



HOLY FAMILY SCHOOL

Parent/Student Handbook

2016-2017

Table of Contents

School Mission Statement.....	3
Philosophy.....	3
Admission Requirements.....	4
Parent Commitment Agreement.....	4
School Personnel.....	7
Discipline Policy and Procedures.....	8
Health and Safety.....	8
Schedules.....	11
Carpool Procedures.....	12
Attendance.....	13
Communication Between Home and School.....	15
Grading and Report Cards.....	16
Homework.....	18
Standardized Testing.....	19
Religious Instruction and Liturgical Celebrations.....	20
General Information.....	22
Complaint Review Process.....	24

Holy Family School

Parent/Student Handbook

Welcome to the 2016-2017 school year. The faculty and staff of Holy Family School (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 to 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 school office at (626) 403-6159 if you have questions or would like clarification regarding our policies.

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. We are guided in faith and principle by our School- Wide Learning Expectations, and we work toward enabling our students to grow and be successful in attaining them.

Philosophy

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. By 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.

Admission Requirements

Holy Family School, mindful of its mission to be a witness of the love of Christ for all, admits students 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 educational policies, scholarship and loan programs, athletic and other school administered programs.

Holy Family School gives preference to supportive/participating members of the parish. The Parish Life Director 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 1st of the year they are to enter.

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.

Safeguard The Children: Holy Family and the Archdiocese require that all families comply with the Safeguard the Children Program requirements to ensure that Holy Family School is a safe place for our children. In order to volunteer at Holy Family School, there are 3 requirements to be met, as outlined below.

Both parents (an any additional family members/guardians) must submit the following to the school by August 28, 2016 for their child to matriculate at Holy Family School:

- 1) *VIRTUS® Training Certificate*
- 2) *Signed "Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events"*
- 3) *Live-Scan Fingerprints.*

A. **VIRTUS® Training Certificate:** At least one volunteering parent must submit or have on file a current VIRTUS® Certificate of Training Attendance to the school office **by August 29, 2016** and any other volunteer, parent or family member must submit prior to volunteering in any capacity.

B. **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events:** Each school year, both parents and every volunteer must submit signed forms to the School office acknowledging that

they have read and agree to follow the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.”

C. **Background Check/Fingerprinting:** Every volunteer must submit a Live-Scan fingerprint certificate to the Holy Family parish prior to signing up to volunteer for any school activity.

Fingerprinting an employee or volunteer in one of our Catholic Schools can be facilitated in one of two ways:

1. The preferred process is for all employees and volunteers to be fingerprinted at a designated time and place through the Archdiocese of Los Angeles (ADLA): <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. Facilitating through the ADLA is preferred because it is a centralized, streamlined, and more organized process that is faster, more accurate, and far less prone to mistakes that can hold up fingerprinting records.

2. A secondary option for fingerprinting an employee or volunteer is to go through a 3rd party vendor that provides the LiveScan fingerprinting service. Please note that although it is acceptable to use a 3rd party vendor, every effort should be made to go through the ADLA first. Fingerprinting through 3rd party vendors can lead to a host of errors and inaccuracies. In order to send an employee or volunteer to a 3rd party to facilitate fingerprinting, the school must complete a “Fingerprint Applicant Questionnaire Form” that is provided by the Fingerprinting department at the Archdiocese. Once the Fingerprinting Department receives that form with the applicant’s information, they will prepare the LiveScan Fingerprinting form that is necessary for that employee or volunteer to bring with them to the 3rd Party Vendor to facilitate the fingerprinting process. In most circumstances, the Fingerprinting Department will be able to provide the prepared LiveScan Fingerprinting Form back to the school the same day of the request. This process will better ensure accuracy and proper record keeping in the VPIN system.

Volunteers: In addition to the above, volunteers may or may not be permitted on campus at the discretion of the principal; the principal reserves the right to grant access to individuals who meet the standards and requirements of Holy Family School.

Tuition: Families are expected to pay tuition in a timely fashion. Tuition is due during the months of August through May of the current school year. Smart Tuition is our tuition billing and collection company. Every family is required to have a Smart Tuition account and the annual administration fee is \$45, billed to your account in August. Your option for payment is by automatic deduction through your checking account or by credit card. You may pay your tuition via automatic debit on

the 1st, 10th, 15th or 20th. Late charge - \$40; returned payment - \$30. Families who fail to pay tuition for two months will be contacted by the principal and required to meet concerning the circumstances. A failure to meet with the principal and/or make future tuition payments could result in the removal of your 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 25 hours of this service requirement must come directly from school-related activities. The remaining 15 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
- Back to School Night/ Classroom articulations
- Parent/Teacher Conferences
- Any designated mandatory parent meetings

Fundraising: To actively support all Parent Guild School fundraising activities, the recommended per family fundraising level of all events combined (Fall Fundraiser and Jog-a-Thon) is \$300 to be fulfilled by March 30th. Families may opt to "buy out" of any fundraising activities by submitting \$350.00 on or before September 30 of the current school year. Families who do not meet the Fundraising Commitment by April 30 will be notified. The balance due will be added to June Smart Tuition billing. Families who do not participate in either of the fundraisers will have the amount of \$305 charged to their smart tuition.

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 \$10.00 average weekly donation is considered minimal.)
- Participate in and support parish activities (15 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 ShopwithScrip) during a twelve (12) month period to net the school a minimum net contribution amount of \$250. This period shall commence on May 1 and end on April 30 of the current school year. Families may opt to “buy out” of any Scrip activities by submitting \$300 by September 30 of the current school year. Families who do not meet the Scrip Purchase Commitment by April 30th will be notified. The balance due will be added to June Smart Tuition billing.

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:

- An email/letter from Smart Tuition and/or the school bookkeeper will be sent to the family.
- 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 Parish Life Director will be notified and the family may be asked to leave the school or may not be invited to re-enroll their child/children for the following school year.

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.
- *Vice Principal:* assists the Principal by collaborating with the faculty and staff, and disciplining/counseling students as needed.

Instructional

- *Faculty:* are an integral and important part of the faith community as full-fledged members of our teaching staff.
- *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 afterschool sports and help mold their behavior during the stress of competition; coaches should be a model for aspiring athletes.
- *School Library Technician*: keeps the library in operating condition, supervises those who assist her, and is responsible for the maintenance and upkeep of 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 tracking of all school related balances, as well as the compilation of reports for the principal, school board, and finance council.
- *Health Room Nurses*: are responsible to the principal and take care of scheduling and assisting with all health testing and overseeing all health room records.
- *School Counselor*: provides counseling support to individual students or groups based on referrals from parents or school staff members.
- *Custodians*: maintain the constant cleanliness of the school and grounds and take 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.

Discipline Policies and Procedures

(See Holy Family School Code of Conduct 2016-2017)

Health and Safety

Immunization for First Admission: For unconditional first admission to school in California, two weeks prior to the start of school each applicant must present documentary evidence that the applicant has been immunized against polio, diphtheria, measles, mumps, rubella, varicella (chickenpox), pertussis (whooping cough), tetanus, and hepatitis B. A medical exemption from immunizations requires a written statement be submitted from a licensed physician stating that the physical

condition of the child is such that immunization is not considered safe. It must also indicate the specific nature and probable duration of the medical condition.

Immunization for admission to 7th grade: For admission to the first day of 7th grade, parents must submit documentary evidence that the student has had a Tdap vaccine administered after the age of seven, or a medical exemption as above.

Health Assessment Requirements: The parents/guardians of all incoming Kindergarten and new first grade students must submit a Report of Health Examination for School Entry, completed by a licensed health care provider, two weeks prior to the start of school.

Medication Disbursement: To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or nonprescription) to school. Students are to come to the health office for medications. There is no exception to this rule.

Non prescription medications: A current Over the Counter Medication Authorization form signed by a parent/guardian and a licensed physician must be on file in the nurse's office. No medications can be administered without it. The form is available on the school website.

Prescription medications: A current Prescription Medication Authorization and Permission form signed by the parent/guardian and completed and signed by a licensed physician must be on file in the nurse's office. The form is available on the school website. Medication must be delivered by the parent/guardian to the health/front office in the original labeled prescription bottle. Medication must be kept in the nurse's office at all times (excluding asthma inhalers and diabetic supplies). Students carrying inhalers and/or diabetic supplies must also have Section B of the Medication Authorization and Permission form (Special instructions) completed stating he/she may have it with him/her while at school or at a school sponsored activity.

Emergency Cards: State law requires complete and current emergency information for each student be on file and readily available. Please notify the school at once if there is a change of address, home/cell/work phone, or any other important statistical information.

Exclusion from School for Medical Reasons: 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 hand, foot and mouth disease. Parents must inform the health/school office if their student is suffering from any contagious illness so that other families may be informed and health records 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. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of, or complications arising from, an injury. A student who is recovering from an injury such as a concussion or fracture must submit a letter from a licensed physician advising the school of any activity restrictions, and their duration.

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

Noncustodial 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 May. 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 noncustodial parents/guardians. In absence of a Court Order to the contrary, the school will provide the noncustodial 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.

Emergency Dismissal: 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 a 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 of those pupils so released will be kept on file in the office.

Fire/Disaster Drills: The school, in coordination with the South Pasadena Fire Department, will conduct Fire drills MONTHLY. Students will be expected to evacuate the building to their designated areas quietly, quickly and in an orderly fashion. Disaster drills will be conducted by the faculty periodically and as needed.

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 rule is not observed;
- 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;
- 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;
- The school will not be held liable for students who do not comply with the above regulations and other common sense safety practices.
- Students participating in the 1:1 iPad program are required to bring their iPads to school and must conform to the Acceptable Use Policy (AUP) outlined by Holy Family School. (See Holy Family School Code of Conduct 2016-2017 and iPad Acceptable Use Policy for more information.)

Schedules

Morning/Afternoon Yard Supervision: Supervision of students 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. Afternoon yard supervision is under the direction of our TWS program. Children not participating in that program should not be left unattended on the school campus.

School Schedule: Drop off begins each morning at 7:30am. 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 if they arrive between 7:45am-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 also note that the school day schedule is subject to change at any time during the school year. Dismissal on minimum days is 12:00 pm for grades K-8, and also at 2:00 p.m. on select days due to faculty meetings (unless otherwise noted).

Snack for Morning: Since the morning school session is long, we advise all parents to give children something nutritious in their lunches to be eaten as a snack during morning recess.

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.).

Carpool Procedures

Morning Drop-Off & Afternoon Pick up Procedures: For both morning drop-off and afternoon pick up, 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 during morning drop-off. 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.

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 dropoff and pickup. Students should never be left unattended in these areas.

Please note that parking on Ramona is not permitted during school hours, especially during dropoff and pickup.

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 **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 dropoff procedures. You must use the carpool procedure or 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).

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, as 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.

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. Parents are required to notify the main office (626-799-4354) between 7:30am and 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 if 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 Twenty Days: If a pupil is absent for 20 or more days during a trimester period, a report card may 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 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 field trip. Failure to follow this policy will result in a forfeiture of driving privileges.

Please also note that a driver MAY NOT, under any circumstances, make any stops on the way to/from a field trip. 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 field trip. 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 makeup. 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, makeup work, or special testing schedules for such a period of absence.

Please keep in mind our strong request 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 “makeup” work is helpful in the case of necessary absences, it is not possible for a student to accomplish both classwork 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 to this process is 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 1/2 day. Students arriving after 8:00 am should report to the main office to be checked in. Homeroom teachers and the front office will keep a record of attendance.

Communication Between Home and School

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.

Parent/Teacher Conferences: Conferences are required at the end of the first trimester and can also be scheduled by appointment after the 2nd, and 3rd trimester. Appointments may be made for additional conferences with teachers by contacting that teacher directly. Please call the school office (626) 799-4354 to be placed in contact with the teacher.

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, appointments should be made with the teacher first. If the parents have further questions or concerns, they may call the principal for an appointment (please refer to the Holy Family School Code of Conduct 2015-2016 for information about Parents’ Rights and Responsibilities).

Holy Family Weekly News: Each week the weekly newsletter is posted on the Holy Family School Website. It is the parents’ responsibility to read the weekly newsletter. This piece of communication contains bulletins, information about the school community, important dates and events, and is also a wonderful way to publicize happenings within the school. For questions about submissions, please contact the school office.

Grading and Report Cards

Report cards for grades 1-8 are distributed three times a year (trimesters). Kindergarten students will receive a report card with a lettered marking code at the completion of each semester.

Grades 1, 2, and 3 will receive a report card with a lettered marking code at the completion of each trimester (w/the exception of grade 1 in the 1st 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

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

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 is a 3.0 or above with no failing grades will be given special recognition for each trimester they earn a 3.0 or above. Only the eight core subjects (Religion, Math, Science, Language Arts, Literature, Vocabulary, Spanish and Social Studies) are used to figure the GPA. Additionally, there may not be a grade of D or lower in any other subject area (PE, Music, Technology). Honor Roll Assemblies will be held in December, March, and June to recognize various academic achievements. The grade point average (GPA) is figured on a four-point scale.: A= 4 pts. A-= 3.7pts., B+ = 3.3pts., B= 3pts., B-= 2.7pts., C+ = 2.3pts., C= 2.0 pts., C-= 1.7 pts., D= 1.0 pts., F= 0 pts.

To be eligible for Honor Roll 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 a "G" in Work Habits.

Student Council: Student Council members are expected to be good role models for their fellow students. Therefore, we expect admirable 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 and Work Habits in all core subjects. Additionally, there may be no grade lower than a B in any subject including Technology, PE and Music. A GPA of 3.0 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 and School Sponsored Activities: Students who wish to participate in afterschool activities must maintain an “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 afterschool 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 and coaches will be expected to sign a copy of the Code of Ethics at the beginning of each season (see Holy Family School Code of Conduct 2016-2017). 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 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.

Homework

Homework planned to meet the learning 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 student’s 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 (with limited parental assistance). If a child 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 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 1/2 hour
- Grades 3, 4 Not to exceed 1 hour
- Grade 5 Not to exceed 1 1/2 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 makeup 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 extracurricular activities should not take precedence.

If there is any question about homework, the classroom teacher should be consulted as soon as possible.

Homework Hour: There will be a Homework Hour from 3-4pm on Tuesdays and Thursdays for students who consistently need assistance with their homework. The teachers will send a notification home for a parent signature and a date the student will be attending the Homework Hour. It will not be a tutorial session, but rather an opportunity for students to fulfill their duties and not fall behind in their studies.

Standardized Testing

In addition to regular formative and summative assessments within the curriculum, standardized testing is administered to students in grades K-8 at certain times during the year. Below are the various types of school-wide assessments administered to students at Holy Family School.

STAR Assessment: The Star Assessment is administered to students in grades K-8 four times during the school year. The Star Assessment is a computer adaptive assessment that measures student growth and mastery in the areas of Language Arts and Mathematics.

The results from the Star assessment are analyzed by the school faculty and used to plan, differentiate, and improve school instruction. Individual reports are shared with parents at various times during the school year.

Assessment for Catechesis Religious Education (ACRE): ACRE is a religious knowledge and values assessment that is administered to students in grades 5 and 8 annually. The results are used solely for school-wide planning in the area of Religious education.

Additional Star Assessments: Holy Family School also utilizes the S.T.A.R. Reading and S.T.A.R. Math at various grade levels (both are through the Accelerated Reader Program).

The Role of Standardized Testing: The role of particular standardized tests varies; however, 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.

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.

Standardized test results are included in a student's transcript, which is sent to the high schools to which the student has applied.

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 8th grade students to "be their best" right up to the final days of school. The following policy applies to 8th grade students:

Students who have a cumulative grade point average of less than a 1.25 average for the eighth grade core classes (Religion, Math, Science, Literature, English, Spanish, Social Studies & Spelling/Vocabulary), and whose Behavior and/or Work Habits grades are lower than "NI," may not be able to participate in graduation activities including the graduation ceremony and other special 8th grade activities. The final decision will be made at the discretion of the principal.

Religious Instruction and Liturgical Celebrations

The Faith-Formation Program is critical to the development of students who attend Holy Family School. Opportunities for worship, prayer and service are presented throughout the school year. Students are expected to participate fully in the liturgical and spiritual life of the church. What follows is an overview of our religious instruction 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;
- Thanksgiving;

- Lenten Mondays, The Living Rosary and Lenten Fridays, Stations of the Cross;
- Blessing ceremonies for various school celebrations;
- 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. The virtues rotate annually and are on a 3-year cycle.

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

Mass and 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 masses and retreats, and check the calendar on our website for changes.

All masses (except the May Crowning and End of Year liturgy) will take place at 9:30 am. May Crowning will begin at 9:00 am. Retreats are scheduled immediately following the mass (approx. 10:30am), and end at approx. 12:00pm. The class sponsoring the mass has their retreat the same day. Filming and/or picture taking are not permitted during mass.

Participation at Mass: The Sunday celebration of mass is of course the "source and summit" of our faith life in the church, and we encourage you as a family to attend regularly. But the liturgical moments shared in the school throughout the year are also an important part of the daily nourishment and ongoing formation of students at Holy Family School. As such, we expect our students to approach the mass with great reverence and respect, and we appreciate your support as the primary educator.

In order to help facilitate the celebration of the liturgy throughout the year, please note the following:

The mass is a communal celebration, during which each one of us is called to participate by being present, responding, and singing the hymns.

Throughout your time at Holy Family School, your child will have opportunities to serve in different roles during mass, including lector, bringing gifts to the table, music minister, etc. These are important roles, but no less important than the role to which we are all invited: active participants in the celebration of the mass!

You help us by helping your child understand that if they are not serving in a specific role for their particular mass, the more important message is that we are all invited to be active participants.

Additionally, on days when your child's grade is leading the celebration, we invite you to sit with your child at the front of the church; siblings should remain in the pews with their classmates.

General Information

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.

Care of Student Property: 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.

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 fees are paid via Smart Tuition beginning in September with a \$50 per family Registration fee and ending with the June payment for the current year. 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.

Financial Responsibility of Students: If furniture or equipment is destroyed or marred through carelessness, the student will be fined according to the damage.

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.

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 not be used for changing from school uniforms into party attire. Such activity results in hurt feelings for those not included in a particular event.

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.

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.

Respect for 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 a teacher is "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). Please refer to the Holy Family School Code of Conduct for additional information regarding proper communication with staff members.

Right of Parental Access to Student Records: Parents/Guardians have a right of access to all pupil records related to their children, which the school is required to keep.

Telephone: If students need to contact a parent for any reason, they need to go to the main office. If a school sponsored event is cancelled during the day, students may 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.

Complaint Review Process

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.

School Level Process: 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 assistant superintendent of the Department of Catholic

Schools. The assistant superintendent 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 assistant superintendent will then communicate the final determination in writing to all parties. There is no appeal beyond the assistant superintendent.