type shoes or the “saddle” type sneakers;
- Students may be asked to get new sneakers if they are excessively worn or do not meet the policy.

- Shoelaces **MUST BE** tied on top of the shoe (not underneath). Shoes must be tied tight enough so they don't fall off during sports.
- Students **MAY NOT** wear shoes with wheels.
- Students **MAY NOT** wear slip-on shoes.

### **General Uniform Notes**

- Shirts are to be tucked in at ALL times;
- Boys are required to wear belts (black, brown, navy, no large buckles) at all times. Girls are required to wear belts with the uniform shorts and pants;
- Pants/shorts **MUST** be worn on or above the waist (and may not be oversized or “baggy”);
- Clearly label ALL clothing;
- Students are not allowed to wear sweatshirts around their waists;
- Socks must be solid white (no logos) “crew-type” socks or ankle socks **covering the ankle.**
- Non-uniform jackets/sweaters will not be allowed in the classroom at any time. They may only be worn outside on rainy days or at the discretion of the teacher;
- Boys and girls **MAY NOT** wear outlandish hair styles. Hair should be neat and clean, a simple style, and should not interfere with vision.
- No bleached, highlighted or dyed hair is permitted;
- Boys and girls may wear **NO** more than one necklace. It may hold a religious symbol. Girls may **NOT** wear bracelets of **ANY** kind. Girls and boys may wear **ONE** ring per hand. Watches (that do not distract students and without calculators) may be worn;
- Boys may not wear earrings. Girls may wear “stud” earrings no larger than the size of dime. No dangling earrings are permitted;
- Makeup of any kind (including colored lip gloss) is not permitted at any time;
- Only clear nail polish is allowed.
- “French manicures” are not permitted.

### **P.E. Uniform PE SHORTS WILL NOT BE ROLLED UP**

- Plain navy blue shorts that fit comfortably but are not oversized or too tight. Short may be made of **nylon, twill or fleece material.** No logos are permitted. Shorts used for Holy Family sports teams should not be used for PE. Uniform shorts are acceptable.
- Holy Family (logo) P.E. shirt or the current year's jog-a-thon t-shirt;
- School approved athletic shoes;
- Official uniform navy blue sweatpants (with logo) may be worn on cold days instead of shorts;
- Students may come to school on P.E. days in their P.E. uniform
- Students on SCHOOL MASS days will wear their **REGULAR** uniforms for school and PE.

**Additional Uniform Notes for Free Dress Days** (and ALL school-sponsored events/field trips)

- No oversized or tight-fitting clothing is permitted at any time;
- No short shorts;
- Pants must be worn at or above the hips;
- No halter/tube tops, spaghetti straps, tank tops or low cut shirts/blouses;
- No hip hugger pants;
- No platform or excessively high-heeled (none over 1 1/2") shoes. This includes 8<sup>th</sup> grade luncheon/graduation, 8<sup>th</sup> grade activities, sports banquets, and all field trips. Exceptions may be made for special theme day free dress days (flip flops, etc.);
- No hats. Exceptions may be made for special theme day free dress days;
- No shirts that expose ANY part of the stomach area;
- No see-through clothing.

**Uniform Violations**- are taken seriously at Holy Family School and are considered an issue of respect (for school rules, one's teachers and oneself). **The following disciplinary action may take place:**

- The student will be issued a uniform violation slip by the principal. She will keep a binder of offenders. These offenders will lose recess time to clean up the school.
- Continued failure on the part of a student to adhere to the uniform code could result in a note on his/her permanent record.

**Disciplinary Action**- if a student arrives at school inappropriately dressed (free dress days, field trips, school-sponsored events), **the following disciplinary action may take place:**

- A parent may be called (at the discretion of the teacher/principal) and required to either pick the student up from school (or from a field trip or school-sponsored event) or bring suitable clothes to school so the student can change; and/or
- If a parent cannot be reached, the student will be given clothes from the Trading Post to wear.

**Special Note**

The principal reserves the right to interpret policy regarding uniforms. This policy is subject to change, and the school will inform families of changes as soon as possible

**Carpool Procedures**

**Morning & Afternoon Drop-off Procedures**

Go east on Oak Street and turn left into the Pastoral center driveway (NO right hand turns from Oak into the lot). Proceed north across the playground. Follow cones and form one lane of traffic. Parent safety members will be on hand to assist students.

Children should not exit the car until a parent safety member has signaled that it is safe to do so.

All vehicles must exit in a single file line back onto Oak Street. All cars **MUST** turn **RIGHT** (during both drop off and pick up). Cars **MAY NOT** turn right onto Ramona after exiting the parking lot.

Drop off begins at 7:30am. **DO NOT** leave your child unattended on the school campus prior to 7:30am. Students are expected to be in their classrooms, unpacked and ready to go **NO LATER** than 8:00am. **Students who arrive after the 8:00am tardy bell (even if their car is on school property) will be marked tardy. Students in all grade levels will be given a 45-minute detention to be served at noon recess when they receive their 4<sup>th</sup> tardy per quarter (each subsequent tardy will equal a new detention). Please know that excessive tardies WILL have a negative affect on a student's grade in class.**

- Please **DO NOT** drop off/pick up your child in front of the church/Pastoral Center (on Fremont), at the Eden Center/St. Joseph's Center, or on Ramona Avenue. All areas lack proper adult supervision during drop-off and pick-up. Students should never be left unattended in these areas.
- Please note that parking on Ramona is **HIGHLY** discouraged during school hours, especially during drop-off and pick-up (with the exception of Kindergarten mid-morning drop-off/pick up).
- There is 1hr. parking along the school on Rollin. Please use this area to park and walk onto campus to retrieve walkers. Students **MAY NOT** walk out to cars parked along Rollin (or at the St. Joseph's Center) without a parent/guardian. **Students will not be allowed to wait in the parking lot behind the church. You may pick them up at the lunch tables if you are running late. If carpool ends, and they are not picked up, they will be sent to TWS and you will be assessed the fee.**
- Students **MAY NOT BE** dropped off along Rollin in the morning (or at the St. Joseph's Center), as this causes congestion with the high school. Please follow the prescribed morning drop-off procedures. You must walk them into the campus.
- The use of cellular phones is strictly prohibited in the carpool line. They are a distraction and pose a safety hazard for students and adults.
- Reading material and other projects should **NOT** be used during carpool. Once the line has begun to move, all materials should be put away.

- Please display ALL carpool names in your vehicle's front window. Kindly remove them when you are ready for dismissal (they will be available for pick up on drop-in day). **Please keep them through the years. If they wear out, let Marie Lopez know.**
- Lastly, PLEASE be courteous to faculty/staff, safety patrol members and parent safety volunteers working carpool. It is very important that you listen to their instructions and directives, or their job is to ensure each child's safety. If a driver fails to adhere to the above stated policies, treats a carpool worker with grave disrespect or endangers any member of the school community, he/she may be banned from participating in carpool.

**THE NEXT SECTION HAS THE ARCHDIOCESAN POLICIES AND PROCEDURES. THESE ARE POLICIES THAT GOVERN THE SCHOOLS.**