

# Holy Family Catholic School & ECC



250 78<sup>th</sup> Avenue NE  
St. Petersburg, FL 33702-4416

2023 – 2024 Family Handbook  
Kindergarten – Grade 8

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<b>Daily Schedule</b>	<b>Grades K-8</b> 7:45 a.m. – 3:00 p.m., <b>VPK</b> 8:15 a.m. - 11:30 a.m.
<b>Abbreviated Days:</b>	7:45 a.m. - 12:00 p.m.
<b>Lunch/Playground Time:</b>	11:55 a.m. – 12:40 p.m. (K-4); 12:45 p.m. – 1:25 p.m. (5-8)
<b>Office Hours:</b>	7:30 a.m. - 3:30 p.m.

**All visitors must sign in when entering the building. There are no exceptions.**

## **FACTS SIS NOTIFY INSTANT ALERT SYSTEM**

This system is the **main source of communication** between home and school for emergencies as well as non-emergencies. Contact can be made through e-mail, text messaging, home, work, and cell phones. Therefore, it is most important for each family to have at least one phone and one e-mail address registered with the school.

For students' safety, it is the parents' responsibility to make sure the school has the most recent changes. Every change of address, phone number, and e-mail should be reported to the school immediately. Up-to-date records are essential in handling emergency situations.

## TABLE OF CONTENTS

Introduction .....	3	Lost and Found .....	20
Welcome.....	3	Lunch Program .....	20
Student Conduct .....	4	Media Center .....	21
Family Handbook .....	5	Parent Opportunities.....	21
Academic Awards .....	5	Personal and School Property.....	21
Academic Honesty .....	5	Playground Supervision and Rules....	22
Academic Program .....	6	Report Cards/Grading.....	22
Arrival/Dismissal Procedures.....	6	Promotions/Retentions .....	27
Attendance/Tardiness .....	7	Safety Procedures .....	28
Birthday/Special Occasions.....	9	School/Family Directory .....	29
Calendar.....	9	School Pictures .....	30
Catholic Schools Week .....	9	Standardized Testing Program .....	30
Communications.....	9	Student Opportunities.....	30
Conflict Resolution Procedures.....	10	Student Services .....	33
Custodial/Non-Custodial Parents .....	10	Technology .....	33
Diocesan Student Insurance .....	10	Volunteer/Service Hours .....	34
Discipline Code .....	11	Withdrawals.....	34
Dress Code – Uniforms .....	13	Yearbook .....	34
Early Childhood Program.....	16	School’s Right to Amend .....	34
Extended School Day Program .....	16	APPENDIX .....	34
Field Trips .....	16	Car Line Procedures .....	36
Financial Assistance .....	17	Morning Arrival .....	36
Harassment/Bullying/Cyberbullying.	17	Dismissal .....	37
Social Media.....	17	High School Shadow Form.....	39
Health Policies and Procedures .....	18	Parent Code of Conduct .....	39
Home and School Association .....	19	Parent/Guardian and Student	
Homework Studying.....	20	Acknowledgement.....	43

THIS HANDBOOK HAS BEEN REVISED. PLEASE READ THE ENTIRE HANDBOOK, SIGN THE ACKNOWLEDGEMENT AND RETURN IT TO SCHOOL.

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics.” (*The Religious Dimension of Education in a Catholic School*, 1988, para. 25)

## **INTRODUCTION**

### **Mission Statement**

With Jesus, Mary, and Joseph as our models, Holy Family Parish Catholic School nurtures the development of the whole child, mind, body, and soul, through academic excellence, Catholic teachings, and service to God and others.

### **Belief Statements**

#### **Our Beliefs:**

- The education of students is a home, school, parish, and community partnership.
- Children grow optimally in an environment of safety and love.
- Students’ spiritual, intellectual, social, and physical gifts are to be developed in the school community.
- The various learning styles of students are best met by using a variety of teaching methods
- Students are to be educated in the skills needed to be critical thinkers and life-long learners.
- Students grow by building relationships with God and others.
- Developing a passion for service leads students to Christian maturity.

### **Accreditation**

Holy Family Catholic School is a member of the National Catholic Educational Association (NCEA) and is accredited by the Florida Catholic Conference (FCC). Our last accreditation was completed in November of 2019 and the Third-year review was completed in October of 2022. The Department of Education of the State of Florida certifies the teachers. All teachers are certified in the area of their teaching.

### **Admissions Policy**

Holy Family Catholic School is a parish school; therefore, children of registered, contributing members of the parish are accepted first. However, no child shall be denied entrance on the grounds of race, color, nationality or ethnic origin, or religious affiliation, if space is available.

## **WELCOME**

Welcome to the Holy Family Catholic School Community. The school’s purpose is to provide quality Catholic education in an atmosphere where each person is important, and learning is specifically geared to the needs of the student as an individual and as a member of the group. Our goal is to help each child reach his/her potential in all areas of development.

As a community of faith, Holy Family Catholic School seeks to involve parents, students, teachers, priests, and administration in the educational program. The Christian atmosphere of the school lends itself to the total development of the child. Since Catholic education is an expression of the mission entrusted to full Church membership, we strive to give witness to Christian values through example, commitment, and service. In partnership with the parents and the Church, Holy Family Catholic School exists to enable persons to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition.

Parents are the primary educators of their children; the development of good behavior habits and proper attitudes toward faith and school begins at home. For the student to achieve his/her highest potential, it is necessary that both home and school endeavor to cooperate and to act as one to unify the child's life. When

there is an understanding between the school and the home, when expectations are mutually honored and respected, there develops in the child's mind a sense of security, which is the basis of all growth.

The purpose of this Handbook is to inform parents of the policies and procedures of Holy Family Catholic School. Holy Family Catholic School is bound by the policies in the Diocesan Policy Handbook. **Parents and students are expected to be thoroughly familiar with the policies of the school.** Please read this school handbook with your child(ren). Help your child(ren) to understand the basic concepts. Informed parents will work well with the school staff for the benefit of the students. Together, let us strive to make Holy Family Catholic School an academically outstanding place for growth and a community of faith.

### **Faith Formation**

Religious education at Holy Family Catholic School is directed toward enabling the student's faith to become "living, conscious, and active" through the light of instruction (*To Teach As Jesus Did*, 1972, para. 106). Catholic doctrine is taught, and the program reflects Catholic teaching as expressed in official Church documents. The program seeks to proclaim and teach God's word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes.

Students engage in daily prayer and participate in the liturgy and other religious experiences. The students are helped to examine attitudes and values in order to develop behavior consistent with the faith they profess. Students learn about human needs, justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service activities. Personal, family, local and global concerns are addressed from a Christian perspective. Students are expected to respond to one another with love and a sense of justice.

Religious education encompasses more than class time and required assignments. It is a responsibility shared by the parish, the parents, and the school. Regular church attendance, reception of the sacraments, prayer, attitudes of respect, and proper moral values begin and continue to be nurtured in the family. Parents and students are required to attend scheduled meetings outside of school time in preparation for the sacraments of Penance, Eucharist, and Confirmation. Opportunities to participate in liturgies and prayer services support the family obligation to pray, to celebrate Sunday liturgy, and to receive the Sacraments. Parents are urged to consider these matters carefully when reflecting on their choice of Catholic education.

### **Student Conduct**

To create and foster a positive learning atmosphere, all Holy Family students are expected to demonstrate increasing maturity as they develop in three important areas:

- † **Respect**
- † **Spirituality**
- † **Responsibility**
- † **Safety**

A **respectful person** is one who believes in the dignity and worth of individuals and who acts accordingly. While involved in Holy Family Catholic School activities, students are expected to:

- Be respectful and attentive to others' needs;
- Be gentle and sensitive in their attitudes toward others;
- Play safely on the playground in designated areas;
- Create positive solutions when resolving differences with others through conflict resolution;
- Show common courtesies and good manners toward teachers, other adults, and fellow students.

A **spiritual person** is defined as one who lives his or her faith. Holy Family students are expected to:

- Have a reverent attitude during prayer, prayer services, and liturgy;
- Treat religious symbols in a reverent manner;
- Recognize and affirm the goodness of others;
- Participate in special service activities with the parish, school, and community.

A **responsible person** is one who responds appropriately to personal, school, and community obligations. To make school a positive learning experience, Holy Family School students are expected to:

- Complete school work on time;
- Follow directions;
- Handle all school property with care;
- Participate in class with attentiveness and effort.

A **safe person** is one who sees you as another human being of equal value in terms of having thoughts, opinions and feelings that are important. Recognizing a safe person will allow us to be attracted to the right people and quickly distant ourselves, or at least our emotions, from those who are not. Holy Family students are expected to:

- Follow rules and directions.
- Is responsive to the feelings of others and encourages others.
- Admits when wrong
- Realizes when a poor decision is made and learn from it.
- Work to keep open communication and trust.

## **HANDBOOK**

### **ACADEMIC AWARDS**

Students in grades 6-8 are recognized for their academic achievement at the end of each grading period. Students who meet the point criteria and who have a 4 or a 3 in Conduct and Approaches to Learning (2, 1 and 0 precludes student from honors) are eligible for academic honors.

Point criteria values: A = 4; B = 3; C = 2; D = 1; F = 0

#### **In Pursuit of Excellence Award**

Students who meet the point criteria (26 points), grades of E or S in specials classes, receives no grades of (D) or (F), and receives a 4 or 3 in Conduct and Approaches to Learning will receive the In Pursuit of Excellence Award.

#### **Principal's Award**

Students who achieve all A's (28 points) and grades of E or S in specials classes, receives no grades of (D) or (F), as well as receives a 4 or 3 in Conduct and Approaches to Learning, will receive the special Principal's Award.

#### **Other Awards**

Holy Family Catholic School participates in a variety of academic competitions, including (but not limited to) the Citizenship Award, President's Fitness Award. Awards to winners of specific academic competitions are given during the annual Academic Awards presentations at the end of the school year. We have monthly assemblies and give awards to students who

### **ACADEMIC HONESTY**

At Holy Family Catholic School, we take pride in doing our best, using the gifts God gave us. We do not tolerate cheating in any form. Cheating is a form of lying; it is also morally wrong (a sin).

Cheating can include, but is not limited to:

- A student turning in the work of another (whether it is from tests, class work, homework, or projects) as his/her own.
- Individuals working as a group without fairly sharing the responsibilities of the group task.
- Copying in which one (or more) of the group members does all the work and others rewrite it, pretending that they themselves accomplished the work.
- Group members not completing their task(s) and depending on other members of the group to complete the project.
- Plagiarizing (using the words or drawings or photographs of another without permission or without crediting the person who actually wrote, drew, or photographed the material).

### **Consequences of Dishonesty:**

If a Holy Family student does not follow testing rules or is found to be cheating:

- The teacher will take the work from the student. The teacher will indicate further academic consequences at the beginning of the year at class meetings.
- The student cheating may receive a conduct referral. In addition, the student may receive an ATL notice if the work taken causes the student to be missing work due for that class.
- A student giving his/her work to another student to copy may also have that work taken and receive a conduct referral (and an ATL notice if the work taken causes the student to be missing work due for that class).
- A student is found to be cheating a second time will immediately complete a discipline code phase and serve a detention on the next available day; if further action is necessary, the student, parents, administrator, counselor and teachers involved will meet to discuss that action.

### **ACADEMIC PROGRAM**

#### **Curriculum**

The curriculum of Holy Family Catholic School is in compliance with the recommended requirements set by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg and the standards for Accreditation of Early Childhood and Elementary Schools by the Florida Catholic Conference. Support materials, including textbooks, resources, and software are periodically updated and reviewed.

The following subjects are included in the school curriculum:

- Religion (Catholic doctrine, Scripture, Family Life Education, Safe Environment Education)
- Language Arts (reading, writing, speaking, listening, viewing)
- Mathematics (including pre-algebra, algebra, and honors algebra for students in grades 6 through 8). Placement for mathematics in these grades is based on Terra Nova (TN) standardized test results and student performance, and NWEA Map scores.
- Social Studies
- Science
- Spanish
- Art
- Music
- Physical Education
- Computer skills
- Library skills

Students at Holy Family Catholic School may take classes for remediation and/or acceleration through the Florida Virtual School with approval of the school administration.

The fifth-grade academic program is supplemented by ENTERPRISE VILLAGE, a program of economic education developed by the Pinellas County School System and the Stavros Institute, which provides training and practice in real life consumer skills.

FINANCE PARK, an economic education program developed by the Pinellas County School System and the Stavros Institute, which enables students to build foundations for making sound personal financial decisions, supplements the eight-grade academic program.

### **ARRIVAL/DISMISSAL PROCEDURES**

The daily arrival and dismissal procedures and instructions, as well as the rainy-day dismissal instructions are included in the Appendix. Any changes will be communicated through the FACTS SIS via email or text message.

### Arrival/Dismissal

- Morning car line will begin at 7:30 am.
  - Students arriving after 7:45 a.m. are tardy. When school personnel are no longer in the parking lot, to welcome children, parents must park and walk their child to the porch to sign their child into school.
  - Parents are requested to be prompt in picking up students at the 3:00 p.m. dismissal time.
  - Any student not picked up by the end of dismissal will be sent to the Extended School Day program; if the student is not picked up by 3:25 p.m. there may be a minimal charge for this service.

### ATTENDANCE/TARDINESS

- Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits, which will serve them best while in school and in later years.
- State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

### **6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.**

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

(1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:

- (a) Kindergarten: Five hundred forty (540) net instructional hours.
- (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.
- (c) Grades 4-12: Nine hundred (900) net instructional hours.

Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History—New 4-21-80, Formerly 6A-1.9512.

- School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.
- Parents/guardians **must** notify the school office of a child's absence at 727-526-8194 prior to 9:00 a.m. There is an online form on our website that can be used to inform the office of an absence. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence. **As a safety procedure, if a child is absent and the parents have not contacted the school, the school will call the parent to inquire the reason for absence.**
  - Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day.
- In the case of prolonged medical absence, three or more days, parents should call the office before 9:00

a.m. for missed class work and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion. A doctor's note is required if a student is absent three days or more.

- Ten (10) days tardy in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor and homeroom teacher will be mandatory.
  - Students who are not in their respective classrooms by 7:45 a.m. are tardy. **Students who are tardy must be accompanied by their parents to the school office to be signed in by the parent.**
- Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.
- In order to participate in any after school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from Holy Family Catholic School.
- Students receiving any of the Florida tax credit scholarships may not miss more than ten (10) days of school throughout the entire year. If absent more than ten (10) days, the student is in jeopardy of losing the scholarship. Holy Family Catholic School is mandated to report absences and tardiness to the state. Attendance and tardiness are audited yearly.
- Excused absences include having, being suspected of having, or being quarantined for a communicable disease or infestation, including, but not limited to Covid-19, head lice, or conjunctivitis.
- Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. It is the responsibility of the student to see that the work is completed. Middle school students may log on to the portal to check the homework missed.
- Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment). It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.
- Students who leave school early for reasons other than illness must present to the office a WRITTEN REQUEST from the parent. Students will be released only to persons indicated on the authorization form filed in the school office. The parent/authorized person must report to the school office to sign the student out. Parents are encouraged to schedule children's medical and dental appointments after school hours, on early dismissal days, or on school holidays.

*After reviewing the reason for the absence or tardy (documentation from doctors or parents), the administration will determine whether an absence or tardy is excused or unexcused. Excused absences or tardiness will not count against the student in matters of disciplinary action or lowered Conduct grades.*



## **BIRTHDAYS/SPECIAL OCCASIONS**

### **Birthdays**

A parent wishing to send in a treat for a student's birthday may do so with permission from the homeroom teacher. These treats will be shared during either morning break or lunch. Please inquire if there are any food allergies prior to sending in a treat. **Please refrain from decorations (i.e. flowers or balloons) or elaborate treats that distract from classroom learning.** Invitations for parties occurring outside of school time may be distributed following these guidelines:

- The homeroom teacher must give permission.
- Invitations must include either all students in the class, or all students of one gender.

### **Special Occasions**

Class parties are sometimes held for holidays or other special occasions. The homeroom teacher coordinates these celebrations with the homeroom parents.

## **BOOK FAIR**

A Book Fair benefiting the school library/media center is held annually.

## **CALENDAR**

The official school calendar, which is in compliance with the diocesan school calendar, is posted on the school website. **Any changes and/or additions to the calendar are updated as needed. It is wise to consult the Calendar (on the school website) regularly since this is where changes will be shown.**

## **CATHOLIC SCHOOLS WEEK**

Each year, Holy Family Catholic School participates in a nationwide celebration of Catholic schools sponsored by the National Catholic Education Association. The Student Leadership Board, in cooperation with the administration, faculty, and parent community, plans special activities, which highlight our school's Catholic identity and unique qualities. The NCEA Distinguished Graduate Award is presented to a deserving alumnus/alumna as part of this celebration. This special week takes place every year at the end of January.

## **COMMUNICATIONS**

### **School Website**

Important information, announcements, letters to parents, newsletters, calendar of events, and lunch menu will be posted on the website ([www.hfcsfalcons.org](http://www.hfcsfalcons.org)) on either the public side or the *FACTS SIS Parent Portal* which requires a username and password.

**FACTS email or text will be the instrument used to notify parents for emergencies and non-emergency situations.**

### **Classroom Communication**

At no time should a parent be in doubt about his/her child's academic progress, due to the many forms of home-school communication in use at Holy Family Catholic School.

Teachers send home student work attached to cover sheets or in designated folders on a weekly basis (Friday Folders). Parents are requested to review the student's work. Assignments needing to be completed and signed cover sheets/folders are to be returned to the teacher within the next two school days.

Parents/guardians for students in grades 3-8 can monitor student progress at any time through the *FACTS SIS Portal*. Parents and middle school students are encouraged to view their grades frequently and to monitor progress. Teachers may also be contacted directly through their school e-mail addresses if there are questions regarding student progress.

### **Probationary Reports**

All new students or students promoted conditionally will be placed on probation for a **nine (9) week period**; if warranted, probation will be extended for an additional six (6) weeks for new students. Reports are sent to parents every **third week**, to allow families and the school time to assess whether placement at Holy Family

is the best placement for the child. The probation is both academic and behavioral. Prior to the end of the probationary period, the administrator will conduct an informal evaluation to determine if the student's needs are being met and if the placement is appropriate. Teachers may recommend that a student presently in the school be placed on probation if academics or behavior become consistently unsatisfactory.

### **Conferences**

Parents are required to meet at least once during the school year with the student's homeroom teacher. For the 2023-2024 school year, Parent/Student/Teacher Conferences are scheduled for the afternoon on September 28<sup>th</sup> and September 29<sup>th</sup>.

Teachers are available for conferences and welcome the communication at other times during the year. Due to teachers' busy schedules and other responsibilities, conferences should be scheduled by sending a written request to the teacher(s) via the cover sheet, the progress report or a personal communication, or by contacting the teacher(s) by e-mail. If either the teacher or parent requests a conference, the conference should take place within five (5) school days. Parents are encouraged to take advantage of the opportunity to confer with the teacher(s). At no time should a parent walk into a classroom without previously making an appointment with the teacher. Additionally, all parent visitors **MUST** sign in at the school office and should not roam the school building without approval from the office.

During the school day, students and parents also have access to the administrator. Due to meetings, other commitments and responsibilities, it is suggested that a parent call ahead to make an appointment.

### **CONFLICT RESOLUTION PROCEDURES**

To discuss and resolve an issue, parents are to make contact with the student's teacher. If this does not resolve the situation, the parent/guardian must submit the concern in writing to the administrator for consideration. If the situation warrants, a conference will be held with the teacher, student, parent(s) or guardian(s), and administrator. If at this point the situation has not been resolved to the parent/guardian's satisfaction, he/she may submit the concerns in writing to the school pastor. If the concern has not been resolved after following this procedure, the Diocesan Office of Catholic Schools and Centers may be contacted, and Due Process procedures will be followed.

### **CUSTODIAL/NON-CUSTODIAL PARENTS**

In the case of students whose parents' marriage has ended in divorce, the names and addresses of both birth/adoptive parents should appear in the student's file. A certified copy of the Order of Dissolution as well as any subsequent modification of the Order must be on file. The school will follow the order of the custodial directives unless the custodial parent gives written notice of the change.

It is the responsibility of the custodial parent to make the school aware of any court order preventing the other parent visitation rights. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. Non-custodial parents, not prevented from obtaining information by court order, may access information on the school website or **through FACTS SIS Portal**, or may receive copies of report cards, etc., by picking them up in the office, by e-mail, or by mail.

### **DIOCESAN STUDENT INSURANCE**

All students attending diocesan Catholic schools will be covered by the student insurance program inaugurated by the Diocese of St. Petersburg and paid by the school. The policy runs from the first day to the last day of student attendance.

An accident must be reported to the school office promptly following the occurrence. Claim forms are available in the school office and must be completed and returned to the school for mailing to the insurance company within thirty days of the accident.

## DISCIPLINE CODE

Holy Family Catholic School strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of all, parents, teachers, and students, is necessary to achieve success in this most important area of growth and development.

- In guiding the student's growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive rather than the negative. Students need to understand that when they choose one behavior over another, they must take upon themselves the consequences of that chosen behavior.
- Just as it is important to celebrate students' achievements toward becoming more respectful, spiritual, safe, and responsible, it is also important for students to learn when their behavior departs from this path. Toward that end, there will be fair and just consequences at Holy Family Catholic School for students' behaviors which interfere with the attainment of these goals.

The objectives of disciplinary procedures are:

- To stop improper action;
- To give students opportunity to explain and reflect on action and cause;
- To modify and/or teach appropriate behavior;
- To keep concerned parties informed.

The referral/phase system runs continuously throughout the school year. Referrals/phases are cleared at the end of each school year so that each student begins the year with a "clean slate".

Grades 3 and 4 use a modified version of the Code of Discipline:

- Academic and behavior referrals may be issued, but break detentions are used in place of after school detentions.

Students in Kindergarten through grade 2 work with their teachers and the school counselor to develop respect, spirituality and responsibility. Age-appropriate rewards and consequences are employed.

## Referrals

The discipline code includes two types of referrals:

- Conduct Referral is given to a student whose behavior violates the expectations of respect and spiritual growth.
- Approach to Learning (ATL) Notice is given to a student whose behavior is irresponsible in academics. ATL Notices will be delivered via email to the parents. **If make up work needs to be done, students must also return the work the next school day.**
- All conduct referral forms are in triplicate: one copy stays with the issuing teacher; one goes to student's homeroom teacher; one is sent home. **Parents/Guardians are to sign and return referrals/notice the following day.** By signing the notice or referral you are acknowledging that you have received the Conduct Referral.
- It is recommended that the parent(s)/guardian(s) talk with and guide the student in making some resolution for improvement, and **then respond in writing, giving the teacher feedback.** The conduct referral form has a place for a parent and student to comment.
- If a Conduct Referral is not signed and returned on time, the student will make a phone call from the office to make the parent aware that the referral will again be taken home, to be returned the following day. This call is not the time to discuss the referral. (It is suggested that the parent response should be something like: "I don't appreciate that you had to call me for something that should have been taken care of last night; we'll talk about it tonight").

- It is important that parents support this process. If a referral/notice is treated as a serious matter by the parent, the student will also understand the seriousness of the referral/notice and the need to return it promptly.

### **Consequences of Referrals (Grades 5 – 8):**

**Approaches to Learning (ATL) Notices:** The ATL Notice is communication from the school to the parent that an approach to learning needs to improve. After two ATL's for minor classroom infractions a conduct referral may be written.

**Conduct Referrals:** The following procedures will take place if a child receives multiple conduct referrals:

- After three conduct referrals a student will serve a detention the next Tuesday from 3:00-4:00 pm. A parent conferences will be held with the parents and all the teachers who have written conduct referrals or ATL's.
- After two more conducts are issued an in-school suspension will be issued. A second parent conference will be held with the parents, all teachers who have written conducts or ATL's, and the principal.
- If two more conduct referrals are issued and out of school suspension will be issued and a parents' conferences with the parents, teachers who have written conducts or ATL's, and the principal will be held.
- If another conduct is issued the student will not be allowed to return to school until the parents have met with the principal and other faculty members or the pastor if necessary. At this point, serious consideration will be given to determine if Holy Family is the proper school placement for the student.

### **Sports and Extra-curricular Activities Criteria**

A student who has been issued three conduct referrals will be placed on a two-week probationary period from all sports and extra-curricular activities. If a two more conduct referrals are issued, a student will be removed from all sports teams and extra-curricular activities for the remainder of the school year.

### **Consequences for student on the Student Leadership Board (SLB) and National Junior Honors Society (NJHS)**

Student's on SLB or NJHS will be placed on probation after two (2) conduct referrals. If another conduct referral is issued to student will be removed from the board or NJHS. All disciplinary actions will be reviewed according to the by-laws of the specific organization.

### **Other Disciplinary Measures**

Some behaviors are so serious as to warrant additional or different disciplinary responses. Such serious infractions may include, but are not limited to:

- Repeated disrespect toward the administrator, teachers, or others;
- Vandalism;
- Possession/use of smoking materials, alcohol, non-prescribed drugs, or weapons on campus or at school-sponsored activities;
- Any act endangering the lives and/or safety of others, including verbal or written harassment (in person or via electronic communication).

Because it is impossible to foresee all behavior problems, which may arise, the administrator reserves the right, when necessary; to take appropriate disciplinary action in response to these problems, even though that action may not be specified in this Handbook. This action may include but is not limited to immediate removal of the student from the school. Such disciplinary actions will include documentation of the infraction and of the actions taken in response. A copy of the documentation will be given to the parent(s), to the student's homeroom teacher, and a copy will be placed in the student's guidance folder. If a difference of opinion occurs between the administrator and the student or his/her parent(s) or guardian(s), and no other approaches to resolution of this difference of opinion are appropriate or successful, the administrator will offer to the family the appeal process established by the Diocese of St. Petersburg Office of Schools and Centers.

## DRESS CODE – Uniforms

Our school uniform helps show our school pride and unity. **Uniforms are required and are not subject to modification.** Uniforms should be clean and pressed with all buttons attached and hems intact.

**All items Risse Brother in Tampa.**

**\*\*\*ALL articles of clothing must have names or initials on them. \*\*\***

### Kindergarten:

- Kindergarteners do not wear PE uniforms
- Red HFCS logo uniform shirt
- Girls may opt to wear the red knit dress available through Risse Brothers with shorts underneath them.
- regulation khaki shorts or long pants (or skorts (no skirts) for girls)
  - belts are not required, but loops should not be removed
- white socks will be worn
- athletic shoes (Velcro closings recommended). High-tops may be worn but students must wear socks. Students may not wear shoes that need to be charged.

### Girls and Boys, grades 1 – 8

- Navy blue HFCS logo shirt\*\*
  - Students in grade 8 may wear their official class shirts. \*\*
  - **Shirts must be tucked in at all times.**
- Regulation khaki shorts or long pants for boys.
- Regulation khaki shorts/skorts (no skirts)/ long pants for girls (grades 1–4).
- Girls may opt to wear the regulation blue knit dress available through with shorts underneath them (grades 1-4).
- Regulation khaki shorts, long pants, skirts, or plaid skorts for girls (grades 5–8).
  - Shorts and girls' skirts/jumpers/skorts must be no shorter than three inches above the middle of the knee cap.
    - Just a reminder that skirts/skorts/shorts need to be bought so they are the appropriate length. Purchase them long so they can be hemmed up and altered to fit at the waist.
  - All shorts/pants/skirts/skorts should fit at the natural waist.
- Solid navy, black, or brown belt (no ornamentations) worn with shorts or pants. (Grade 1 – the belt is optional)
- **Solid white socks (boys and girls); or solid white or navy knee socks (girls). Socks MUST be able to be seen. No logos should be seen on socks.**
- Only a plain, white, short-sleeved t-shirt may be worn under the uniform shirt.
- Students on school sports teams may wear their team uniforms on game day for the season (exception is a Mass Day; school uniform is worn; afterwards, the students may change into the team uniform).
- Official Holy Family Catholic School sweatshirt\*\* or regulation navy uniform cardigan sweater
- Official Holy Family Catholic School jacket or hoodie\*\*

**No other sweatshirt or jacket is permitted to be worn inside the school building. Any jacket is permissible over the school sweatshirt if needed outdoors. All clothing should be labeled with the student's name and grade.**

### Shoes

- solid navy, black, or brown low-heeled (**maximum one inch**), low-cut, enclosed dress shoes (e.g., oxford, saddle, loafer styles, Sperry/Docksiders) with rubber soles (**no ballet flats permitted**). **Students may wear all sneakers with regular school uniform. High-top athletic shoes are allowed. Socks must be worn with high-top athletic shoes.**

### Hair/Grooming

- Students' hair shall be well groomed and neatly arranged.
- Students' hair length and style must not impede vision nor be a distraction from schoolwork.
- Boys' hair must be above the eyebrows, ears, and collar.
- Neither coloring of the hair nor extreme, or fad hair style are permitted.
- Girls' hair accessories must be minimal and not distract from the uniform.
- Boys must be clean-shaven.

### Accessories

In keeping with the simplicity of a uniform, accessories should be minimal, as follows:

- Wristwatches may be worn (those with sound capabilities should be set to silent mode)
- No smart watches (i.e. Apple Watch, Android Watch, etc.) may be worn at any time
- Girls with pierced ears may only wear stud earrings (one per earlobe), no other earrings may be worn anywhere else. No hoop or dangling earrings are permitted.
- Boys may not wear earrings
- Students may wear one thin gold or silver chain with a small religious medal or a cross
- Girls may wear solid-colored nail polish (single color only; gel nails are permitted). Nails for boys and girls may not be longer than the fingertips.
- No bracelets, anklets, or rings may be worn. Fitbits may be worn at the discretion of the classroom teacher.
- No make-up, tattoos, or body piercings are permitted
- No caps, hats, or scarves may be worn

\*Students who are out of uniform compliance will be issued a uniform infraction form and will be expected to correct the infraction within three days.

### Physical Education Class

- **All students are expected to dress out in the designated uniform for physical education classes. Students will wear their PE uniforms to school on the days they have PE except on Wednesday (mass day). Student will need to wear their school uniform if they have PE on Wednesday and bring their PE uniform in a small bag to change into at PE time.**
- The uniform consists of:
  - Navy blue mesh shorts (grades 1 through 8 must wear mesh shorts)
  - Gold HFCS t-shirt
  - White athletic socks (in addition to regular uniform socks)
  - Athletic shoes
- Students in grades 4 – 8 are encouraged to bring:
  - Washcloth and baggie (for wet washcloth)
  - Hand Towel
  - Deodorant
- All clothing and bags **must** be labeled with the student's name and grade
- **Girls who have long hair must tie their hair up for PE class.**
- **NOT PERMITTED:**
  - Perfumes, colognes, scented lotions
  - Scented hand sanitizers

### Out-of-Uniform Days

**Spirit Day** – The first Friday of each month (unless otherwise noted) is designated as Spirit Day. Students should wear their school spirit shirts with school uniform pants, shorts or skirt and school shoes.

**Charity NUT Days** - During the school year, the third Friday of each month (unless otherwise noted) is designated as a Charity NUT Day (No Uniform Today), which the SLB sponsors as a fundraiser for charities.

Clothing worn on Charity N.U.T. Days should be in keeping with the values supported by our school. Parents are asked to monitor what students wear.

The following dress code applies to Charity N.U.T. Days and other out-of-uniform days:

**Permitted:**

- Jeans, capris, shorts, skirts, skorts, dresses (shorts, skirts, skorts, and dresses must be no shorter than three inches from the middle of the knee cap)
- Students in grades 1 – 3 may also wear P.E. uniforms on Charity N.U.T. Days
- On dress-up days, shirts must have collars; shorts may be uniform or dress shorts

**Not permitted:**

- Torn or ripped clothing
- Leggings
- Very tight, form-fitting, or revealing clothing
- Clothing with inappropriate graphics or words
- Tank tops, cut-offs; spaghetti straps; shirts which expose the abdomen during normal movement
- **Sandals/backless shoes, or shoes not having solid soles/heels; feet enclosed in the entire shoe (safety reasons)**
- Jewelry/accessories which would not be permitted with the uniform
- On dress-up days, **no** jeans or shirts without collars

***Good Rule: If you think you shouldn't wear it, you shouldn't!!***

**A student not following the Spirit Day or Charity N.U.T. Day dress or not following the proper uniform dress code will:**

- **Be sent to the office to call his/her parent to bring appropriate clothing (if parents are not available to bring a change of clothing, the student will be given a PE shirt and shorts to wear)**
- **Be permitted to return to class when he/she is appropriately dressed**

**EARLY CHILDHOOD PROGRAM**

The Holy Family Early Childhood Center (ECC) works in partnership with Holy Family Catholic School. Education at the ECC may begin as early as one year of age. The Early Childhood program provides a warm, caring, secure environment where young children are encouraged to develop a positive image of themselves and others as they begin to live the Gospel Message.

Children are challenged and encouraged to develop at their own pace through a rich variety of activities and experiences. At the same time, children are given the time and space to be children, free to play, explore and imagine. The program is designed to lead them from wonder to discovery and from investigation to affirmation. Both VPK classes will receive instruction in the school building this year.

The program provides:

- An age and developmentally appropriate experiences.
- A theme-based, Christ-centered environment.
- A smooth transition to our elementary school.

**For more information on the Early Childhood Program, see the Appendix to this handbook or visit the Early Childhood Center office or their page on the school website.**

The Early Childhood Center maintains an “open door” policy. Authorized parents may visit their children in our facilities any time they wish.

### **EXTENDED SCHOOL DAY PROGRAM**

An extended school day program is available to all students enrolled in Holy Family Catholic School. Operating hours are from dismissal to 6:00 p.m. on days school is in session. Information regarding this program can be obtained through the school office, through the Extended School Day program, or on the school website. As the Extended School Day program is an extension of services offered through Holy Family Catholic School, general rules of behavior used during the school day also are enforced during the Extended School Day program.

The Extended School Day Program maintains an “open door” policy. Authorized parents may visit their children in our facilities any time they wish during the hours that the program is in session.

### **FIELD TRIPS**

Throughout the school year, students are offered the privilege of trips away from school for educational purposes. Field trips are arranged at the discretion of the teacher(s). Permission forms must be signed by both parents (except in single parent families, in which case the custodial parent signature is required) and returned to school on the date designated by the teacher. Students not returning permission slips are not permitted to participate.

In addition, field trips are an extension of the school day and students are expected to follow school rules as if they were in the school building. Field trips are an opportunity for students to give witness to the values of Holy Family Catholic School community, and exemplary conduct is expected. The school reserves the right to exclude from field trips those students whose conduct throughout the year does not reflect the principles of respect and responsibility. In the event that a student demonstrates the inability to conduct himself/herself properly on a field trip, the school reserves the right to exclude the student from future field trips. Any student who is suspended or who has reached Phase 4 in the Discipline Code (grades 5-8) will automatically be excluded from field trips.

When students are transported by private automobile:

- Adult drivers must have completed Level II FDLE Fingerprinting and attended a Safe Environment Workshop. She/he must present a driver’s license and insurance card **each time** she/he drives on a field trip.
- Parents are reminded that there is to be **no smoking** or consumption of alcohol beverages at any time while in the presence of the students; the use of cell phones for calling or texting, as well as the use of hands-free devices is also not permitted while driving.
- Students and driver must wear seatbelts; students may not sit in the front of the car if it is equipped with a passenger side airbag.
- Siblings, other children or adults who are not members of the class may not attend school-sponsored field trips.

### **FINANCIAL ASSISTANCE**

Financial assistance for registered, supporting, and contributing members of Holy Family Parish is available. If a family has a need for financial help, the family is encouraged to apply for this confidential assistance. In order to receive such assistance, Grant and Aid applications must be completed through FACTS Management. The Tax Credit Scholarship Step-Up for Students, AAA, and FES programs must be completed online. There is a spring deadline for applying. For more information, please contact the school office for a full description of the process for applying for financial assistance.

### **HARASSMENT /BULLYING/CYBERBULLYING**

Holy Family Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school’s mission. Concerns should be reported directly to the school administrator. All credible allegations will be addressed according to diocesan policy.



Students should be aware that name-calling, teasing, bullying, and verbal or physical threats, whether made in person or through electronic communication, are forms of harassment, and are unacceptable in our Catholic/Christian environment. Under federal and state laws (Florida Statutes 111.32) and as well as diocesan policies, sexual harassment is illegal and is prohibited in school settings. Harassment of any kind interferes with a student's right to learn, study, work, achieve, and participate in school activities in a comfortable and supportive atmosphere.

In keeping with the Christian faith regard for the dignity of each person, no form of harassment will be tolerated at Holy Family Catholic School and could lead to suspension/expulsion.

The School will keep parents updated regarding Internet Safety through the school website, newsletter, or presentations.

### **HEALTH POLICIES AND PROCEDURES – Please see the HFCS Re-Open Plan**

The State of Florida requires a current record of immunization and a health exam by a physician **within one year prior to admission**. Immunizations are to be documented on Florida Certification of Immunization. Holy Family Catholic School follows the Florida State health regulations.

- Catholic schools within the Diocese of St. Petersburg do not recognize religious objection to this immunization. This policy is effective as of the 2011-2012 school year.
- A student will be temporarily excluded from school if he/she has not received the vaccines required by the state and presented proper documentation to the school office no later than the first day of school. There will be no grace period.
- **WHENEVER A STUDENT HAS A COMMUNICABLE DISEASE OR CONDITION, THE SCHOOL OFFICE MUST BE NOTIFIED.** With certain diseases/conditions (e.g. measles, chicken pox, head lice), a definite period of absence from school is required. The family doctor should be consulted to determine if the student is ready to return to class.
- According to state law the school may provide only minimal first aid or sick care until the student is in a parent's care. To carry out this function the office must have current and accurate contact information, as indicated on the emergency card.
- Diocesan regulation requires that any student participating in League sports must have updated sports physical annually, dated after June 30 of the current year.

### **Student Clinic Information**

- At the beginning of the school year, the parent(s) is/are to complete the Student Clinic/Emergency Sheet and return one for each student promptly. It is extremely important that the school is made aware of a student's health needs, particularly allergies (bees, ants, certain foods allergies, etc.).
- **Updating the Student Information System and family profile with change of address, telephone number, and emergency contact information is very important for the student's safety. It is extremely important that the school is able to contact a parent at any time during the day in case of an emergency.** Once a year, there will be a form sent via email, to parents/guardians that will need to be filled out on line. If any updates are needed again during the year, the school office needs to be contacted.

### **Illness/Emergency Treatment**

In the event that a student becomes ill, has an accident or emergency at school, the parent(s) will be contacted. If the parent cannot be contacted, the school will proceed according to the instructions on the Student Emergency Information, which is filled out at the beginning of each year.

### **Medication**

Medication includes any form of a prescription or non-prescription drugs, including aspirin, Tylenol, cough medicine, cough drops, ointment, etc. **NO STUDENT MAY CARRY OR ADMINISTER HIS/HER OWN**

**MEDICATION.** It is requested that medication be given at home whenever possible; however, if a medication is needed during school hours, the following procedures must be observed:

- A request for administration of medication must be completed by the parent/guardian to request that a student receive medication during the day, either prescription or non-prescription. This form can be found on our website.
- The same form is used for **prescription** (medicine must be in the original prescription container with date, dosage, name of drug, and student and physician's names clearly marked) and **non-prescription medication** (medication must remain in the original container and be labeled with the student's name).
- Medication taken by the student will be administered by the individual who has been identified to do so. It is the student's responsibility to come to the office to receive medication at the designated time.
- Medications will be stored in a locked cabinet at school and a record kept of administration (cough drops must be left with the homeroom teacher).
- Liquid medications will be given in a calibrated measurer provided by the parent.
- It is the parent's responsibility to pick up unneeded medication as soon as possible.
- Any medication remaining at the end of the school year will be disposed of.
- New Administration of Medication forms are required at the beginning of each school year.
- Our insurance carrier has strict rules regarding the distribution of medication. We may not accept any over-the-counter medications to be kept for the entire year in the office; over-the-counter medications will be accepted for a short period of time if needed by a student due to illness or dental work, etc.
- Determination will be made at the time of the request. We will continue to accept necessary prescription medications, if the parent has completed the proper forms.

### **Blood-Borne Pathogens**

To comply with federal law attempting to control the spread of disease by exposure to blood and other bodily fluids, the staff, faculty, and students receive training on a yearly basis in the use of those health practices of good hygiene and protection that significantly reduce or eliminate the exposure to blood-borne pathogens. These practices are called "universal precautions."

### **Child Abuse/Neglect Policies**

The welfare of children is important to the staff of Holy Family Catholic School as well as to parents. Under Florida law, anyone who has reasonable cause to suspect child abuse or neglect is legally obligated to report that abuse to the Department of Children and Families (CPS), even if there is no definite proof of abuse/neglect. (Florida Statutes 415.504)

The school will reasonably cooperate regarding any investigation by the Child Protective Services ("CPS") pertaining to allegations of child abuse. Since the school is on private property, CPS will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent of such consent, the school will cooperate in allowing CPS to have access to students if CPS obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

### **HOME AND SCHOOL ASSOCIATION**

All parents and guardians are members of the Home and School Association (HSA). The HSA Board leads the Home and School Association and represents the parents in fostering collaborative efforts to benefit the school community.

The Home and School Association:

- Communicates fundraising, volunteer, and community building opportunities to the parents.
- Meets three times a year. It is mandatory that at least one parent from each family attends each of these meetings. Not only will these meetings provide you with important dates and information regarding your child's education, they will help you to understand the mission and vision of HFCS.
- Provides financial support to the school through fundraising efforts.
- Offers parenting support through guest speakers and educational presentations.
- Provides a system of parent involvement through activities earning service hours.

- Helps to build the parent community through shared efforts benefiting the school.

### **HOMEWORK /STUDYING**

The purpose of homework is to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to relate school learning to out-of-school life. The time and complexity of the home assignments is determined in light of the student's age and ability.

- Homework may include written work, reading, study and review, or work on long-range projects.
- Each student (grades K-5) **must use** an assignment book (purchased through the school). Parents should check regularly to see that assignments are being recorded and should verify that all homework assignments are completed. For grades 6-8 assignments will be posted in Google Classroom for all classes. Students will have necessary logon information for their Google Classroom; the school can provide that information to parents on an as needed basis. Parents may request a Google Classroom logon to monitor their child's account. Please contact tech@holyfamilystudent.com
- It is important that each student make sure he/she has everything needed to take home once the dismissal bell rings. For safety reasons, no parent or student will be permitted to return to classrooms for forgotten books or items.
- A student not completing his/her assignments may be detained at break or lunch recess to complete the work and/or receive additional help.
- A student not completing an assignment may receive an Approach to Learning Notice (ATL).

Parents can further help their children by providing a specific time and place for home study, and by expressing a positive attitude about homework and all aspects of school and learning. If the child frequently says that he/she does not have homework or that he/she has completed it in school, it is suggested that the parent make further inquiries of the classroom teacher.

### **LOST AND FOUND**

Unclaimed items are kept in a designated area in Room 121. Articles that remain in this area for an excessive period of time and are not labeled with a name will be given to charity or recycled.

### **LUNCH PROGRAM**

Students may bring lunch from home. The school provides a lunch program through Metro Diner, which includes a nutritious hot lunch. Lunches will be brought in from the local Metro Diner boxed and labeled with student's names. Utensils, paper goods, and condiments are provided for those students who are purchasing lunch. Parents need to order lunch by 6:00 pm the day before. The monthly menu is available on the website.

Students are expected to use the same manners during lunch as are required in the classroom. Courtesy toward other students and cooperation with lunch monitors are expected at all times.

**There will be an allergy, nut free table in school dining room this year because of students with allergies. Due to the fact that there are some students who are highly allergic to peanuts and other foods, students may not share food. All families are asked to remind their child(ren) to follow this request.**

\*\*Students are expected to bring water bottles to school. However, all bottles can only contain water. No Gatorade (squeeze) water bottles are permitted.

### **MEDIA CENTER**

The media center makes available materials, which will extend the students' knowledge and experience, meet the students' needs for recreational and instructional reading, and recognize the students' variations in educational level, ability and interest.

- Students in K-2 may check out one book; students in grades 3-8 may check out two books.
- The book loan period for students is one week.

- Books may be renewed if they are not otherwise on reserve for another student or class. Books must be present in order to be renewed.
- An overdue book notice may be sent home for parent signature when a book is more than two-weeks overdue.
- Habitual lateness could result in a temporary loss of library privileges and/or a fine
- Lost materials should be reported promptly to the librarian. Payment must be made for any loss or damage to books or library materials before students can check out anything more. The cost for a book is the replacement cost of that item.

## **PARENT OPPORTUNITIES**

A full listing of parent service opportunities can be found on Sign-Up Genius. In addition, these opportunities for parents are available at Holy Family Catholic School:

### **Adopt-a-Class**

- This program invites individuals or businesses to sponsor a class or program of the school by donating \$150 or more to support the class or program of their choice.
- These funds are used exclusively for the students of the class or program sponsored.
- Students remember Adopt-a-Class sponsors at weekly mass; sponsors receive a photo of the class/program sponsored.

### **School Advisory Commission**

- Members of the School Advisory Commission meet monthly with the pastor or designee and the administrator.
- The purpose of the SAC is to advise the pastor and the administrator and to serve as a conduit for communications between administration and parents regarding school policies and procedures.
- Parents may also volunteer to be on a committee within the Commission – finance, marketing, and development

### **Teacher Appreciation**

- Parents have made a tradition of providing, on occasion, gifts of food or flowers/plants for the faculty. Those wishing to bring in an item should contact the office in advance.

## **PERSONAL AND SCHOOL PROPERTY**

### **Personal Property**

- Personal property such as clothing, lunch containers, backpacks, books, etc. **must be labeled** with the student's name and grade.
- **Articles which are hazardous to the safety** of others or which interfere with school procedures or instruction are not permitted on the school grounds.
- **Electronic devices/games** are not permitted on campus at any time (including the Extended School Day program). These devices include, but are not limited to CDs, tablets of any kind, iPod or MP3 players, radios, cameras, laser pointers, digital devices, smart watches, and cell phones.
- A student needing a **cell phone** after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, must have the cell phone turned off and stowed in their backpacks. **At no time during the day should a cell phone be in a student's possession including morning assembly and carline at the end of the day. Cell phones may not be in student possession at school-sponsored events without permission of the school personnel in charge.**
- **Items taken away from students will be returned to the parent(s)/guardian(s) and appropriate consequences will be given to students based upon the situation.**

### **Textbooks and Other School Property**

- The school owns textbooks and workbooks. They must be kept clean, not scribbled in and handled carefully.

- BOOKS MUST BE COVERED AT ALL TIMES. Uncovered books may be confiscated and a fine may be charged. No contact paper or other adhesive book covers are to be used, except on consumables.
- No defacing of covers, folders or notebooks is permitted (drawing pictures or doodling in a workbook or notebook is considered defacing materials); only name and subject are to be written on them. Parents and students will be asked to replace the defaced material.
- If a book is damaged, marred, misused or lost, the parent and the student will assume responsibility for paying for damages or replacement.
- Parents and students are responsible for the cost of replacing or repairing any property (i.e. books, iPads, supplies, equipment, building or grounds), which is lost or damaged through the student's negligence. This behavior may also be cause for suspension or expulsion.
- Because careless disposal of gum presents sanitation and cleaning problems, gum chewing is not permitted anytime or anywhere on school property.
- All desks, lockers, cubbies, etc. remain school property and are subject to a search at any time.
- Loss or damage to students' property is not the school's responsibility.

### **PLAYGROUND SUPERVISION AND RULES**

Staff members supervise students during all break and recess periods; adult volunteers also assist in supervision during the lunch recess. At the beginning of each year, teachers make students aware of the playground rules. The same rules of safety and conduct used inside the school also apply to the playground area during school and during the extended day program.

The public playground adjacent to Holy Family Catholic School parking lot is public property. Parents permitting their child(ren) to use that playground are responsible for the supervision of their child(ren).

### **REPORT CARDS/GRADING**

Since grades are available to review on the school website, parents are to regularly review the student's progress with him/her, complimenting the child on maintaining of good grades, or assisting the child to make necessary adjustments if grades need improvement. **It is the responsibility of the parent/guardian to monitor the student's ongoing progress and to contact the teacher regarding any concerns. When students take a test, teachers will post the test results on the website within a week.**

Students in Kindergarten—Grade 8 receive report cards at the end of each trimester. The family may keep each report card. However, the envelope in which the report card is sent must be signed and returned to the homeroom teacher on the next school day. Grades are not merely a summation of test scores, but also reflect the student's attitude, daily work, homework, participation, test scores and effort.

### **Philosophy**

We believe ...

- Students should have a clear understanding of the learning objectives.
- Our system of grading should be timely, specific, fair and accurate.
- Grades should be based on a well-defined set of standards.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade.
- Assessments are critical to the teaching and learning process.

### **Purpose of Assessment**

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.

- To communicate information to parents about student achievement and performance in school.

### **Types of Assessments**

While assessments will take many forms and types, they will be grouped under two broad categories.

#### **Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

#### **Summative**

After a student has had instruction and practice on a topic, including assessments of a formative nature, it is then necessary to evaluate mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material.

### **Purpose of Grades**

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

- To provide information to students with regard to their performance relative to the learning standard(s).
- To provide information to teachers on the individual student's level of mastery of the content/skill.
- To communicate information to parents about student achievement and performance in school.
- To document student performance for transcripts.

### **The Grade Composition**

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

- All grading is done using the 100-point scale.
- The lowest "earned" grade is 50.
  - An "earned" grade is derived from any assessment that is attempted and handed in.
  - An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
- Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning. Non-academic attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*.

### **Grading Scale (Grades 3-8, including Spanish for 6-8)**

<b>Letter Grade</b>	<b>% Score</b>
<b>A</b>	90-100
<b>B</b>	80-89

<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	50-59

**Grades for Non-Core Subjects (Specials: Art, Music, Computers, PE, Spanish grades K-5) are on a 4-point scale.**

- **4 - Exceeding expectations**
- **3 - Meeting expectations**
- **2 - Developing**
- **1 – Not meeting expectations**

\*\*\*Grades K-2 use a standardized based report card and are graded on a 1-4 scale like the conduct scale below. A letter will be sent home explaining this in further detail before the first report cards are sent home. \*\*\*

**Reporting Conduct and Approaches to Learning**

Our Catholic schools recognize that the cultivation of good behavior and learning habits and behaviors support learning in the long run.

**Conduct**

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

*Respect*

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

*Responsibility*

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*:

<b>Conduct Code</b>	<b>Respect</b>	<b>Responsibility</b>
<b>4 Exceeds</b>	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
<b>3 Meets</b>	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
<b>2 Developing</b>	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
<b>1 Rarely</b>	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

**Conduct Reporting on the Report Card:**

1 Conduct Referral in a trimester = student earns a 3 for the conduct grade

2-3 Conduct Referrals in a trimester = student earns a 2 for the conduct grade  
 4 or more Conduct Referrals in a trimester = student earns a 1 for the conduct grade

**Approaches to Learning (ATL)**

While schools may create their own rubric for ATL, the principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking.

*Organization*

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

*Collaboration & Communication*

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

*Reflection & Personal Initiative*

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

<b>ATL Code</b>	<b>Organization</b>	<b>Collaboration &amp; Communication</b>	<b>Reflective Thinking</b>
<b>4 Exceeds</b>	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>3 Meets</b>	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>2 Developing</b>	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>1 Rarely</b>	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

**ATL Reporting on the Report Card (this is in general; teacher discretion is applicable with documentation):**

1-2 ATL Notices = student earns a 4 for the ATL grade



- 3-4 ATL Notices = student earns a 3 for the ATL grade
- 4-5 ATL Notices = student earns a 2 for the ATL grade
- 6 or more ATL Notices = student earns a 1 for the ATL grade

### **Make-Up of a Scheduled Summative Assessment during Absence**

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

### **Retakes**

*The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative. \**

The following retake policy is designed to encourage relearning on the part of the student.

### **Summative Retakes**

#### Grades K-2

1. The teacher will communicate with the parent when a retake is necessary.
2. A student may retake a summative assessment only once.
3. Students may be required to participate in additional practice to qualify for a retake.

#### Grades 3-8

1. A student may retake a summative once and is allowed one retake per subject per trimester.
2. The Application for a Retake should be completed by the student (with parent, if needed), signed by student and parent, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
3. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
4. Students may be required to participate in additional practice in order to qualify for a retake.

### **Limitations and Deadlines**

1. A student may retake a summative once and is allowed one retake per subject per trimester.
2. **ONLY SUMMATIVES 69% OR BELOW ARE ELEGIBLE FOR RETAKES. Students will receive the grade of the highest assessment.**
3. All graded formative assessments must be completed prior to the original summative.
4. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
5. Semester/Trimester exams and summative assessments that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
6. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

### **Teacher Facilitations**

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade will be assigned to the summative assessment and will not exceed 70%.

3. Teachers have discretion and may require that a student complete missing ungraded assignment correlated to the deficiencies before the retake is administered.
4. Teachers have discretion over the format of the retake assessment.

\*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake.

### **After School Homework Help for Middle School Students**

If a middle school student has a D or an F in a class and after two weeks the grade is not improving, the student may be asked to attend afterschool homework help on Tuesday, Wednesday, and Thursday until the grade has improved to a C or better. This help is at the discretion of the middle school teacher and the principal.

### **PROMOTION/RETENTION**

In order to be promoted to the next grade level, students must meet the curricular and developmental requirements of their current grade.

#### **PreK-2**

Students in Grade Levels (e.g. Pre-Kindergarten, Kindergarten, first grade, second grade) using skill development terms and identifiers must meet the academic requirements for his/her grade level in order to be promoted to the next grade level. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed below, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student's teacher.

Some questions that would influence the staff's decision regarding promotion are:

- 1) Has the student mastered basic concepts and skills in the core subjects especially reading, language arts and math?
- 2) Has the student met Florida Core Standards, NGSS and Benchmarks?
- 3) Is the student consistently able to complete class work at grade level expectations?
- 4) Does the student assume responsibility for work assignments?
- 5) Has the student received multiple N's, 1's and 2's or similar symbols of assessments on understanding, application and performance?
- 6) Has the student shown growth in class and on MAP testing over the course of the school year?

Remediation options:

Refer to the remediation options listed below in Grades 3-8

#### **Grades 3-8 (Numeric/Letter Grades)**

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are religion, math, language arts, science, and social studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

Students have the following options for remediation:

- Florida Virtual School
- Private Tutoring – minimum of 20 hours per subject
- Remedial program – minimum of 20 hours per subject

Teacher(s) or programs providing remediation must meet the following requirements:

- Hold current certification in the subject area in which the student needs remediation
- Be contracted by the parent
- May not be a member of the family

- Meet the school principal's approval
- May not be the student's current teacher or have the possibility of being the student's teacher in the future
- All remedial services must follow the guidelines of the Office of Catholic Schools and Centers at the expense of the parents/guardians.

Prior to the beginning of the next school year, the principal must receive:

- Tutoring Verification Form to validate attendance
- Proof of proficiency in the subject area(s) including work samples and test scores

Failure to meet any of the above remediation guidelines will result in retention.

The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered. Proof of proficiency in the subject area must be recorded separately on the permanent record.
- **TRANSFER RULE:** Any student who fails one or more core subjects must meet the remediation guidelines of the originating school. After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

Upon returning to school, students who have completed remediation will automatically be placed on academic probation for one semester. Academic probation includes the following:

- Three parent-teacher probationary notices during the first trimester
- School counselor or resource teacher meets with student regularly to offer support

NOTE: Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

## **SAFETY PROCEDURES**

(see also ATTENDANCE/TARDINESS, HARASSMENT/BULLYING, HEALTH POLICIES/PROCEDURES)

### **General Safety Procedures**

To ensure the safety of all students:

- All school doors are locked during the school day; admittance is through the school office only.
- All volunteers and visitors must sign in immediately in the school office and wear appropriate identification tags. When leaving, all volunteers and visitors must sign out.
- Persons picking up students for appointments must come into the school office to sign the student out. Students returning from appointments must be signed in by an adult at the school office.
- Students from other schools visiting HFCS students are welcome to visit **during lunch time only**; guests are not permitted during class time.
- Individuals are not permitted to interrupt classes with messages and/or deliveries.
- For safety reasons, neither parents nor students may re-enter the school building after dismissal to retrieve forgotten items.

### **Safe Environment**

Holy Family Catholic School follows the policy of the Diocese of St. Petersburg Office of Catholic Schools and Centers with regard to Safe Environment for students. This policy states that all **“who may be entrusted with the care or supervision of students will be required to have a Level II FDLE Electronic Fingerprinting (appointment being made through the diocese) and attend a Safe Environment workshop which is sponsored by the diocese.”**

### **School Closings**

- Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis.
- If school must be canceled during the school day, alerts will be posted via the **FACTS SIS system**.

- All students must have satisfactory transportation and supervision before being released from school.

### **Fire/Storm/Intruder Safety**

- Students are instructed on procedures to be used in case of fire or severe storms, or when an intruder is identified on/near campus. Periodic drills are held during the school year to practice these procedures.
- Extensive professional development is being completed by the teachers to be informed and to handle intruder/active shooter situations that may take place on or near our campus. Age-appropriate drills will be conducted with students.
- No student is permitted to leave school alone during severe weather. If a general dismissal has not occurred, a parent who wishes to remove a student from school during severe weather conditions must come to the school office to sign the student out.

### **Traffic Safety**

**(see Appendix for detailed diagrams and instructions for drop off and pick up)**

- **The speed limit in the parking lot is five (5) m.p.h. at all times when students are present on campus.**
- **Cell phones may NOT be used by drivers in the car lines.**
- Students are to be dropped off and picked up at the designated places on the school grounds only. (Diagrams/instructions for arrival and dismissal traffic are found in the Appendix of the Handbook.) K-8 parents may not park at the Early Childhood Center and walk over to pick up your child. Only parents with children in the ECC may park in their parking lot.
- **Students must be secured in seat belts/child safety seats before cars move, in compliance with Florida law.**
- Staff and student patrols supervise dismissal. Walkers, drivers, and bicycle riders are expected to follow the directives of the supervising adults and the patrols.
- Bicycles must be parked and locked in the bike rack during the school day.
- No student is permitted to ride a bicycle on the parking lot during school hours.
- Bike riders must wear safety helmets as required by Florida law.
- Bicycle riders must follow the same rules of the road as car drivers.
- **Only when a parent has business inside the school, may he/she use the designated parking spaces away from the curb, and in a way that does not require backing up.**
- For safety and liability reasons, pets may not be brought on campus unless requested in writing, by a teacher, for specific learning activities.
- On rainy mornings, cars may drive around the “horses” so that students may enter school more easily through Room 121.
- To ensure student safety, rainy day dismissal procedures require adults park, come into the building and pick your child(ren) up from their classroom(s).

**The Facilities/Maintenance Department maintains the Holy Family Catholic School Asbestos Management Plan. The school is in compliance with Asbestos Regulation Laws. The plan is available for review upon request.**

### **SCHOOL / FAMILY DIRECTORY**

A Directory can be found in FACTS SIS *Portal*. This is one-way parents may get in touch with each other. Chairpersons for ‘activities’ may also use the directory as a means of communicating with parents. The information found in the directory is for the convenience of school families only and is intended for private use. No mass mailings may be sent out without permission from the administrator.

### **SCHOOL PICTURES**

Individual and class pictures are taken each year, as well as specialty pictures. These pictures may be purchased by parents according to the policy of the photography company.

### **SOCIAL MEDIA**

“Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ. In the area of communications too, we need a Church capable of bringing warmth and of stirring hearts.” (Pope Francis, 48th World Communications Day Message)

The Church is called to engage social media in a manner that is safe, responsible and civil and approach social media as a powerful means of evangelization. We are also called to have a prominent role in providing a Christian perspective to digital literacy.

Maintaining a Catholic identity is critical to social media interactions. Therefore, information posted on any form of technology in the name of Holy Family Catholic School must adhere to the following guidelines:

- Those which are considered offensive include, but are not limited to, messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment which offensively addresses someone’s age, sexual orientation, belief system, national origin or disability.
- Furthermore, social communications may not be used by parents or students for: 1) defaming the character of any individual or institution, 2) causing embarrassment to Holy Family Catholic School or its entities or 3) divulging any personal information about children that would jeopardize their safety or wellbeing in any way.

Consequences for inappropriate posting on social media may result in removal of the student from the school.

### **STANDARDIZED TESTING PROGRAM**

The school administers the Terra Nova Assessment, a standardized achievement and abilities testing program recommended by the diocese. These tests are administered annually to students in grades 2-8. Test results are available to parents. Students in grades K-8 will participate in NWEA Measures of Academic Progress (MAP) in August, January, and May. Growth data will be shared with the parents and students. Teachers will work with students to set goals for improvement. Students in grades 5 and 8 also participate annually in the Assessment of Catholic Religious Education (ACRE) survey sponsored by the National Catholic Educational Association. Holy Family ECC utilizes an assessment tool for the three- and four-year-old students. This assessment identifies and monitors normal development and possible developmental delays.

### **STUDENT OPPORTUNITIES**

#### **Extra-curricular Activities**

Participation in a school sponsored extracurricular, i.e., sports, junior varsity, varsity, robotics, etc. is a privilege that requires a student to balance participation times, games, and their academic responsibilities. Students must maintain a 70 percent or above in all subject areas. Students with a Student Support Plan may have alternative criteria and will be assessed by teachers for consistent academic effort. Grades will be checked on Monday’s for the next week of extracurricular eligibility. It is the responsibility of the student to let the athletic director or advisor know that they brought the grade up to eligibility. If a student does not meet these requirements, they will be ineligible for the first game that week and/or meeting of the week.

The student must have a 3 or above in both Conduct and Approaches to Learning (ATL) for all subject areas. If a student is serving a detention the day of an extracurricular activity, he/she will not be able to participate in the event until after the detention is served. Students may not participate in an extra-curricular activity on the day he/she serves an in/out of school suspension.

Students must be present for a minimum of 4 hours of the school day in order to be considered eligible for an extracurricular activity. If a student is absent from school or leaves school early due to illness (even if they meet the 4-hour minimum), the student cannot participate. If the activity is on a Saturday, the student must be at school on the Friday before.

If a student is shadowing at a high school, it is the student's responsibility to get a shadowing form signed by the high school office, at the end of the day, to ensure they are present. The shadowing form needs to be turned in to the athletic director or school office to ensure eligibility for their game.

The athletic director, adviser, or coach, in consultation with the principal, reserves the right to suspend or remove any student from the school-sponsored activity. The principal does have the discretion to adjust the consequences as needed.

### **Altar Servers**

Students in grades 3 through 8 may volunteer to assist the parish by serving at both parish and school liturgies. Training is provided by the parish.

### **Bookworms \*\***

Students in grades K through 2 have the opportunity to join this after-school group, which meets on a regular basis throughout the year. Bookworms promotes the enjoyment of literature.

### **Library Assistants**

Students in grades 6 through 8 may volunteer to assist the librarian in maintaining the books and materials in the school library. This service is done during the school day.

### **Children's Choir**

Students in grades 3 through 8 may join Music Ministry, a group that enhances prayer experiences and liturgies through song, music, sign language, and movement. Music Ministry meets weekly after school.

### **National Junior Honor Society\*\***

Eighth grade students who demonstrate academic and leadership skills may be awarded membership in Holy Family Catholic School's chapter of the National Junior Honor Society (NJHS). Participation in the chapter's activities provides opportunities for members to achieve their potential and builds stronger students. Members are required to participate in at least one group service project each school year.

### **Odyssey of the Mind \*\***

Odyssey of the Mind is an international creative problem-solving competition for students from kindergarten through college. The program is presently open to students in grades 1 through 8. Students are to work as a team to solve long-term and short-term problems as creatively as possible. (Visit [www.odysseyofthemind.com](http://www.odysseyofthemind.com) to find out more.) Parent volunteers are needed to coach teams. Coaches are expected to support teamwork, motivate, guide, yet not interfere with student ideas, and teach needed skills to the seven students on their team. Parents will receive twenty service hours for this activity.

### **Patrols**

Students in grade 7 serve on the school's safety patrol. The patrols' responsibility is to assist in the safe movement of students, especially at dismissal time. All students should respect the patrols and follow the school rules at all times.

### **Robotics Club \*\***

The Robotics Teams participate in the LEGO League, which is designed to get children excited about science and technology and teaches them valuable life skills. Teams are made up of up to ten students with one or two adult coaches. This club is open to students in grades 5 through 8.

### **Scouts**

Daisy, Brownie, Cub, Girl Scout, and Boy Scout programs are available through the local scouting council. Meetings are held outside of school time on campus.

### **Art Club\*\***

Students have the opportunity to enjoy art lessons that will expand their interest in art. It is open to students in grades K through 5 and it meets weekly. There is a cost for the lessons.

### **Chess Club\*\***

Students in grades 2-8 may participate in this after school activity.

**Please Note:** \*\* = nominal fee

## Sports

Holy Family Catholic School is a member of the Lower Pinellas Catholic League, which issues all rules and schedules. Soccer, volleyball, basketball, track, and flag football are offered through the League. Students in grades 5 – 8 are eligible to participate.

- The purpose of the League is to teach sports skills and train students in good sportsmanship.
- A fee for each sport covers the compensation of officials and rental of the gym.
- Please see page 29, Extra-Curricular Activities for grade and behavior eligibility requirements.

## Coaches:

- For various sports are the school physical education teacher or volunteers from the school community who have completed the diocesan requirements of Safe Environment training, FDLE Level II fingerprinting, and diocesan ethics training.
- Supervise students who remain after school for practices and games.
- Are expected to model Christian behavior, good sportsmanship, and to uphold the League's philosophy, by-laws, and rules.

## Students:

- Must have completed a physical and participation form (valid for entire school year, dated after June 30 of the current year) before being permitted to play any League sport.
- Students who have reached Phase 3 of the Discipline Code (6 total Conduct Referrals) will be removed from playing. These students also may not try out for any school sports teams.

## Parents:

- Are responsible for transporting students to and from games on a voluntary basis.
- Who transport students to and/or from games must be in compliance with diocesan requirements regarding volunteers (see Volunteer Handbook for details).
- Transporting players should arrive at school at 2:50 p.m., allowing players to change into uniforms and to leave campus before dismissal.

## Parents and students:

- Are encouraged to support our teams through attendance at games.
- And other fans are reminded that the spirit of fair play and good sportsmanship extends to them as well as the players.
- Parents need to abide by the policies in place in the Parent Code of Conduct which is at the end of the Family Handbook.

**NOTE: Siblings who remain after school during practices or games must be supervised by parents/guardians or must be registered in the Extended School Day program (minimal fee).**

## Title IX

Holy Family Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Student Leadership Board

The purpose of the Student Leadership Board is to provide a forum for students to channel their ideas, to assume responsibility for projects, and to see their plans through to completion. The Student Leadership Board consists of five students from the eighth grade who have been elected by the students in grades four through eight. Grades four through seven have two representatives and one alternate per class, elected by their classmates. Teachers who serve as advisors work with the students in developing their leadership skills and in planning activities. The Student Leadership Board holds open weekly meetings.

A student who does not have a "C" average in each subject or who has received two behavioral referrals is not eligible to be elected to or to serve on the Student Leadership Board.

A student who does not maintain a “C” average in each subject is suspended from participation on the SLB for two weeks (or until a “C” average is regained). A student who receives one behavioral referral is suspended from participation on the Board for a period of two weeks. A student receiving two behavioral referrals will be removed from the Board.

### **Teacher Aides**

Students in grades 3 through 8 may volunteer to serve as teacher aides. These students provide assistance before, during, and after school hours as arranged by individual teachers.

## **STUDENT SERVICES**

### **Guidance**

Holy Family Catholic School has the services of a school counselor who is available for parents, students, and teachers. The counselor works with students on an individual, small group, and whole class basis. In addition, the counselor confers with teachers and parents and serves as a liaison with various community services. Parents are encouraged to seek the advice of the counselor if a need arises.

### **Resource**

Holy Family Catholic School has the services of a resource specialist who is available to assist students with special learning needs in meeting the academic demands of school. The resource specialist administers and updates the student support plans and works with classroom teachers to ensure that accommodations are being met in the classroom. The specialist also serves on the Child First Team.

### **Educational Exceptionalities**

Students with educational exceptionalities may be staffed through the public-school system or through private agencies.

### **Child First Team**

A Strategic Intervention Team (SIT), known at our school as the Child First Team, has been formed to systematically address the individual learning needs of its students in consultation with the teachers. The team will seek to meet this goal in the following ways:

- Facilitate the use of resources both within the school and outside the community;
- Facilitate communication between and among teachers and parents.

## **TECHNOLOGY**

Students have access to computers and other technology in the media center, and in the classrooms in order to support the learning process. Holy Family Catholic School students and parents must sign and submit the Acceptable Use Policy form (found on the school website) before students will be permitted to use the Internet in school. Students in Grade 6 – 8 will participate in the school’s 1:1 iPad initiative, and are required to read, sign, and submit the Apple iPad Program School Contract and AUP (separate document) before being issued an iPad.

Students, teachers, staff, or administrator are not permitted to:

- Send or display offensive messages or pictures
- Use obscene language - Harass, insult, or attack others
- Damage computers, computer systems, or computer networks
- Visit unauthorized websites or view personal e-mail or websites
- Access materials from CD’s or flash drives without running a school virus scan on the material
- Violate copyright laws
- Use another’s password
- Trespass into another’s folder, work, or file
- Intentionally waste limited resources
- Employ the network for commercial purposes



- Post on personal website, etc., any school or student pictures, or school activities without expressed permission of the school and/or individual

### **VOLUNTEERING**

Two parent families are mandated to volunteer a total of 20 hours per school year. Single parent families are mandated to volunteer a total of 10 hours per school year. Four hours must be done for the Auction, and 2 hours must be done for the Fall Fest. A fee of \$25 per hour will be charged for hours not completed by June 30, 2023.

### **WITHDRAWALS**

When a student is withdrawn from Holy Family Catholic School:

- Written notification of withdrawal must be made to the administrator, giving a withdrawal date, a request for transfer of records and a forwarding address.
- All financial responsibilities must be settled, and all books returned before any school records are sent to another school. Tuition will be prorated for students withdrawing prior to the end of the school year.
- Parents withdrawing students from the school will be invited to complete an exit questionnaire.
- Re-admission of students to this school after a withdrawal will be considered at the discretion of the administrator and faculty.

### **YEARBOOK**

Holy Family Catholic School publishes a yearbook in the spring which features the students and activities of the school year. A faculty member oversees the preparation of the yearbook. School yearbooks are included in the registration fee you pay each year, so every child will receive a yearbook (and a spirit shirt). When a parent marks 'no' on the Media Release Form that is signed at the beginning of the school year, the student's picture cannot be included in the yearbook. Therefore, a specific written exception must be on file to include student's picture(s) in the yearbook.

### **SCHOOL'S RIGHT TO AMEND**

The Diocese of St. Petersburg, Pastor and/or the Administration reserve the right to make changes in this Family Handbook at any time. The policies contained in this Family Handbook apply to all families (parents, guardians, and students) enrolled at Holy Family Catholic School in St. Petersburg, Florida. The Administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## **APPENDIX**

### **HOLY FAMILY EARLY CHILDHOOD CENTER VPK 1/2/3/4-year-old program**

Holy Family Early Childhood Center is a pre-school committed to providing an accepting, secure, Christ-filled environment in which children are nurtured and can learn and grow.

Holy Family Early Childhood Center is regulated by the Pinellas County Licensing Board and continues to be in full compliance with the regulations of that board.

In addition, the school's Four-Year-Old Program is participating in the Florida VPK program for the 2021-2022 school year. Parents are given all necessary information to participate in this Pre-K Program.

A well-trained, skilled staff uses a variety of planned learning activities and free play to foster the development of small muscle coordination, large muscle coordination, language skills, social skills,

and creative expression. Children also take part in daily prayer and regular religious instruction to assist them in developing spiritually.

Holy Family Early Childhood Center applies structure and discipline based on these principles:

- Corporal punishment is not used under any circumstances;
- Positive behavior is reinforced;
- Rest, food, and toilet training is never associated with reward or punishment;
- Redirection or temporary removal from a situation allow for calming a child and working through emotions;
- Children are encouraged to vocalize needs and feelings in a constructive manner to solve problems.

Since the Holy Family Early Childhood Center is in partnership with Holy Family Catholic School, the ECC seeks to assist children in developing spiritually, intellectually, socially, and physically in order that they may move with ease into the elementary school environment and experience the greatest success.

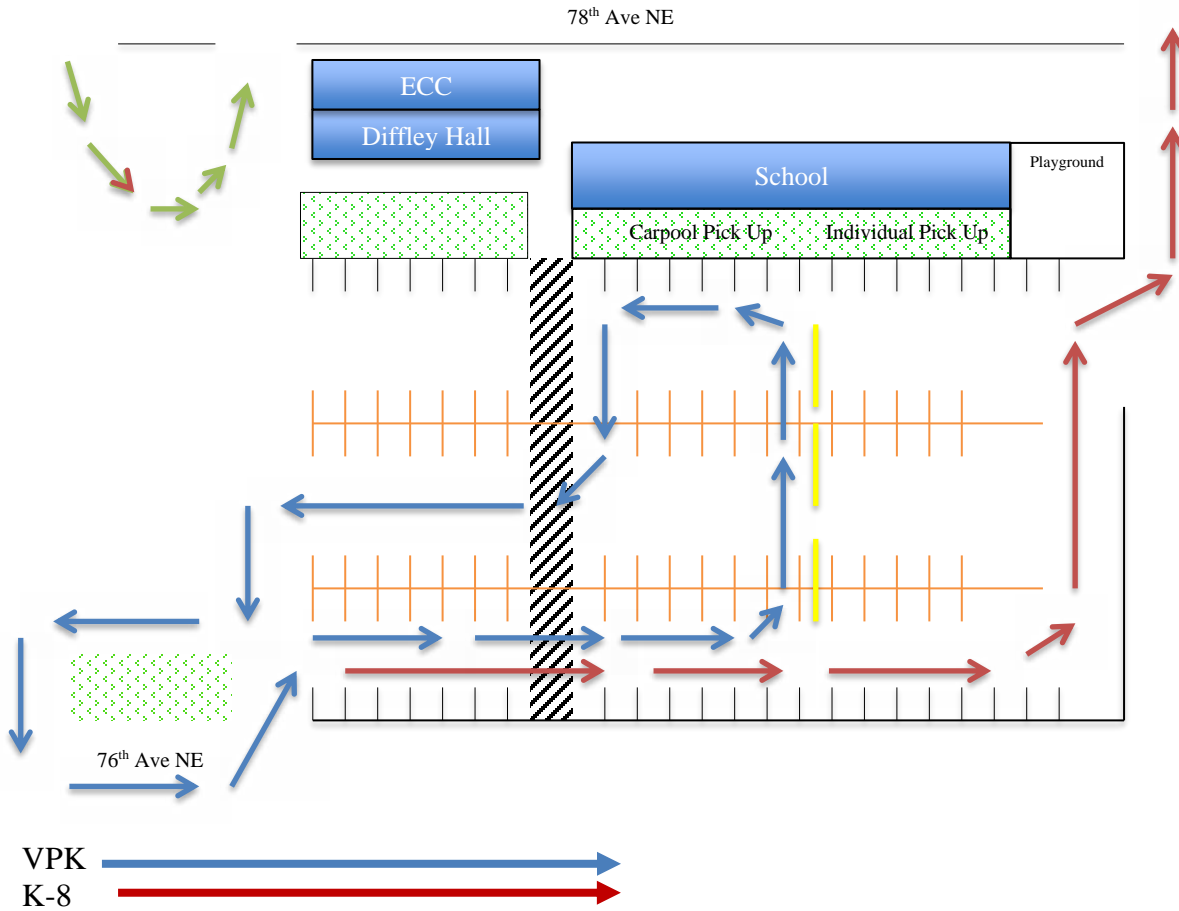
**Note:** Students entering ECC1, ECC2, ECC3, and ECC4, must be respectively one, two, three, or four years of age on or before September 1<sup>st</sup> of the school year according to Florida State law.

### **CARLINE PROCEDURES**

IT IS IMPORTANT THAT EACH FAMILY REVIEW THESE PROCEDURES SO THE PROCEDURES WILL RUN SMOOTHLY.

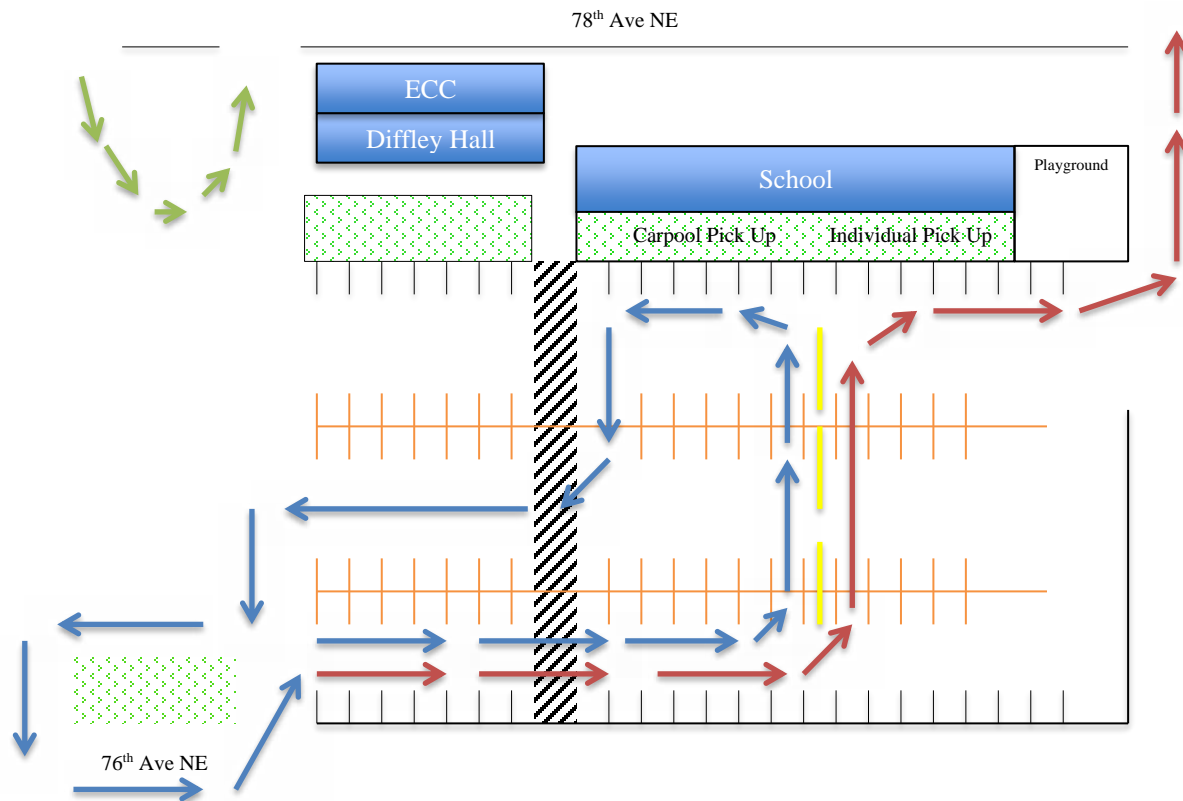
- At no time should a car leave the carline and pass another vehicle. For the safety of all, please be patient and drive slowly (5 mph).
- **Students unaccompanied by an adult are not allowed in the parking lot.**
- **DO NOT CUT CARLINE AT ANY TIME. BACKING UP WILL NOT BE PERMITTED.**
- **Cell phones may not be used by drivers in the car lines once students have come outside for dismissal.**
- Parking for school business (conference, office business or student being detained – test, detention, etc.) or for patrol pick up will be on the **WEST SIDE OF THE WALKWAY PATH ONLY** as designated on the map. Parents who park remain on the west side of the walkway path so as not to interrupt the traffic flow. If you are entering the school building, please use the cross walk in the parking lot.

### **Morning Arrival Pattern**



There are two separate areas for arrival. Front car line will be VPK only and VPK will enter through the front door. K-8 will drive along the back of the parking lot and exit the car by the yellow barriers. Students will line up by grade level in the parking lot on Monday and Friday and on Tuesday, Wednesday, and Thursday they will enter in room 121 and go straight to their classrooms.

### Dismissal Pattern



### **DISMISSAL**

At no time should a car leave the carline and pass another vehicle. For the safety of all, please be patient and drive slowly (5 mph).

There are two separate areas for arrival (front car line will be VPK only, K-8 along the back of the parking lot enter in room 121) and dismissal (front car for carpools and back car line for individual family pickup).

**IT IS IMPORTANT THAT EACH FAMILY REVIEW THESE PROCEDURES SO THE PROCEDURES WILL RUN SMOOTHLY.**

- All Cars will enter from the 76<sup>th</sup> Avenue NE.
- Individual family cars will enter from 76<sup>th</sup> Ave NE and exit to the 78<sup>th</sup> Avenue access road at the east end of the school property **ONLY!**
- Individual Student carline will follow the **RED** arrows.
- Carpool families will enter from 76<sup>th</sup> Ave NE and exit onto 76<sup>th</sup> Ave NE. Carpool families will follow the **LIGHT BLUE** arrows.
- The cars in the loading area will be filled (five to six at a time) and then directed to proceed to

the appropriate exit. Please wait for the cars in front of you to move before exiting. **DO NOT CUT CARLINE AT ANY TIME. BACKING UP WILL NOT BE PERMITTED.**

- If the car is in the loading area and a child is not ready for pickup, the driver will be directed to park and then to go back through the line when the child is visible.
- Place “Window Card” on passenger side window/dashboard at all times for pickup. (see description below)

**WINDOW CARDS:** Each family is asked to make a window card (no smaller than a 5 x 8 cardboard) with the family name in large print (dark marker). Add family names of children you pick up regularly. Make as many cards as needed for the family or relative cars.

- Please add other family names to “Window Cards” for car pools.

- If your child is going home with someone other than those listed on your AUTHORIZATION FORM, a note must be sent in with your child or a phone call made before 8:15 a.m. on that day. If the school receives no note or phone call, the person picking up the child will be required to go to the office to call a parent for the authorization needed.
- Once a child is designated as ‘individual’ or ‘carpool’, this status does not change even though some days a child might be alone in the carpool.
- Have students “buckle up” immediately. Patrols and HFCS faculty/staff are not allowed to buckle students into cars or car seats.

**SPORTS TEAMS:** In order to leave with another parent, this parent’s name **MUST** be on the authorization form. It is suggested that names be added to the authorization form before the first away game. Drivers must also follow the ‘volunteer’ regulations.

**AN AUTHORIZATION FORM IS REQUIRED,** giving the school the names of those people who will be able to pick up your child.

Patrol and teacher duty finish at 3:15PM. If your child(ren) is not picked up by this time, the child(ren) will be sent to the extended school day program to wait for his/her ride. If the child(ren) is not picked up before 3:25p.m., there may be a minimal charge.

Bike riders and walkers are to leave the school grounds when dismissed by the teacher doing duty on the front porch. Bike riders must comply with the state law regarding helmets.

**RAINY DAY DISMISSAL** Parents are asked to **park and walk up to get their child on rainy days. A parent alert will be sent out prior to dismissal.**

**EARLY CHILDHOOD:** The building has its own arrival and dismissal procedures. Families in the ECC program will be given this information at the beginning of the year social before school begins



**High School Shadowing Form**  
**Office of Catholic Schools and Centers**  
**Diocese of St. Petersburg**

Elementary School Name: \_\_\_\_\_

**Student Information**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Shadowing Information**

Shadowing School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Person You Shadowed: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

High School Staff Signature: \_\_\_\_\_

High School Staff Name: \_\_\_\_\_

*“In Unity, We are One in the Lord”*



***A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of St. Petersburg***

***“Search Me, O God, and Know My  
Heart”  
-Psalm 139***

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school-sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

# Code of Conduct for Catholic Schools in the Diocese of St. Petersburg

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in a relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in relationship" (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors' model acceptable behavior always within the school setting, at school-sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models in your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis*, 1965, para. 3).

All Catholic schools are private property; This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community.

## **In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:**

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people
- The reverence for Creation
- Trusting relationships
- Responsible action



**As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Respect the decisions made by the administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Refrain from engaging in gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and community members
- Encourage community building with other parents and community members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke on school premises
- Do not use offensive language on school premises

**Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

**Specific Guidelines for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to

- address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook on page 10
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

**Communication Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see administrator or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties
4. If having followed Steps 1-3 with no satisfaction, you may complete the Parent Concern Form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation

**Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or vexatious complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.**

If your complaint relates to allegations of Physical or Sexual Abuse by a faculty/staff member towards a child in both a historical or current matter, you should, in the first instance, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforce.

**Holy Family Catholic School**  
**Family Handbook and Parent Code of Conduct 2023 - 2024**

**Parent/Guardian and Student Acknowledgement**

The HFCS Family Handbook and Parent Code of Conduct have been downloaded and saved for future reference.

We, the undersigned, have read (grades 5-8) or in the case of younger students (grades K-4) parents have discussed the contents with their student(s), and agree to comply with, and support all policies and procedures identified in the Holy Family Catholic School Family Handbook, HFCS Re-Open Plan, and Parent Code of Conduct, as well as oral and written directions that are promulgated during the school year.

Parent/Guardian name (please print)	Parent/Guardian signature	Date
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Parent/Guardian name (please print)	Parent/Guardian signature	Date
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Parent/Guardian name (please print)	Parent/Guardian signature	Date
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(1 <sup>st</sup> ) Student name (please print)	Student signature	Date
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(2 <sup>nd</sup> ) Student name (please print)	Student signature	Date
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(3 <sup>rd</sup> ) Student name (please print)	Student signature	Date
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**NOTE:**  
**SIGNATURES OF BOTH PARENTS ARE REQUIRED.** Exceptions are single parents, deceased parents or cases where one parent has sole legal custody. **Sign the form on the first two lines.** Non-custodial parents (or those who share custody) who have regular visitation **must also sign.**

**Please return this page to Holy Family Catholic School by:**

**Wednesday, August 9, 2023.**