









# **MISSION**

Holy Family Catholic School is an educational ministry of Holy Family Catholic Church serving students in early education through eighth grade.

Our mission is to inspire in its students through word and example the beautiful Gospel message of Jesus Christ in a supportive and caring learning environment where each child is encouraged to strive for academic excellence and grow in faith, knowledge and love.

*"Go forth and teach all nations . . . teaching them to observe all that I have commanded you."  
Matthew 28:19, 20*

## ***At Holy Family Catholic School, we believe:***

-  Every person is a unique reflection of God, gifted with individual talents that need to be cultivated and shared.
-  There is no greater calling as followers of Jesus than to love God with our whole heart and love our neighbors as ourselves.
-  Each child entrusted to our care is to be loved and respected as a unique creation of God, who lives and dwells in all of us.
-  Students, empowered with the conviction of their beliefs and the courage of their faith, have the power to bring love, compassion and peace to the lives of others.
-  In order to become contributing members of society, student must acquire an abiding moral and exceptional academic foundation.
-  A physically and emotional secure environment is essential to student success.
-  Community service is an integral component of a solid Catholic education whereby we are called to help "the least of our brothers" through prayer, works of charity, service to the poor and social justice outreach.
-  We are guided in faith as a community of disciples who come together to pray, honor and give thanks to God in many ways. Our actions should be a living reflection of our relationship with God.

Holy Family Catholic School's web page can be found at [www.hfcschool.com](http://www.hfcschool.com).  
The school site contains all the information parents and students will need,  
including this handbook in its entirety and all printable forms.

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## **ACCREDITATION**

Holy Family Catholic School is accredited by: the Florida Department of Education and the Florida Catholic Conference. We are also a member of the National Catholic Education Association. Holy Family Catholic School is a National Blue Ribbon School. All teachers hold current teaching certification or a statement of eligibility from the Florida Department of Education.

## **ACCEPTABLE USE POLICY AGREEMENT**

By signing this agreement parents/guardians give their permission to allow students to use various forms of technology based on the guidelines set forth by the Diocese of Orlando and Holy Family Catholic School. This form is provided in the summer packet and is posted on the school website.

## **ADMISSIONS**

Holy Family Catholic School complies with Diocesan policy and does not discriminate on the basis of race, color, national or ethnic origin. All families wishing to enroll students in Holy Family Catholic School (PK3-8) shall be given an application by the Admission Coordinator in accordance with this Policy. Admission will be based on the following categories:

- Student must be three (3) years old by September 1 for PK3, four (4) years old by September 1 for PK4 and five (5) years old by September 1 for Kindergarten in order to meet the Florida age requirements for per Florida Statute 232.04.
- Students entering first grade must have successfully completed an accredited kindergarten program and be six (6) years old by September 1 per Florida Statute 232.01.
- Parents whose children are transferring from another school must submit a letter of reference from the teacher of the current school, the most recent standardized testing and all prior report cards. Testing may be administered to determine grade level. Upon review of all documentation, a decision will be made regarding acceptance.

Priority admission will be determined by the following:

- Families with children currently enrolled and in good standing at Holy Family Catholic School.
- Families of Holy Family Parish who are active and supportive parishioners.
- Families of students transferred from a neighboring or out-of-state Catholic school due to family move.
- Catholics from other parishes who are active and supportive members of their parish

## **ALTAR SERVERS**

Boys and girls in grades 4 - 8 may be trained as Altar Servers to serve Mass on Sundays, Holy Days, funerals and weekdays. Any interested students should contact the parish office.

## **APPOINTMENTS**

The school calendar is issued at the beginning of school; routine medical, dental and other appointments should be scheduled after school hours, on non-student days or during breaks. If this is not possible, a written note should be sent to the teacher stating the time your child is to be released from school. At the stated time the student should report to the office and wait there for his/her parent to arrive. The student is to be signed out in the school office by a parent or designee. Upon returning to school a student is to be signed in, in the school office by a parent or designee and must present a note from the doctor, dentist or professional.

## **ARRIVAL & DISMISSAL – See also: SCHOOL HOURS**

Arrival – The importance of coming to school on time cannot be overemphasized. Students assemble in front of the main gates and proceed to their classroom when the gate opens. Drop off is from 7:30am until 7:48am. **Students are to be in class by 7:50am. Parents are requested not to enter the classroom prior to the beginning of school.** Students who enter school after 7:50am are considered tardy; a tardy may or may not be excused. *See Tardy Policy*

Dismissal – Dismissal takes place at the following designated areas/arrival times:

- Students in PK and Kindergarten without siblings or car pools:  
Front of School ~ 2:40pm (M/T/Th/F); 1:40pm (W)
- Students in Grades 1-3 with siblings or car pools in Grades PK- 3:  
Front of School ~ 2:50pm (M/T/Th/F); 1:50pm (W)
- Students in Grades 4-8 with siblings, or car pools:  
3:05pm (M/T/Th/F); 2:05pm (W)  
Gr. 6 & 7: Side of school; Gr. 4 & 5: Front of school  
Gr. 8: Parish Offices.

It is mandatory that all families identify their vehicle with the family name printout on the passenger side visor. Pick up procedure remains the same even if a sibling or car pool member is absent. Students always report to the same pick up area. Parents are strongly discouraged from parking on Gaylord Street or any other local public road. No-parking zones are strictly enforced from 2:30 – 4:00 p.m. The school will not be responsible for students of families who do not adhere to dismissal procedures.

For the safety of our families, cell phone use is not permitted in cars in the “restricted phone zone” during morning drop-off and afternoon pick-up.

### Walkers and Bike Riders

Students who opt to bike or walk to school are to use the walkway at the extreme North of the school. This walkway leads to Apopka–Vineland Road. Those biking to and from school must wear helmets and PUSH their bikes once they enter the walkway. For safety reasons, this is a walking path ONLY. At NO time should skateboards or roller blades, etc. be used on this path. This includes before, during and after school. Skateboards and roller blades are not permitted on school property.

Early dismissal of students causes disruption in the classroom; therefore, parents should refrain from this practice whenever possible. Students may not be signed out between 2:40pm and 3:00pm or 1:30pm and 2:00pm on early dismissal days (*20 minutes before class dismissal*). To enforce these rules, our front office will not interrupt classes during these times. If your children have doctor appointments earlier in the day, a parent must come into the school and sign them out. The receptionist will then call them from class, into your care. If someone other than a parent is going to sign out children, the homeroom teacher and the school office must be notified in advance. The person picking up your children will be required to show a photo ID.

Once your children leave the school grounds, they are officially out of school supervision and may not return to the campus unless they are coming to participate in a sport. At that time, they must report directly to the Coach. If they wish to return to watch a game, they must be accompanied by a parent or other adult. **If your children have permission to walk off school property at dismissal, a signed parental note must be submitted to the homeroom teacher stipulating the following:**

- Destination, days of the week, and duration (i.e., until end of school year, end of sports season, daily).
- A permanent list of “walkers” will be kept in the school office.

If this is a random occurrence, a note is required each time. Verbal phone permission will not be acceptable. Parents are requested to pick up their child or children promptly. Children not picked up within 15 minutes of scheduled dismissal time are escorted to our Extended Day Program. A nominal fee is charged for this service.

**Rainy Day Dismissal PreK through Grade 8**

1 <sup>st</sup> Dismissal	2:40/1:40 (W)	Rainy Day same as on Sunny Days ☺
2 <sup>nd</sup> Dismissal	2:50/1:50 (W)	Rainy Day same as on Sunny Days ☺
3 <sup>rd</sup> Dismissal		
Grades 4 & 5 Only:	3:05/2:05 (W)	Rainy Day same as on Sunny Days ☺
4 <sup>th</sup> Dismissal		
Grades 6,7,8:	3:15/2:15 (W)	Front of school.

It is absolutely critical that no one enter the property before their actual dismissal time!!

**ASSEMBLIES/LITURGIES**

Students are to file in and out of assemblies and liturgies in an orderly, peaceful and respectful manner. Proper behavior is expected of all students and is exemplified by attentiveness, quiet and appropriate response. During worship, students are expected to demonstrate attentiveness, devotion and respect worthy of the Blessed Sacrament. All students are expected to attend school worship and liturgies. On school Mass days, students are expected to be in formal uniform.

**ASSIGNMENT BOOKS/STUDENT PLANNERS**

Parents should check the student’s assignment book each evening for homework and important communications from teachers. Assignment books must be checked and/or signed when requested by teachers. Assignment books are distributed to grades 3-6 by homeroom teachers during the first week of school. If lost, students have a three (3) day period to purchase another one for \$5.00 from the school office.

**ATTENDANCE/ABSENTEEISM**

The Holy Family Catholic School attendance policy is based on Florida Law. Our goal is for all children to learn and achieve. School attendance is the first step in a child reaching school success. It is the responsibility of parents to make certain their child attends 180 school days barring illness, injury, funerals, medical appointment or other insurmountable conditions. **Students must be present for morning attendance, afternoon attendance and the dismissal bell to be considered present for the full day.**

Absence

When a student is unable to attend school, notification must be made by the parent by 9:00 a.m. on the day of the absences. Parents may call before 8:00am and leave a voice mail message or send e-mail to the teacher (cc: receptionist@hfcschool.com). Please leave the following information:

- 1) Name of student
- 2) Grade and section
- 3) A brief reason for absence

Absences **may** be excused for the following reasons:

- Court Appointment/requirement with appropriate documentation from the court system

- Death in Family; i.e. parent, sibling, grandparent
- Doctor/Dentist Appointment with doctor's note
- Student Illness – Written note required upon student's return to school. Consecutive absences of 3 days or longer due to illness will be excused only by a doctor's note. Chronic medical conditions will be taken into consideration on a case by case basis. Communication must be in original written form, signed by the parent/guardian, and sent on the date the student returns to school. Note must state date, time and reason for absence.
- Reasons of extenuating circumstances to be determined by the principal.
- **Vacations are not excused absences.**

#### Make up work

When the absence has been excused, it is expected that a student will have all missed work made up in the same number of days as the number of days of the excused absence. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher.

When the absence is unexcused, parents are expected to use the class website and/or other electronic school sources and provide the necessary support to ensure that the child is ready to participate in all classroom activities, assignments, and testing on the day he or she returns to school. **No additional time is given to make-up work missed as a result of parent choice.**

#### Tardy Policy

Tardiness places a burden on teachers. They cannot re-teach important materials to individual students who miss class time. It also sends a negative message to students that school and punctuality are unimportant. Such behavior is disrespectful to the school community. Students who continually abuse this rule will be placed on **probationary status. Students who enter school after 7:50am are considered tardy.** Between 7:50 and 8:00am, a staff member inside the front gate will mark students tardy and send them to class. Tardy students arriving at school after 8:00am are to report to the front office to receive late admittance slips. After five accumulated tardies, an official letter of warning will be sent to parents. After a total of ten tardy marks, a fee of \$10 per tardy will be charged to the family for each tardy per student. This fee is due before the student is permitted back in the classroom. All tardies are recorded on official report cards and student cum folders.

Tardiness **may** be excused for the following reasons:

- Doctor/Dentist Appointment will be excused **ONLY** with a note from the doctor's office.
- Court Appointment will be excused **ONLY** with appropriate court documents.
- Situations completely out of the control of parents and students, such as auto accidents, may allow for an excused tardy.

**NOTE: Handwritten notes from home are appreciated but will not excuse the situation.**

#### Perfect Attendance

To qualify for perfect attendance, a student must be present for an entire quarter and/or 180 school days with only one tardy or one early dismissal.

#### **BIRTHDAY CELEBRATIONS**

We want each student to feel special on his/her birthday; however, we must protect learning time.

- Students may dress up on their birthday. (Please refer to the section on Out of Uniform Days). This allows the school community to recognize the child and wish him/her a happy birthday. If

a students' birthday does not fall on a school day, teachers may schedule another day with the student.

- Students may bring in an individual treat for each child in his/her class. Simple finger food is best. **Treats cannot require refrigeration or cutting.** Birthday treats should be shared at recess or lunchtime. Children may share treats with teachers in their pod but may not go to other pods and disturb classes.
- Birthday/Party Invitations: In an effort to be Christian in our approach to extending birthday and/or party invitations and in avoiding hurt feelings, the following policy is enforced: The school is unable to provide telephone numbers or addresses of students. Consult the school directory included in your Open House packet. Invitations may be distributed in school only if the entire class is invited; or only if all boys or all girls are invited.
- The sending of birthday bouquets, balloons, and other surprises to a student during school hours is not permitted.

### **BOOKS AND BOOK BAGS**

Books are to be covered. Parents who wish to use books over the summer are to place a pre-paid order through the administration office. Each student must have a backpack style book bag with or without wheels (no wheeled backpacks permitted for Grades PK-2) in order to protect books from inclement weather, needless handling, and above all, loss. **Please do not purchase small travel cases with wheels, as this type of bag cannot be hung in closets.**

### **CELL PHONES/ELECTRONICS**

**Students may not use cell phones or other electronics during school hours 7:30am to 3:30pm.**

Students may bring cell phones to school for after-school use when involved in activities. During the school day, cell phones must remain OFF and in students' back packs. If a student uses cell phone during school hours to make a call, respond to a call or to send or receive a text message, the phone will be confiscated until the end of the school year. Use of a cell phone during testing will be considered cheating and handled accordingly. *See Telephone Use*

For the safety of our families, parent cell phone use is not permitted in cars in the "restricted phone zone" during morning drop-off and afternoon pick-up. Cell phone use while volunteering on campus is considered a distraction; please refrain from all cell phone use on school property.

### **CHANGE OF ADDRESS OR CONTACT INFORMATION**

**If your address, telephone number or email addresses changes, please notify the School Office immediately.** The STUDENT INFORMATION UPDATE form may be printed from our website.

### **CHILD ABUSE REPORTING**

Holy Family Catholic School's staff and administration will cooperate with investigations concerning reported cases of child abuse. In compliance with state law, reports will be made of all incidents in which we have reason to suspect child abuse, neglect or endangerment.

Child Abuse: Any clergy, religious, lay employee or volunteer of the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures:

- ◆ Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.

- ◆ Respond to local DCF call back with additional information.
- ◆ Cooperate with any and all authorities in the investigation of any child abuse report.

## **CODE OF CONDUCT/DISCIPLINE POLICY**

The primary purpose of Holy Family Catholic School is to provide a Catholic education in an environment permeated by the teachings of the Gospel. We support a positive approach to discipline. Our students need to realize that the observance of rules brings happiness to themselves and others. We strive to create a climate of controlled and responsible freedom.

The positive spiritual, academic, social and emotional development of our students provides the basis for all disciplinary actions. Consequently, the philosophy and policies of our system must be accepted. It may not suit every child or parent. We reserve the right to request that a child pursue his/her education elsewhere, should the child and/or parent refuse to accept the school rules and regulations.

The Code of Conduct provides a guide for the behavior of the students and the logical consequences for failure to follow these guidelines. Consequences are seen as an extension of the instruction, rather than punishment. The final authority in the interpretation of the facts of any school behavior situation is the principal.

### Our students are expected to demonstrate:

- Appreciation for the blessing of a Catholic education.
- Reverence during times of prayer and religious activities.
- Participation in the liturgy, openness and effort in learning their faith.
- An effort to develop Christian leadership through service to others.
- Respect for the rights of classmates, teachers, parents and volunteers by contributing to an atmosphere that is safe and conducive to teaching and learning.
- Personal responsibility for learning, such as good study habits, effort, regular attendance, punctuality, completeness and quality of assignments and class work, honesty and integrity in actions and deeds.
- Respect for school and parish property, their own property and the property of others.
- Self-care: good grooming, personal appearance and compliance with the uniform code.

### Our staff members support and encourage our students through:

- Demonstrating professional interest and attention to every student.
- Notifying parents when there is a concern about character development, cooperation with school or classroom policies, or issues with academic progress.
- Providing appropriate support to correct the concern.

### Discipline away from school

Students are expected to model behavior consistent with the mission of Holy Family Catholic School while off campus. The school administration reserves the right to discipline students for off campus conduct when it is determined that deliberate defamation of a teacher, student, or other member of the school, parish, or diocesan community has taken place. Public forums and community events include, but are not limited to, email, instant/text messages, Internet blogs, message boards, Web site postings, social networking, sporting events or field trips.

### Corrective Disciplinary Action

Inappropriate behavior will result in logical consequences designed to teach and reinforce expected behaviors. When a student violates general rules of conduct, the teacher may use a variety of

responses to point out and modify such behavior. These responses may include verbal warnings, check mark reminders, denying privileges, assigning service oriented consequences or after school detention. Parents will be notified if a problem continues, and the teacher or parents may call for a conference. If the cooperative efforts of the child, parent and teacher do not solve the problem, the administration will be contacted for further support and possible administrative action.

Repeated disregard of school rules; blatant disrespect for students, school/parish personnel or property; or a single serious infraction may jeopardize a student's status. At the discretion of teachers and administrators, the student may be required to serve lunch or after school detention, suspension, or be asked by the principal to withdraw from Holy Family Catholic School, or in extreme situations, expulsion.

The following behaviors are **never** permissible and would result in serious consequences that may include suspension or expulsion:

- Fighting, bullying, threatening another student
- Blatant defiance of school/parish personnel
- Profanity or verbal abuse
- Continuous refusal to prepare assignments or participate in class
- Willful destruction of property or vandalism
- Stealing
- Possession of a weapon or other dangerous object
- Possession or use of tobacco products
- Possession, use or selling of alcohol, drugs, or inhalants

***Corporal punishment is not permitted in Holy Family Catholic School.***

### Bullying

Two definitions:

1. Bullying is when a stronger, more powerful person hurts, intimidates or frightens a smaller or weaker person deliberately and repeatedly.
2. A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

### Bullying Prevention

- **First:** Tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying), please stop." Then give the person the opportunity to stop.
- **Second:** If the behavior is repeated on another occasion, again tell the person doing the bullying to stop and inform him/her that you are going to tell the teacher. Clearly state, "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher." Then tell the teacher what has happened and tell her/him it is the second time that this has happened.
- **Third:** the next time the same student bullies you tell him/her to stop and inform him/her that you are going to ask the teacher to investigate the incident. Clearly state: "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher and ask her/him to make you stop."

Teachers and teaching assistants will follow these steps:

- Each verified incident of bullying will be documented in writing. Offending student is given verbal warning.

- At the time of a second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.
- If the parent is not at home, a call will be made to the workplace rather than leaving a message on the answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.

If there is a third verified incident, the student will be removed from class until a conference can be scheduled with the student, the parents, the teacher and the administrator. Appropriate disciplinary measures will be discussed at this time.

**Bullying will not be tolerated and will be subject to severe disciplinary action.** Appropriate action will be taken which can include, but not be limited to, notification of appropriate authorities, parents, expulsion or termination.

### Harassment

Harassment of any individual because of their sex, race, religion, color, national origin, age or disability is strictly prohibited by the Diocese. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any diocesan entity. Maintaining an environment free of discrimination and harassment is everyone's responsibility.

### Search and Seizure

Holy Family Catholic School reserves the right to search desks, lockers, and person or personal belongings of a student.

### **COMMUNICATION**

Newsletters (*see newsletters*) are emailed to parents on Mondays. Comment sheets, weekly tests and corrected schoolwork are sent home in the Holy Family blue folder each Monday. This allows parents to consistently check their child's progress, sign schoolwork, tests and forms, and return signed work to school each Tuesday. On Fridays, the same folder is used by the Home & School Association to promote family activities and all fund raising endeavors. The folder must be returned to school on Monday morning for distribution of Monday publications.

Weekly newsletters, monthly calendars and lunch menus are emailed to families and can be read or printed from the school website at [hfcschool.com](http://hfcschool.com).

Parents may communicate to teachers by sending a note with their child, e-mail or by calling and leaving a message for the teacher. If a concern is related to a classroom situation, parents are requested to speak directly to the teacher(s) involved. Parents wishing to meet with the principal or assistant principal are requested to make an appointment.

### Policy of civil conduct

As we communicate with each other, we need to remember that we are working together to benefit the children of this community. Therefore, Holy Family Catholic School requires that as we communicate, students, HFCS faculty and staff, parents, guardians and all other members of the community shall:

- Treat each other with courtesy and respect at all times
- Treat each other with kindness

- Take responsibility for our own actions
- Cooperate with one another

## **COMMUNITY SERVICE**

Through participation in community service, students and faculty members express their faith by sharing gifts of prayer, time and fundraising. Students at Holy Family Catholic School are proud to be part of the following community service projects:

- Monthly and Thanksgiving food drive for St. Vincent de Paul
- Disaster Relief donations
- Walk-a-Thon to benefit various charities and missions
- Christmas Angels toy and clothing donation for less fortunate children
- “Baby Shower” for the JMJ Life Center
- Visitation to homes for the elderly
- Operation Rice Bowl Lenten collection
- Holy Childhood Association (HCA) collection
- Assist with development of mobile library in the Dominican Republic
- Toys for Tots
- Seniors at Holy Family Parish

## **CONFERENCES**

Parents may make an appointment for a conference with a teacher, by calling 407-876-9344. Refer to school directory or website for individual extensions. Please refrain from interrupting teachers during morning classroom preparations or in carpool line. The principal, the assistant principal and/or the guidance counselor will gladly join a parent/teacher conference at the request of the teacher or parent. Teachers will only share information with a parent about that parent's child. In discussing disciplinary situations with parents, teachers will not relay the names of other students involved in an incident. Parents are not allowed, by law, to discuss disciplinary issues on campus with students who are not their own children.

## **CURRICULUM**

Holy Family Catholic School follows the curriculum as outlined by the Diocese of Orlando Office of Schools, which is closely aligned with the Sunshine State Standards as set forth by the Florida Department of Education. For information about the curriculum, visit the Diocesan website at [www.doschool.org](http://www.doschool.org).

## **CUSTODY AGREEMENTS**

Separated or divorced parents must submit a notarized copy of their custody agreement to the administration to be kept on file. Holy Family will adhere to the legal terms of any custody agreement. Holy Family respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to academic records and to other school-related information pertaining to the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **EMERGENCY PROCEDURES**

### School closing

Holy Family Catholic School will follow the same procedures for Orange County Public Schools; however, we may choose to reopen sooner than the local public schools. See *Weather Emergencies*.

### Emergency drills

The school will conduct regular fire, tornado drills and other emergency drills. Students are instructed by their teacher on the proper procedures to follow. **The safety of each person depends on the cooperation and understanding of procedures by all students for all drills.**

### **ENRICHMENT PROGRAM**

Holy Family Catholic School provides an enrichment program for qualifying students. Students are identified by their teachers and recommended for testing by Orange County Schools only. Students who score 130 or above on a recognized intelligence test and are motivated to achieve qualify for this program. These gifted students are allowed to learn together, grouped according to their grade level, enabling them to better understand and accept their learning differences.

The gifted students have a consistent opportunity to learn new material at the challenge level. They learn how to develop new behaviors that teach them to cope with the challenge and the struggle of a new learning method. Students are provided opportunities for faster pacing of new material and learn sophisticated research investigations. These students spend one day a week with the enrichment teacher studying a curriculum in addition to that of the regular classroom.

### **EXTENDED DAY PROGRAM**

The Little Angels Extended Day Program is operated by Holy Family Catholic School as an Extended Day Program for our school families. It is designed for elementary school aged children. This program provides activities from dismissal - 6:30 p.m. each day.

For additional information, call the program director at 407-876-9344 x290

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are part of the students' well-rounded education. Students are encouraged to participate in these activities while maintaining good grades and cooperative conduct. In order to participate in extra-curricular activities, the student must:

- Maintain a minimum of a 2.0 grade point average (GPA) on his/her report card with no F's
- A "G" or higher in conduct.
- Should a student not earn this, he or she will be suspended from all extra-curricular activities for a period of three weeks. At the conclusion of this time, the student may return to the activities.
- If a student fails to meet the minimum academic requirement for a second time, he/she will be removed from all school activities for a period of nine weeks or until the next report card.

### Athletic programs

#### CMAC

The Catholic Middle School Athletic Conference (CMAC) sponsors all competitive activities in which our Grades 6-8 students participate. Our athletic teams are known as the Holy Family Lions and Lady Lions. . All transportation for interscholastic competition is the parents' responsibility. Students planning to participate in athletics must have proof of a current annual physical examination. A signed parental permission form must be presented and kept on file before participating in any official try-outs or practice for each sport. Parking for all games and practices held at Holy Family Catholic School is in the designated area, the gravel lot adjacent to the gymnasium building.

The following sports are offered at Holy Family Catholic School through the CMAC school sports program:

- soccer

- basketball
- volleyball
- track

### CYL

Through the volunteer Catholic Youth League (CYL), our children in grades K - 8 learn responsibility, discipline, teamwork, commitment, how to win or lose with dignity, and the importance of treating others with respect. CYL games are played on Saturdays and Sundays. Students planning to participate in athletics must have proof of a current annual physical examination. A signed parental permission form must be presented and kept on file before participating in any official try-outs or practice for each sport. Parking for all games and practices held at Holy Family Catholic School is in the designated area, the gravel lot adjacent to the gymnasium building.

### Athletic Eligibility

Students must maintain a 2.0 grade point average in their major subjects (Religion, Math, Language Arts, Reading/Literature, Science, Social Studies and Spanish) to be eligible to participate in sports. Any student who does not meet the above criteria in all subject areas will be suspended from the athletic program until satisfactory progress is made. A "G" in conduct or approval of the principal is essential. Academic and conduct grades from the last semester determine eligibility for the first nine weeks of the following year. In the event that a student chooses to quit a given team at any point subsequent to try-outs, he/she will be ineligible to play on any school team for the duration of the next athletic season. The next athletic season may well be in the subsequent academic year.

### Band

Students in grades 4 - 8 are eligible to be part of the H.F.C.S. band. Beginner and advanced band members have an opportunity to perform at various school and parish functions throughout the year.

### Chorus

Students in grades 2-4 are eligible for the Beginner Chorus. Students in grades 5-8 are eligible for the Advanced Chorus.

### Odyssey of the Mind

Odyssey of the Mind is an extracurricular program designed to present students with an exciting learning experience and to develop a sense of self-respect and respect for others through preparatory activities such as brainstorming and role-playing. By working in teams, the participants learn teamwork, critical thinking and creative problem solving skills to come up with solutions to divergent problems.

### **FIELD DAY**

Field Days are held annually and are designed to promote physical education and good sportsmanship for students in grades Pre-K thru 8. Students compete against other students in the same grade level in a variety of fun activities. Parents are encouraged to attend these events, volunteer their services and join their children for lunch.

### **FIELD TRIPS**

Teachers will plan educational field trips when the curriculum lends itself to extend out of classroom activities. Permission slips will be sent home for all field trips (also available on website). Diocesan Permission slips must be completed in full and returned to school before the day of the trip. Children who have not returned their permission slips will not be allowed to accompany their class on the trip. Only authorized (fulfilled clearance procedures) chaperones may accompany classes on trips. See: Fingerprinting & Background Check. Siblings may not accompany chaperones. Chaperones must

give their undivided attention to the children in their care. Failure to adhere to this policy may bar the chaperone from future attendance. **Siblings, older or younger, may NOT attend field trips.**

### **FINGERPRINTING & BACKGROUND CHECK**

In accordance with diocesan regulations, all employees and all volunteers are subject to a criminal background check that includes fingerprinting (effective 9/97). Before any parent can volunteer in any capacity at Holy Family Catholic School, they must follow the clearance procedures, pay the processing fees and complete the Safe Environment Quiz online.

### **FINANCIAL OBLIGATIONS**

*See Tuition*

### **“FORGOTTEN” ITEMS**

The office will not interrupt instruction to deliver “forgotten” items to students. Our office staff will use discretion when delivering items. Parents are asked to be prudent in dropping off “forgotten” items as it goes against our policy of teaching responsibility.

Should your child leave his or her lunch, snack, PE uniform or schoolwork at home, please do the following:

- Label your child’s first and last name, grade and section (A or B) prior to arriving at school.
- Bring the forgotten item to the school office receptionist.

### **FUNDRAISING PROGRAMS**

#### Funding Factory

Donate your used ink jet cartridges, toner cartridges and cell phones in the collection box in the Media Center. Donated items are redeemed for cash used to support the Holy Family Library in the Dominican Republic.

#### Magazine Subscriptions

There is an on-going magazine subscription fundraiser offering new subscriptions and renewals for over 650 publications. It is easy and earns 40% for Holy Family School. Visit [www.magfundraising.com/Holy\\_Family\\_Catholic\\_School](http://www.magfundraising.com/Holy_Family_Catholic_School) to place your orders.

#### Wa Moola for Schools

Open any Washington Mutual checking account, sign up for a Debit MasterCard, and select Holy Family as your favorite school. Every purchase made with your card earns a point; points are converted to cash at the end of the year and money is donated to Holy Family School from Washington Mutual.

#### SchoolCash

Shop at [www.schoolcash.com](http://www.schoolcash.com) and earn up to a 9% rebate for our school from merchants such as Lands End, Barnes & Noble, Oriental Trading Co., Lillian Vernon, Ross-Simons and many more.

#### Verizon Long Distance

Use Verizon Long Distance to make long distance calls and 5% of your phone usage is allocated to your participating school of choice. Please make Holy Family your choice.

#### Boxtops for Education

The General Mills Box Tops for Education program earns cash for our school each time you clip the Box Top on the lid of your favorite brands of cereal and grocery items. Simply collect the boxtops and

send them into your child's teacher each week. General Mills will send H.F.C.S. a check worth 10 cents for each Box Tops coupon redeemed.

#### Target School Fundraising Program

Thanks to Target and our H.F.C.S. families, our school has received over \$3,000 through this program. Simply use your Target Visa or Guest card to pay for your purchases or shop online at Target.com. Target will donate 1% of your purchases to our school. Visit any Target store and notify the store that you wish to participate in the Target School Fundraising Program. Specify Holy Family Catholic School as your receiving school. Our school ID is 1102.

#### Albertsons

**Pick up your Albertsons Community Partners Card at the school front office.** Each time you purchase groceries or merchandise at Albertsons, be sure to have the cashier scan your card any time while the cashier is ringing up your items. Your receipt should have the words "Community Partner" printed on it. By using the card when you shop at Albertsons, Holy Family will automatically receive a percentage of your total purchase.

#### Office Depot 5% Back to Schools

Customers shopping at their local Office Depot store for school supplies or online at [www.officedepot.com](http://www.officedepot.com) from July 30 through September 30 for grades PK-12 can earn money for our school. Office Depot will give 5% of all school supply purchases to H.F.C.S. Our school ID is #70023161.

### **GRADING SYSTEM**

Students are evaluated for mastery of skills and content during each marking period. Students are also assessed in behavior and effort. Report cards will be posted on RenWeb four times per year (two weeks after report card day posting, they will be removed from RenWeb). Progress reports will no longer be sent home, as grades will be on the RenWeb site weekly

#### Pre-K and Kindergarten:

Developmental checklist two times per year.

#### Grade 1 and 2:

Report card four times per year. Grade 2 will use VG (Very Good), G (Good), S (Satisfactory), N (Needs Improvement), U (Unsatisfactory) for Religion, Reading, English, Spelling, Penmanship, Social Studies, Math, Science, Art, Music, Computer, Physical Education and Spanish.

#### Grade 3:

Report card four times per year. Grade 3 will use a letter scale for Religion, Language Arts, Reading, English, Vocabulary, Penmanship, Social Studies, Math, Science, Art, Music, Computer, Physical Education and Spanish.

#### Grades 4-8:

Report card four times per year. A number scale will be used for Religion, Reading, English, Vocabulary, Penmanship, Social Studies, Math, Science, Art, Music, Computer, Physical Education, and Spanish.

**SEE GRADING SCALE BELOW**

<b>Grading Scale</b>		
<u>Letter</u>	<u>Percentage</u>	<u>GPA</u>
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	Below 60	0.0

### Online Access

The assessment and evaluation procedure is an important component of the teaching and learning process. Parents will be given the information to access child's grades, etc. at the start of the school year.

### Conferences

Parent/teacher conferences are held on an as needed basis. Our policy of open communication invites parents to contact teachers whenever they feel it is necessary. A parent or guardian should either put their request to a teacher in writing, via e-mail, or voice mail message for the teacher to return the call. Parents are never to visit a teacher before or after classes without an appointment. Neither should a parent contact teachers in the privacy of their homes. Parents are strongly encouraged to speak with the teacher prior to making an appointment with the principal.

### Promotion

In grades 1, 2 and 3, promotion is based primarily on Reading and Mathematics. In grades 4 - 8, failure in two major subjects (Religion, Math, Language Arts, Reading/Literature, Science and Social Studies) is grounds for retention. All students who receive a failing grade in two subjects must attend summer school in an approved program before being promoted to the next grade level. Failure in three subjects mandates grade failure and retention. In grade eight, a student failing two subjects must attend summer school before being promoted.

### **Academic Awards/Student Recognition**

#### Principal's Honor Roll

A student in grades 6-8 must earn a grade of 95 or above in major subject areas, Religion, Language Arts, Mathematics, Science, Social Studies, and Reading/Literature. Conduct must be a "G" or above. Specialty subjects must be "G" or above in conduct. This award is presented quarterly and annually.

#### High Honors

A student in grades 6-8 must earn a grade of 90 or above in main subject areas. Conduct must be a "G" or above. Specialty subjects must be "G" or above in conduct. This award is presented quarterly and annually.

#### Honors

A student in grades 6-8 must earn a grade of 85 or above in main subject areas. Conduct must be a "G" or above. Specialty subjects must be "G" or above in conduct. This award is presented quarterly and annually.

#### Students Soaring High Award

Student in grades 6-8 are eligible for this award in the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> grading periods if they improve their grade in any core academic subject by at least five points from the previous marking period without decreasing grades in any other core academic subject by more than three points from the

previous marking period. This award is designed for students who work extremely hard to improve their grades, but may not reach the Honor Roll. Conduct must be a "G" or above.

#### DOC (Disciples of Christ) Award

Students in Grades K-8 will be awarded a DOC Award. To be eligible for this award, a student must display a Christ-like attitude, follow classroom rules, put forth his/her best effort and help others. This award is presented to three students per class quarterly and one student per class is selected at the end of the year for the annual award.

#### Perfect Attendance

This award has been removed for the 2009-2010 academic school year.

#### Penmanship

Students in grades 1-3 who have displayed exceptional handwriting skills are eligible for this award, which is presented at the end of the year.

#### Presidential Award

To be eligible for the President's Award for Educational Excellence, students in grade eight must earn a grade point average of 95% and demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and exceptional judgment. Students must attain 95% or above in major subject areas; Religion, Language Arts, Mathematics, Science, Social Studies, and Reading/Literature. Conduct must be "VG" or above. Specialty subjects must be "VG" or above in conduct. This annual award is presented during graduation.

#### Presidential Physical Fitness Award

The Presidential Physical Fitness Award is based on a national set of standards developed by the President's Council on Exercise in flexibility, strength, cardiovascular endurance and stamina. Students are tested in P.E. class near the end of the school year. The Presidential Physical Fitness Award is presented at the end of the school year to students who have met the national set of standards of the test.

#### JC Award

Holy Family Catholic School sponsors an annual award to be presented to one eighth grade student who most exemplifies Jesus Christ in his/her daily life. Any member of the Holy Catholic School Community, including students, faculty and staff, may nominate an eighth grader for this award. Nominations are prayerfully reviewed by eighth grade teachers, guidance counselor, assistant principal and principal. The winner is presented with a trophy and certificate during the graduation ceremony.

#### Lion/Lady Lion of the Year Athletic Award

Each year, the coaches and teachers select one boy and one girl to be the Lion and Lady Lion of the year. Selection is based on sportsmanship, leadership, attitude, athletic ability, academics and classroom behavior.

#### Duke University TIP Program, Grade 7

Holy Family Catholic School participates in the Duke University Talent Identification Program for 7<sup>th</sup> graders. The goals of the TIP program are to identify and serve academically talented young people; to inform students about their abilities and academic options; to work with schools and families to address the unique educational needs of talented students; to sponsor innovative, challenging and highly motivating educational programs; to conduct research on the nature of academic talent; and to

provide information resources for students, parents, and educators. Eligible students must have scored at the 95<sup>th</sup> percentile or higher on a grade level standardized achievement test. Letters will be mailed to the parents of eligible students in the fall of each school year.

### National Junior Honor Society

The National Junior Honor Society chapter of Holy Family Catholic School, known as St. Lucy Filippini Junior Honor Society, is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to 7<sup>th</sup> and 8<sup>th</sup> grade students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office and have been revised to meet our local chapter needs. Students are selected to be members by five-member Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each year. For the scholarship criterion, a student must have achieved an average of 95% in final grades of core subjects or a final grade of 93% or above in each of the core subjects for the previous academic year. Grades 7 & 8 transfer students will be eligible if they are current NJHS members, or if they qualify based on the above criteria from school records from the previous academic year and they have demonstrated the highest standards in academics, behavior and spirituality. Students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony is held at the school. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service projects.

### Holy Family Standard of Excellence

Holy Family Catholic School is committed to academic excellence; therefore, it is necessary to maintain high standards. Our ultimate goal is that each child work according to his/her potential in light of the gifts that God has given him/her. To encourage this standard of excellence, we offer an opportunity for the following:

#### Academic Points

*The school is divided into four teams:*

St. Dominic Savior	Blue Team
Holy Family	Green Team
St. Lucy Filippini:	Yellow Team
St. Maria Goretti:	Red Team

At the start of each school year every student in Grades 1–8 is placed on a team and remains on that team for the upcoming academic year. Academic points are awarded by teachers for work of an exceedingly high standard, and to those students who have tried to do their best regardless of academic ability. These points are counted on a monthly basis by the captains and co-captains of each respective team. At the end of the academic year, the winning team celebrates by participating in an appropriate award activity.

The top three students in each grade who have acquired the greatest amount of team points other than those on the winning team will be awarded by celebrating with the winning team. Students who have attained perfect attendance during a marking period will be awarded three team points.

## **GUIDANCE SERVICES**

Guidance Services are provided to all students in grades Pre-K 3 through 8<sup>th</sup>. Appointments with the guidance counselor are scheduled through the classroom teacher or parents may call to schedule a time. Services provided are individual, group, crisis, consultation and guidance lessons. Guidance lessons are based on academic, personal/social and career development. Outside referrals are recommended when necessary. Each situation will be assessed individually as our goal is to help each child be successful at our school.

## **HEALTH SERVICES**

### Clinic

The clinic is located in the school office. If a child has a special medical condition, this information should be filed in the Clinic together with instructions on how to proceed.

### Communicable Disease Control Policy

All students **must have the proper health and immunization forms** on file in the school office as mandated by the State. Non-compliance will prevent your child from attending school.

Holy Family Catholic School will follow regulations set forth by the State Department of Health regarding rashes and communicable diseases. Should a student become ill or is sick during the school day the parent is notified as soon as possible, and depending on the illness or injury, parents may be required to take the student home. Students who are ill may only be released from the clinic to parents or their designees.

### Insurance

Every child in Holy Family Catholic School is covered by the Diocesan insurance plan for the hours he/she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year in your child's blue folder.

### Medications

Medications that are prescribed by a physician may be administered in school only in cases where failure to take prescribed medication during school hours could jeopardize a student's health. Per Florida School Law, (#232.46 1.b.1 and 2) any medication to be administered in school must have a pharmacy label that includes the student's name, directions for administration, and the physician's name and phone number. **Prior to the administration of any medication in school the parent / guardian must sign a designated Authorization for Medication form.** This form may be obtained in the Clinic. Medicine must be kept in the clinic and dispensed by the office personnel. The same rule applies to the dispensing of over the counter medications; Ex. Tylenol, ibuprofen, cough/cold medications and sore throat/cough lozenges. Any such medication must be brought to the school by the parent or legal guardian. For the safety and well being of all students we ask that students never transport medications or drugs. Serious consequences will follow with students who do not follow this rule.

### Screenings

Students at Holy Family Catholic School participate in health screenings such as hearing, vision and scoliosis as part of our age-appropriate health care provided to students. All health screenings are conducted in such a manner as to insure each child's privacy. If your child has any health issue, or is under the care of a physician, or if you would prefer that your child not participate in the screenings, you should **send a written request to the school.** Please note: each child **will be** screened unless

a written request for your child **not to** participate is received in writing prior to the announced screening date.

### **HOMWORK**

Homework is an extension of the school learning process and will be given Monday, Tuesday, Wednesday and Thursday nights. Homework will be given on the weekend to those students who need to make up work and/or to students whose teachers determine would benefit from extra work.

Homework is reinforcement of work taught, research on a particular subject or project, study, or reading for enjoyment. The type and length of home assignments depend upon the teacher's methods and the student's performance level. However, both written and study-type assignments are most important and are the student's responsibility. The role of the parent is to provide a suitable atmosphere for study. Parent interest is a definite asset, but too much help may destroy a child's confidence, the spirit of independence and creativity.

Outside activities do not excuse anyone from homework. Should a student have a legitimate reason for not completing the homework assignments on time, a letter of explanation should be sent to the appropriate teacher.

The suggested amount of time spent on homework is:

Grades 1–2 20 to 30 minutes

Grades 3–5 40 to 50 minutes

Grades 6–8 60 to 90 minutes

Except in the case of extended illness, all make-up work will be given after the student returns to school. This includes any vacations during the school year. Parents are encouraged to communicate with the teacher via email to receive homework assignments for their child during his/her absence.

Late homework is to be penalized unless there is a valid written excuse. Students who do not turn in homework on the assigned day are to be given a notice informing parents of missed homework. Homework is to be completed and the parent slip is to be signed and returned by the following day. Ten points will be deducted from assignment grade for each of the first two days it is not turned in (1 day = 10 points, 2 days = 20 points, etc.). After three or more days, the homework will not be accepted.

### **IMMUNIZATIONS & HEALTH RECORDS**

Parents enrolling their child at Holy Family School must present copies of their child's birth and baptismal certificates. Students entering our school for the first time are to have a complete physical examination on file within 30 days of entry and present original copies of their physical exam. Florida law requires that all students entering a Florida school for the first time be immunized for diphtheria, pertussis, tetanus, poliomyelitis, rubella, rubeola (measles), mumps and hepatitis B. In addition, all pre-kindergarten students must have the H. influenza type B (HIB), and all 7<sup>th</sup> graders must have received a tetanus diphtheria (Td) booster. Immunization for chicken pox is required in Florida for pre-kindergarten through grade 5 entry. It is a one-time vaccination for children twelve months to twelve years of age. If your child has already had the chickenpox illness, please indicate on the immunization form. Parent/guardian must bring to Holy Family School an immunization record (Form HRS #680) indicating that all immunizations are up to date according to Florida Department of Health requirements stated above.

### **LEARNING DIFFERENCES**

Parents must submit copies of all diagnosis and evaluations pertaining to that student - including psychological educational evaluations, information regarding any medication the student is taking, and the reason for taking the medication. Failure to do so may result in the student not being accepted at Holy Family Catholic School. If, after the student is accepted, it is found that requested

information was withheld, Holy Family Catholic School reserves the right to terminate said students' enrollment. Parents of students that presently attend Holy Family that are subsequently diagnosed with a physical, emotional, or behavioral condition, or receive a psychological educational evaluation, will be required to sign a Release of Information form, so that Holy Family can obtain a copy of the results, which will be kept in a limited access confidential file. The purpose of this request is so that we can legally make special accommodations for students with special needs. If we do not have documentation stating student's diagnosis and/or special needs in our files we cannot legally make appropriate accommodations for that student. All parents are required to sign an agreement to this policy on the signature page of this handbook. See *Enrichment and Resource*.

### **LIBRARY/MEDIA CENTER**

The media center at Holy Family Catholic School has been designed to empower students with skills and experiences that will enable each student to use libraries for life-long learning.

- 1) Students in grades 1-8 may check out two books at a time. Kindergarten students may check out one book at a time.
- 2) Books are to be returned or renewed on or before the due date. Books need to be brought into the Media Center for renewals.
- 3) Students are welcome to check out books any time during the week as long as they have no more than two books checked out, have no overdue books, and do not have fines in excess of \$2.00.
- 4) Overdue books will be assessed a ten cent charge, per day, per book for a maximum fine of \$2.00 per book.
- 5) Students will be unable to check out books if they have overdue books or fines of \$2.00.

### **LOST AND FOUND**

**All articles of clothing must be marked with the student's name and grade.** If all families adhered to this regulation, there would be no need for a Lost and Found. Found items are turned in to the office or the gym and will be kept for one week. If there is a name on the item, every effort will be made to notify the owner that the item has been found. Unclaimed items will be donated to the less fortunate.

### **LUNCH**

Hot lunches are available in the cafeteria each school day (except noon dismissal days). We use a ticketless lunch program through our RenWeb Database System. This is explained online through the RenWeb System. Cash will not be accepted for payment in the cafeteria lunch line. Students who are tardy - arriving at school after 8:30am - cannot order a hot lunch. Parents are to pack them a lunch. Lunch menus can be viewed from the school website, [www.hfcschool.com](http://www.hfcschool.com) under lunch menu and are also noted in the weekly newsletter.

If your child brings a lunch to school, lunch bags and lunch boxes must be clearly marked with his/her name and grade. Parents are asked to provide a cloth towel with their child's lunch. Parents are asked to refrain from bringing fast food type lunches to school for their children. Holy Family School boasts about being a soda and candy free school.

### **“MEET THE TEACHER”**

“Meet the Teacher Day” is held the day before school is officially opened. This event affords parents and students the opportunity to know their grade/section and meet the teacher and assistant before school opens.

### **MONEY/PAYMENTS**

All collections of funds must be approved by the school principal, regardless of the purpose of the collection. All collections of money must be processed through the teachers and office, and then given to the school bookkeeper. All monies sent to the school should be put in a sealed envelope and clearly identified with the child’s name, grade, amount and purpose of money. Please submit the exact amount, as teachers and office staff cannot make change. If a room mother or volunteer incurs out-of-pocket expenses related to a specific collection, request for reimbursement must be submitted to the school bookkeeper. A school check will be issued to the individual upon approval by the school principal.

### **PARENT AND SCHOOL ASSOCIATION**

The purpose of the Parent and School Association is to promote the welfare of children and youth in the home, school, church and community through volunteering and fundraising to enrich the programs of the school. All parents are encouraged to become active members and serve on any of the many committees that support the school and its programs. **All school volunteers must be fingerprint cleared through the Diocese of Orlando.** See *Fingerprinting & Background Check*.

### **PARKING**

For your child’s safety, please use the appropriately designated parking areas; signs are posted to direct traffic:

Volunteer and Visitor parking – located in the gravel lot next to the school; additional visitor parking as designated.

Athletic Event parking – located in the gravel lot next to the school/gym.

Extended Day parking for pick-up – located in the gravel lot in front of the fenced area. Parents are to use the gate and paved path through the picnic area.

The parking area behind the school is designated for Staff only and for Emergency vehicles. Parking in this area requires a permit. **DO NOT** park along the drive between the school and PLC – this is an EMERGENCY LANE. Violators will be subject to towing.

### **RESOURCE PROGRAM**

Holy family’s resource program is primarily a reading intervention program that offers support services for students in a small group setting using a multisensory teaching approach tailored to the individual educational needs of the students’ learning styles. The curriculum closely mirrors classroom content using the same themes, vocabulary and skills being taught in the classroom, but is on the students’ instructional reading level.

Resource also offers a study skills curriculum for established resource students moving into upper grades who may still need resource support services in test taking strategies, organizational skills, note taking or listening skills. These skills are taught through content areas rather than in isolation.

Holy family uses a **team** approach to identification and diagnosis of students with special needs. In addition, the resource specialist consults with classroom teachers in providing input for classroom accommodations and interventions for students with learning differences in the visual, auditory and

kinesthetic processes. The resource specialist assists parents as a consultant in navigating the diagnostic process through Orange County Public Schools as well private school psychologists.

### **SCHOOL HOURS**

PK and K

7:50am – 2:40pm (M/T/Th/F); 7:50am – 1:40 (W)

Grades 1-3

7:50am – 2:50pm (M/T/Th/F); 7:50am – 1:50 (W)

Grades 4-8

7:50am – 3:05pm (M/T/Th/F); 7:50am – 2:05 (W)

### **SCHOOL SUPPLIES**

On the first day of school, students will be given supplies listed on the handout in the summer packet. The fee for these supplies is due the first day of school. Items on the supply list noted with an asterisk, such as pens, pencils, composition books, will be replaced at no additional cost throughout the school year as needed unless the need for replacement is due to loss or damage by the student. Parents will be responsible for replacement of all other items.

### **STUDENT ID'S**

After fall school pictures are taken, students will be given an I.D. badge to wear clipped to their uniform during the school day. I.D.'s are collected by teachers at the end of each day. Lost, damaged or defaced I.D.'s must be replaced for a cost of \$5.

### **TARDY POLICY**

Tardiness places a burden on teachers. They cannot re-teach important materials to individual students who miss class time. It also sends a negative message to students that school and punctuality are unimportant. Such behavior is disrespectful to the school community. Students who continually abuse this rule will be placed on **probationary status**. **Students who enter school after 7:50am are considered tardy.** Between 7:50 and 8:00am, a staff member inside the front gate will mark students tardy and send them to class. Tardy students arriving at school after 8:00am are to report to the front office to receive late admittance slips. After five accumulated tardies, an official letter of warning will be sent to parents. After a total of ten tardy marks, a fee of \$10 per tardy will be charged to the family for each tardy per student. This fee is due before the student is permitted back in the classroom. All tardies are recorded on official report cards and student cum folders.

Tardiness **may** be excused for the following reasons:

- Doctor/Dentist Appointment will be excused **ONLY** with a note from the doctor's office.
- Court Appointment will be excused **ONLY** with appropriate court documents.
- Situations completely out of the control of parents and students, such as auto accidents, may allow for an excused tardy.

**NOTE: Handwritten notes from home are appreciated but will not excuse the situation.**

### **TELEPHONE USE**

If a student needs to contact a parent during the school day, the school receptionist will make the initial contact. Students are not permitted to call home for forgotten book assignments, gym clothes and after school activities with their friends. *See Cell Phone/Electronics.*

## **TESTING**

Students in grades 3–8 are given the Iowa Tests for Basic Skills (ITBS) in the fall of each year, grade 2 in the spring. Assessment of Catholic Religious Education (ACRE) is given to students in grade 8 in February of each year. Grades 1-3 are assessed in reading and mathematics skills. Grades 4 & 5 take mid-term and end of the year tests. Mid-term exams for grades 6-8 are scheduled in December or January. Final exams are scheduled at the close of each academic year for grades 6–8.

## **TUITION**

Tuition rates are determined annually. Parents must remain current in their financial obligations to the school. To qualify for the Catholic supporting rate, all families will be required to provide their contribution statement or letter from their pastor for validation. This includes members of Holy Family and members of any other parish in our diocese. All new families are to provide a statement from their previous parish. Supporting Catholic parishioners are identified through regular Mass attendance and use of the envelope system for contributions. In the case of a family belonging to a parish that does not utilize envelopes; a letter from the pastor indicating that the family is a contributing member in good standing will suffice.

Families are to take the initiative of contacting the administration to explain the reasons for any delinquency and the steps for the correction of any outstanding accounts. Your access to report card grades and to RenWeb will be blocked until the unpaid financial or other obligations are met.

### **Families seeking financial assistance**

1. Apply to the FLA-SFO Corporate Income Tax Credit Scholarship Program by completing the scholarship application on-line at [www.stepupforstudents.org](http://www.stepupforstudents.org). New enrollees are Kindergarten and first grade students. Grade 2 through 8 students applying for the first time must have attended a Florida public school the entire previous year. This scholarship is renewable each year through grade 12 as long as the household and student meet the conditions of eligibility. This grant is funded by the State of Florida.
2. If further assistance is needed after applying for the above mentioned scholarship, a SMART Grant and Aid Assessment form may be obtained from the school, or apply on-line at [www.smarttuitionaid.com](http://www.smarttuitionaid.com). Tuition assistance requests are based on the SMART Grant and Aid Assessment ONLY and will be evaluated each year according to established criteria including use of parish stewardship envelopes. Families will be notified by mail when aid amounts are determined. This grant is funded by Holy Family Catholic School.

## **UNIFORMS**

Holy Family Catholic School has formulated uniform guidelines in an effort to ensure an environment that is free from distractions and conducive to learning. Your compliance is expected in respect and support of our school environment. A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. Please make every effort to see that your child comes to school properly groomed and wearing the correct uniform. Please label all clothing that will be worn to school with your child's name. Dennis Uniform is the official supplier of uniforms for our school. Uniforms may not be purchased from any other source.

DENNIS UNIFORM COMPANY  
7715 Apopka Blvd.  
Apopka, FL 32703  
Telephone (407) 292-0395  
Fax (407) 522-9890  
CUSTOMER SERVICE NUMBER: (800) 854-6951  
Website: [www.dennisuniform.com](http://www.dennisuniform.com)

**Please consult Uniform policy/packet on school website for specific uniform requirements.**

Uniform/Personal Appearance General Guidelines

**Boys:** Uniform brown braided leather or stretch belts must be worn at all times for grades 3-8. Pants may not hang on hips; shirts must be tucked in; only plain white crew length; only tan buck shoes; only all white athletic shoes; no jewelry other than a watch and a simple cross on a thin chain necklace; length of hair must be above the collar, ¼ inch above the eyebrows, around the ears, and neatly layered with minimum length being ¼ inch; no extreme or unnatural hair coloring, style or spiked hair with the use of hair gel.; no earrings.

**Girls:** Shifts and skorts must be knee length and may not be rolled; only tan buck shoes; only all white athletic shoes; no jewelry other than one single stud earring in each ear lobe, a watch and a simple cross on a thin chain necklace; no make-up; clear nail polish only; no extreme or unnatural hair coloring or style; no excessive use of hair gel or hair spray. PK-8 girls may wear uniform hair accessories purchased from Dennis Uniform. Plain headbands in red, navy blue and hunter green may also be worn.

For all students, body defacement, including tattooing, is not acceptable on any part of the body. Fad hairstyles are NOT acceptable.

The administration reserves the right to judge the appropriateness of a hairstyle. The student has 24 hours to correct an unacceptable style and will not be allowed on campus until the problem is corrected. These standards are enforced. Violations will be recorded in the student planner.

Out of Uniform Day for \$1.00

*N.U.T. Day (No Uniform Today)*

**Boys and Girls:** PE bottoms (shorts, sweatpants, Gr. 6-8 warm-ups)  
Designated shirts, i.e. team spirit day, or  
Polos, T-shirts without graphics or lettering  
School shoes – Tan bucks or PE shoes

Non-Uniform Days - Grades PK - 8

The following non-uniform dress code applies to students in grades PK-8 on special school days such as **the student's birthday, Spring Picture Day, the last day of school, and the Sports Banquet.**

**Girls:** Tops or dresses with modest neckline to collar bone, **with sleeves**  
Dresses, skirts, knee length or longer  
Dress pants, except on Mass days  
**(no jeans of any color or type)**  
Dress shoes **(flat or low-heeled)**

**Boys:** Dress pants or shorts with belt **(no jeans of any color or type)**  
Collared dress or polo shirt without graphics or lettering  
Dress shoes and socks

## **VISITATION**

Parents visiting classrooms must first register in the office where I.D. badges will be available. We encourage parent involvement, but must avoid unnecessary interruptions of class time. Parents are not permitted to go to the classroom to pick up a child (during regular dismissal days) or drop off a child. Parents wishing to visit a teacher or a class must contact the school office in advance to make arrangements.

## **VOLUNTEERS**

Each family is required to contribute a minimum of 20 volunteer hours to the school. All hours must be completed prior to May 31<sup>st</sup>. Any hours served after May 31<sup>st</sup> will apply to the next school year's volunteer requirement. Each family will be responsible for recording their own hours by using the sign-in log located in the office for school activities, or by completing volunteer time sheets for all other hours. A volunteer packet is sent out to each family in the summer packet with all the necessary information and forms to be completed. Parents volunteering for school activities must be fingerprint cleared. Refer to the section on fingerprinting for details.

Families will be informed of any hours not served or 'bought' by May 31<sup>st</sup> at which time payment may be made with cash, check or credit card at a rate of \$15 per hour. If the fee is not paid promptly, it will be added to the following year's tuition statement. For families graduating or transferring, records will be held until all debts are paid to the school.

A "buy out" option at the rate of \$15 per hour/\$300 per year is available for families whose schedule does not permit active involvement.

As role models for our students, volunteers are expected to demonstrate modesty, appropriate Christian behavior and maintain the confidentiality of our students and families. Volunteers are not permitted to bring siblings to school while volunteering their services. Cell phone use while volunteering is considered a distraction; please refrain from all cell phone use on school property.

## **WEATHER EMERGENCIES**

Holy Family Catholic School will follow Orange County regarding unscheduled, emergency school closing due to weather conditions. Holy Family will re-open at our own discretion. Depending on the severity of the weather, the school will use as many of the following means as possible to notify you of our school re-opening:

1. Notice posted on the front gate of the school.
2. The day before school re-opens, a green flag will be raised on the flagpole in front of the school.
3. News media announcements: TV channels 13, 2, 6, 9 and Fox 35; Radio AM580, 540, FM 88.3, 105.1, 105.9, 102, 104.1, 100.3, 107.7, 101.1 and 106.7. The news media reserves the right to or not to broadcast school announcements.
4. Call the school at 407-876-9344, x248 for an updated message.
5. Mass email to all families.
6. Classroom phone trees.

## **WEB PAGE**

Holy Family Catholic School's web page can be found at [www.hfcschool.com](http://www.hfcschool.com). The school site contains all the information parents and students will need, including printable forms.