

HOLY FAMILY

SCHOOL BOARD

POLICY HANDBOOK

Revised
September 2008

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MISSION STATEMENT

PREAMBLE

For over 80 years Holy Family School has served the parents of Holy Family Parish and the Camp Taylor neighborhood. Its dedicated and well-qualified faculty joins with the community and its children in the ongoing process of celebrating its closeness, deepening its rootedness, and supporting its values of commitment, faith, and service.

MISSION

The mission of Holy Family School is to foster the spiritual and moral development of its students while at the same time providing a quality academic experience, which will enable them to move with confidence into the world beyond this Parish.

In pursuit of this mission we commit ourselves to supporting these values.

VALUES

Teaching Catholic beliefs, traditions and values and integrating these with daily living.

Providing a strong academic base while guiding the student to become a self-directed learner capable of self-evaluation and able to set challenging goals.

Ensuring an atmosphere of respect for self and others while celebrating and promoting the uniqueness of the individual.

Encouraging a sensitivity and responsiveness to the needs of others that is expressed through service to the community.

SCHOOL ADMISSION

Admission guidelines are established by the parish School Board and reviewed annually. Said guidelines reflect the philosophy of the Office of Lifelong Formation and Education regarding purposes and intent of enrolling child/children in the parish school.

Holy Family Parish conducts an elementary school program for grades K through eight. Children will be admitted to the school if the designated parish authority judges the intent and motivation to be in accord with the purposes of Catholic education.

“The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student’s life and academic program. Children should not apply unless they desire and intend to participate fully in the religious program of the school.”

Preference will be given to parishioners, then to Catholic families from other parishes and finally to non-Catholic families.

ENTRANCE AGE FOR KINDERGARTEN STUDENTS

Children who are 5 years of age by October 1 are eligible for entry into kindergarten.

ENTRANCE AGE FOR FIRST GRADE STUDENTS

Children who are 6 years of age by October 1 are eligible for entry into first grade.

STATEMENT OF NON-DISCRIMINATION

The school admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or athletic and other school-administered programs.

STUDENT TRANSFERS

Applications for student transfers during an academic year will be processed promptly and in accord with the directives established by OLFE and the Holy Family School Board.

REGISTRATION

GENERAL REGISTRATION

Registration is held in August for all students. Announcement is made through the church bulletins. Book fees are paid at this time. Kindergarten and/or first grade students must present original medical examination form, an original immunization certificate, TB certificate, and social security card. Sixth grade students must present medical exam form and original immunization certificate.

Class enrollment size will follow Archdiocesan guidelines.

The Administration will assess the need for teachers' assistants on a class by class basis. This assessment will be based on class size, teacher and student needs.

PRE-RESIGTRATION OF STUDENTS

This pre-registration is held in February. Notification of date is made through the parish bulletin.

Kindergarten – Children who reach the age of 5 by October 1 are eligible.

All prospective Kindergarten students will be screened in the spring prior to admission. Enrollment in Kindergarten for the upcoming school year is contingent upon the student's being evaluated as ready for school, as determined by the admitting team, which consists of the principal, counselor, and Kindergarten teacher.

First Grade – Children who reach the age of 6 by October 1 are eligible.

Applicants for Kindergarten and First Grade should present birth certificates as proof of age. Applications for other grades are accepted at this time.

All applications for admission are reviewed according to the guidelines established by the School Board. They are:

1. All new families are required to meet with the principal before registering with the school.
2. Families are required to release to the school any and all information pertaining to assessments and evaluations concerning their child. Failure to do so may result in the child not being accepted at Holy Family School.
3. Families will be notified by letter if a student's application has been accepted or denied. This determination will be based on our professional judgment as to whether or not we can meet the applicant's educational needs.
4. Every newly admitted student is on probationary status for up to ninety days.

When moving into the area and seeking admission to our school, the following criteria must be met:

- A. If a family is transferring from one Roman Catholic school to another, it is important to note that all fees due to the previous school must be paid before acceptance can be granted here.

- B. If a family is transferring from another parish into Holy Family, the family must contact the rectory prior to seeking admission into the school.

In the event that we would have more students register than we have room, we will use the following guidelines.

1. Accept brothers/sisters of students currently enrolled at Holy Family.
2. Accept brothers/sisters of students formerly enrolled at Holy Family whose parents are registered in the parish and are in good standing.
3. Accept students based on length of parents' active participation in the parish.
4. Accept transfers from other Catholic schools.
5. Accept other Catholic students.
6. Accept non-Catholic students.

FINANCIAL RESPONSIBILITIES FOR LATE ENROLLMENTS

Families transferring to Holy Family School are required to meet with the pastor and principal before acceptance into school.

Transferring families shall be in good financial standing with their current or previous parish / school. They shall immediately begin making pro-rated tuition payments to Holy Family via the FACTS tuition system upon their acceptance into the school.

POLICY FOR MONITORING DELINQUENT ACCOUNTS

The FACTS tuition system offers three options for the collection of delinquent tuition and Holy Family has directed them to re-attempt the payment in approximately 15 days when a parent is NSF. The school is notified of each delinquency and FACTS applies a service charge against the family. The child(ren) of any family in arrears more than two months is (are) subject to dismissal. FACTS will continue to collect payment until the entire balance due has been satisfied.

Families who have defaulted anytime during the school year, barring a proven difficulty with the bank or FACTS, will receive their child/children's report card(s) after the last FACTS payment in June.

The Pastor and the Finance Committee of Holy Family Parish govern all financial matters of the school. Arrangements are always available to parishioners any time during the school year if they are unable to meet the terms of the FACTS contract. Please direct all financial questions to the rectory at 459-6066.

BUDGET

Annual budget review is made by the School Board before tuition fees are set for the following year.

The School Board shall make an annual review of book/supply fees.

PARTICIPATING IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

It is our goal to help our students academically achieve at the highest level possible for each individual. Students vary in academic ability, but each is capable of giving his/her very best effort. Individual learning differences are considered when realistic goals and expectations are set for each student.

Student progress is evaluated based on these expectations:

- It is expected that every student will turn in every assignment and make up all missed work from absences. Missed assignments will earn the grade of 0% that will be averaged with other earned grades.
- It is expected that students will be attentive in class, actively participate, exert maximum effort on written work, maintain a practice of daily home study, and seek help when it is needed. Students who do not test well will benefit from the display of outstanding effort and study.
- It is expected that students will exert reasonable effort to prepare for tests, quizzes and daily classes. Students must be expected to display a competence through the use of written tests. Daily study will aid retention of skills and knowledge of basic content.

Parents are encouraged to monitor their child's progress and homework and to work with their child and their child's teacher proactively to ensure that their child's eligibility to participate in the valuable extra-curricular activities offered at Holy Family is never in jeopardy.

Academic eligibility for extra-curricular participation is determined by student progress based on the previously explained expectations.

At conference and report cards, all students in grades 4-8 are expected to have a "C" average in all curriculum subjects. Those who do not will be placed on academic probation for 15 school days.

If after 15 school days the student has raised the below average grade to at least a C, he/she will be removed from the ineligible list.

If after 15 school days the student has not raised the below average grade to at least a C, he/she will remain on the ineligible list until conferences/report cards.

At the next conference/report cards, all students will again be evaluated and the process for eligibility begins again.

While on suspension, a student does not participate in practices or meetings. A suspended student may attend the game/event but may not participate.

The principal will notify the athletic director and club moderators when a student is ineligible to participate in extra-curricular activities. The student will be notified in writing at each step in the process.

PARISH PROPERTY

The parents of students who damage school/parish property or materials are liable for repairs or replacement.

HARASSMENT

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form (sexual, verbal, physical and/or visual) is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

WEAPONS

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000) fine.

NON-SMOKING POLICY

Smoking is prohibited in the school building and in the Child Development Center at all times.

SUBSTANCE ABUSE

The possession and or use of any drugs or drug derivative classified as a stimulant or depressant, e.g., tobacco, alcohol, marijuana, etc., without the authorization of a physician is prohibited.

Students are not allowed to carry any type of medicine with them during the day, over-the-counter or prescription. All medicine must be kept in the school office. The exceptions are inhalers or other medication used for management of chronic medical conditions as prescribed by a physician. All medication must be in the original container.

When authorized, parent or guardian must furnish written information to the principal's office, stating the kind of medication being taken, as well as the amount and time for dosage. Disregard of this policy is subject to disciplinary action. (Complete policy is in the handbook.)