

HOLY FAMILY SCHOOL
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INTRODUCTION

This handbook has been prepared for the families of our students. It is our hope that the information contained within will help all those who read it come to a better understanding of our school and its program. The policies and procedures outlined in this handbook serve as an agreement for services between the school and the students and parent.

Please keep this handbook for future reference and copies of forms.

Handbook revised - June 2011

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HISTORY OF HOLY FAMILY SCHOOL

Holy Family School was officially opened, on its present site, in 1927 to serve Catholic families living in the Camp Taylor community. By 1935 there were 213 children and a faculty of four Sisters of Charity. Through the years the Parish and the school continued to grow at a rapid pace.

In 1952, a new wing was completed just in time to accommodate a population of over 1,100 students. The Sisters of Charity continued to staff the school, but from the early 50's Catholic lay men and women began to serve alongside the Sisters.

In 1957, with the founding of Resurrection and Guardian Angels parishes, the school population dropped considerably. Through these years changing demographics brought about other decreases in enrollment. Since the late 1970's, however, the enrollment has stabilized at nearly 200 students.

Yet, with a smaller student population, Holy Family continued to expand its programs to meet the needs of its parishioners. In 1984 a kindergarten was established enrolling 23 students. To meet the needs of working families an after-school child care program was begun in 1985, and by 1990 child summer care services were added thus providing year round care. In 1994 the decision was made to begin a preschool plus childcare program for four-year-olds. After a successful year of operation the program has been expanded and now includes two and three-year-olds. All of our extended programs are thriving in this 21st century.

Today, as we look back through the years, we are conscious that, though many changes have come our way, the spirit, values, and beliefs of the Sisters of Charity which have been so much a part of our community are as strong as ever. Holy Family School continues this tradition.

PHILOSOPHY

Holy Family Catholic School is a Christian community established for the purpose of assisting parents in carrying out their desire to educate their children in a setting which emphasizes Christian principles of love and respect for God, church, country and the world.

As an educational institution we recognize the dignity, worth and unique needs of all the pupils we serve regardless of race, creed, or color. Therefore, we seek to provide an environment that would aid in the development of the whole child intellectually, spiritually, socially and physically.

It is our general goal to educate the whole child to be a self-motivated learner who will seek knowledge and insight all of his/her life and value the importance of learning in our society.

MISSION STATEMENT

The Mission of Holy Family School is to provide for the spiritual, moral, and academic development of its students and enable them to move with confidence into the world.

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 traditions, and supporting its values of commitment, faith, and service.

VALUES

In pursuit of this mission we commit ourselves to valuing:

Faith

Community

Service

Academic Excellence

ADMISSIONS

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." (Guidelines for Admissions--Office of Catholic Schools)

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

Parishioners of Holy Family must register their Kindergartners by Feb. 10 of the year the child is to begin school. After Feb. 10, registration will be open to non-parishioners, non-Catholics on a first come, first served basis.

Before a new student is officially admitted to Holy Family School, the following steps are required:

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.

Child Development Center – Registration for 2, 3 and 4 year olds at the Holy Family Child Development Center is on-going. Contact the Director for further information.

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.

Pre-Registration for New Students--This pre-registration is held in the spring. Notification of date is made through the Parish bulletins.

Kindergarten--Children who reach the age of five (5) on or before October 1st are eligible. Parishioners of Holy Family must register their Kindergartner by Feb. 10 of the year the child is to begin school. After Feb. 10, registration will be open to non-parishioners, non-Catholics on a first come, first served basis.

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 successful screening.

First Grade-- Children who reach the age of six (6) on or before October 1st are eligible.

Applicants for kindergarten and first grade should present birth certificates as proof of age. Applications for other grade levels are accepted at this time.

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

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

- A. All fees due to the previous school must be paid before acceptance can be granted.
- 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.

General Registration--This registration is held in August for all students. Announcement is made through the church bulletins. Kindergarten and/or first grade students must present medical examination form, an original immunization certificate, and social security card. Sixth grade students must present medical examination form.

Custody--All divorced parents must furnish the school with a court-certified copy of the custody section of the divorce decree. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent. It is the custodial parent's responsibility to provide the school with any custody restrictions.

ASBESTOS

In accordance with EPA regulations, Holy Family School has been inspected for asbestos contained material by an accredited inspector using methodologies specified in the Asbestos-Containing Material in School Rule: 40 CFR, Part 763 (ASHERA).

A record of the inspection, a diagram of the location(s) of asbestos-contained materials, the Asbestos Management Plan for the school, and a copy of the relevant EPA regulations are available for your review in the school office.

ATHLETIC PROGRAM

A program of extracurricular activities is offered to students in the school. The purpose of the program is to provide the children with the opportunity to learn skills related to team sports, but more importantly to develop habits and attitudes of cooperation, fairness, and a sense of pride in personal/team accomplishment. All adults involved in the athletic program must successfully complete the Archdiocese Honor thy Child program.

Participation is a privilege not a right. All students who choose to participate must understand that their obligation to school/classroom responsibilities takes priority over participation in the sports program. A student whose social behavior and/or academic performance are less than satisfactory may be suspended from team play.

Children who are absent may not participate in any sports activity--play or practice--held that same day.

ATTENDANCE

In compliance with the Kentucky State Law, Holy Family School follows compulsory attendance laws. The school calendar is published prior to the beginning of each school year. Parents/guardians are asked to honor this calendar when planning vacation and medical appointments. It is not advisable for a student to miss school or leave early for vacations, e.g. Thanksgiving, Christmas, and Spring Break. Teachers will not give make-up work or tests until the student returns from vacation and at the teachers' convenience.

The school day extends from 7:45 a.m.-2:45 p.m. Students should not be on campus prior to 7:00 a.m. The school cannot accept responsibility for any child arriving before or staying beyond the designated times unless the child is involved in a school sponsored supervised event or After School Care program. The first bell rings at 7:40 for students to enter their classrooms and prepare for their day.

Absence and Tardiness--In the event your child is absent or tardy, please call the office by 9:00 a.m. A written excuse stating the date(s) and reason for the absence or tardiness must also be sent to school. Students who are absent are required to make up missed work. These students may not participate in any extra curricular event held that same day. When a student is absent for any reason other than illness, the following procedure will be used:

- A. The teacher is not required to give work prior to departure.
- B. Upon return, the student must contact the teacher to secure assignments.
- C. A reasonable amount of time will be allotted to complete assignments and tests.
- D. Students are responsible for making up assigned work and tests. Failure to do so, within the teacher allotted time frame, will result in a "zero" grade for all incomplete work.
- E. It is an unexcused absence for those students who take the day off to visit parent's work.

*** A student is considered tardy if he/she arrives at or after 7:45 A.M.** Students who are tardy must report to the school office to receive a tardy slip to be admitted to class explaining their tardiness. **Tardy time is added and converted into unexcused absences.** All students who are tardy may be required by their teacher to remain after school for each offense. Students are responsible for notifying parents. **A total of five tardy days are considered excessive and a parent will be contacted. The Jefferson County Truant Office may also be notified.**

Early Release--If your child must be excused before regular dismissal time, it will be necessary to send a note stating the reason for the dismissal, time for the child to be released, and who will call for the child--if other than the parent. All students must be picked up and signed out in the school office.

*A child is recorded as ½ day absent if they leave school before 12:30 for an early dismissal or if they arrive after 10:00am

Incllement Weather

When weather conditions cause school openings to be questionable, one of the following announcements will be made.

1. ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE OPEN.
2. CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE OPEN BUT ON A DELAYED SCHEDULE.

The school building will not open until 9:00 a.m. Classes will begin at 9:30 a.m.

After School Care will be available.

School dismissal will continue to be 2:45 p.m.

3. ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE CLOSED.

Child Development Center and After School Care will be OPEN unless radio or television stations announce that "Holy Family School Child Development Center and After School Care will be closed."

4. IF NO ANNOUNCEMENT IS MADE, ASSUME THAT THE SCHOOL WILL BE OPEN.

Announcements will be made through the public television and radio and through the school Reach Alert system.

BOOK RENTAL

A fee is levied for books, workbooks, and most other curricular supplies for students in grades K-8. This fee is in addition to the tuition fee and will be added to the F.A.C.T TUITION PLAN. This fee covers the rental of texts and the purchase of supplemental materials and supplies used by the students, assessment fee for Office of Lifelong Formation and Education to cover its services assessment for art, music, P.E. programs, and testing services.

CAFETERIA

The school cafeteria is operated in accordance with the Federal School Lunch Program and is supplemented accordingly. These guidelines provide for a well-balanced meal to be served daily. Menus are sent home monthly through the school office correspondence, the pony. No fast food or carbonated drinks are permitted.

Information and guidelines regarding free/reduced priced meals are available to everyone on registration day. However, if circumstances warrant, application can be made at any time. Contact the school principal.

Lunch Fee and Payment Procedure--Student lunches will be on a prepaid basis. A computerized running account is kept on each participating student. It is expected that all accounts remain current. Parents may make deposits into their child's account at any time. Notification is sent to parents when the total in the student's account is getting low.

Parents and grandparents special lunches are planned for each grade throughout the school year and posted on the monthly school calendar. These special lunch times are from 12:30-1:00pm

CALENDAR

Holy Family School meets the state requirements for number of student attendance days and staff professional development days. (See Calendar in Appendix.) Monthly updated calendars are sent home through the school office correspondence, the pony. It is the parents/ guardians responsibility to be aware of the school calendar.

CELL PHONES

Student cell phones are to stay in the "off position and left in backpack in student's locker during school day. Cell phones may not be used until after dismissal and the student has left the building. Staff who observe a student with a phone or hears a phone will confiscate the phone. Confiscated phones may be picked up by a parent in the school office. Cell phones may never be used for picture taking on the school property. Repeat offenders may forfeit their privileges of bringing a cell phone to school.

CHANGE OF ADDRESS

Any change of address or phone number should be reported to the classroom teacher and the office. Any change in information on the emergency form should likewise be reported.

CHILD CARE PROGRAM

A childcare program is available to any school family or registered parishioner with children in grades K-8. This program provides supervised, structured care after school until 6:00 p.m. each day school is in session and from 7:00 a.m. until 6:00 p.m. on specified days during the school year. Our After School Care provides homework time period.. Likewise, our Summer Care Program provides an academic focus, as well as extras such as field trips and theme days. For further information, contact Anita Ricks, 458-4531 ext. 115

PRE-SCHOOL PROGRAM

Holy Family offers a two, three and four year old pre-school program. In addition, day care is available for pre-school students from 7:00 a.m. until 6:00 p.m. five days per week. For information, contact Holy Family Child Development Center (458-4531 ext. 121).

CLASS PARTIES

Class parties may be held at the discretion of the classroom teacher. When held, these parties are kept simple and are not disruptive to other classes. Classroom teachers and parents collaborate in organization of the classroom parties. The goal is for all students and parents to feel included.

Soliciting Funds From Students--Any solicitation for special classroom activities, class related projects or gifts for individuals must have the approval of the principal.

COMMUNICATIONS

A variety of communication means are employed to keep families informed of school news. These include the school website, the REACH ALERT system, Parish bulletin, classroom weekly academic folders and assignment notebooks for intermediate and jr. high students. The school employs a bi-weekly pony system using large envelopes for easy delivery. The pony contains information relating to the activities of the school and parish. Envelopes are to be signed and returned to verify receipt of materials.

COMPUTERS

A computer lab is maintained for use by students in grades K-8. Each class has a weekly scheduled time. At the discretion of the teacher additional time may be requested. Holy Family School follows the Archdiocese technology curriculum and the National Educational Technology Standards.

CURRICULUM

Our curriculum mission is to develop and support exemplary Catholic education and faith formation through the application of best practices in the teaching/ learning process for all learners, so they may teach and live as Jesus did, reach their highest potential and carry out the mission of the church.

Archdiocese of Louisville 2002

Holy Family School follows the curriculum Standards of the Archdiocese of Louisville which include the State of Kentucky and the National Curriculum Standards.

The curriculum is more than textbooks and subjects taught. It is the sum of all the planned experiences that are provided throughout the course of the school year.

Contained within our philosophy are goals specifically related to curriculum

To instruct in religious truths based on the teachings of Jesus and the doctrine of the church.

To integrate religious truths and values with the rest of living and learning so as to attain a solid Catholic identity in the midst of today's pluralistic world.

To help each student develop a positive sense of self.

To provide an academic program which emphasizes the basic skills in reading and mathematics and expanded to include the humanities, science, fine arts, and physical education.

To guide the student to develop the capacity to reason, to analyze and make responsible decisions.

To help each student become a self-directed learner who can assess him/herself and set appropriate goals.

In addition to the Archdiocese Standards, Holy Family School also emphasizes the following curriculum:

Conflict Resolution/Mediation--Building a faith community is a process that stands on the foundation of the Gospel values. Two essential values at the root of our school environment are peace and justice. Just as young people must be taught the skills to read and write, they must also be taught and allowed to practice the skills of cooperation, communication, and peacemaking.

In every grade students are taught communication skills designed to promote cooperation and problem solving. These skills include procedures for verbalizing conflict, bullying and problems in such a way as to resolve them peacefully. Class meetings are held on a regular basis and provide one vehicle for conflict resolution.

Definition of Bullying Behavior- Bullying occurs when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Power may be physical strength, social skill, verbal talent or other resources. (*Taken from the NO-BULLYING PROGRAM*)

Students in grade eight have been trained to serve as conflict managers. Whenever a conflict evolves which may benefit from objective mediation, these students may be asked to guide students of any age toward peaceful resolution through a structured process of communication and active listening.

Health--The goal of this program is to help students develop a sense of awareness of what constitutes good health habits that contribute to a healthy lifestyle. This includes, but is not limited to nutrition information, physical growth and development, mental and emotional growth and development, and basic information about common diseases and disorders. Included in the health curriculum is the family life program, and drug and alcohol awareness program for Grade 5.

Family Life Education – This program supports the work of parents in the formation of their families' religious and moral values regarding respect for life and sexuality. Family Life education is a component of the health/science/religion curriculum. The Archdiocese Good Touch-Bad Touch is part of the family Life education Program.

Special Curriculum Programs

Supplemental Reading and Math --These programs are designed to provide individual or small group instruction to those students who demonstrate a need for supplementary assistance. Specific materials are chosen to meet the needs of the students enrolled. These classes are offered to supplement the basic reading and math programs, not to replace them. Special Reading is offered every year; Title 1 Math and reading are offered as long as Holy Family qualifies under federal and state guidelines.

Co-Curricular and Extra-Curricular Activities

Accelerated Reader--The goal of this program is to enrich the basic reading program by giving students in grades K-8 the opportunity to read and test their comprehension on selected works of notable authors.

Beta Club – Beta Club is a service organization open to those 7th and 8th grade students who qualify academically. The goal of the Beta Club is to develop leadership characteristics through high achievement and service to school and community.

Chess Club- Students in grades 4-8 are eligible to participate in the Chess Club. A separate fee for coaching and tournaments is determined yearly. Students meet weekly during the school year.

Junior Achievement Programs--Junior Achievement Programs are sponsored by a group of local businesses and civic leaders. These programs are designed for students in grades K-5 & 8.

Quick Recall Teams-- Intramural academic competition is sponsored by the Catholic Schools Academic League. This competition is open to students in grades 4-8. The team meets for a period of eight weeks.

Student Council--The Student Council is an elected body composed of representatives from all grade levels. This organization provides the opportunity for all students (through their elected representatives) to participate creatively with the faculty in the operation and development of the school. It also provides numerous opportunities for students to develop and exercise leadership skills.

School Yearbook Staff- The yearbook staff is open to 8th grade students committed to school spirit through an appropriate review of the events and activities of a given school year.

Holy Family Parish Athletics- See Athletic Programs pg.7

Participating in Co-Curricular and Extra-Curricular Activities - (School Board Policy)

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 according to the teachers stated date of return. 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. Parents will receive written notification at these times.

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. In sports programs, a suspended player may attend the game 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.

DISCIPLINE

The discipline code of Holy Family School follows the guidelines established by the Office of Lifelong Formation and Education. These guidelines are as follows:

The goal of Christian discipline is self-discipline. The student freely chooses one form of behavior over another; and must learn to accept the consequences of that chosen behavior. The student who chooses specific actions, which violate the rights of the school community, will be dealt with in Christian justice.

In guiding the student's growth in habits of virtue and in Christian attitudes, we emphasize positive approaches. Nevertheless, there are moments when the teacher is confronted with real disciplinary problems. In such cases, the following guidelines are being issued.

Any effective disciplinary action must be:

1. deserved, and the student must understand what he or she has done and the consequences of that behavior;
2. constructive and proportionate to the act;
3. applied as soon as possible after the act, but with careful deliberation by the teacher.

Procedures aimed at changing inappropriate behavior follow this sequence as a normal rule.

1. teacher conference with student to seek an understanding and solution;
2. consequences set up: extra work, detention, etc.;
3. conference of teacher, student and parent or principal;
4. plan for improvement formulated - consequences set up such as:
 - isolation with supervision
 - loss of privileges
 - conference with parents
5. probation period put into effect;
6. suspension in/from school

Probation and Suspension

Probation and suspension will be used only when normal disciplinary procedures have failed or in cases of exceptionally severe breaches of discipline. Only the principal has the authority to administer probation or suspension as a disciplinary measure.

Probation

This is a disciplinary procedure by which a student is evaluated by a teacher and principal in regard to his/her attitude and behavior over a specified period of time. This procedure is followed in order to determine the student's resolve to remain in the school community.

Procedure for Probation

1. The principal has a conference with the student, teacher and contacts parents to advise them of reasons, conditions and length of probation.
2. The pastor and superintendent of Catholic Schools are advised immediately.
3. After the period of probation, a second conference is held for evaluation and to determine whether the probation is to be terminated or extended.

Suspension - Temporary or Indefinite

Temporary Suspension

This is a disciplinary procedure by which a student is removed from the school/class for a specified period of time. Temporary suspension gives the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community.

Procedure For Temporary Suspension

If, in the principal's judgment, temporary suspension is necessary, he/she:

1. has a conference with student (and teacher)
2. consults the pastor
3. informs the parents and any others, as circumstances demand
4. sends a written statement of the conditions and reasons for the action to the Associate Superintendent for Elementary Schools and to the parents.

Indefinite Suspension

This is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to affect the desired changes in the student's attitude and behavior.

THE CATHOLIC SCHOOL AS MINISTER

One of the tasks of the Catholic School is to minister to students in need, and to do so in a collaborative way with their families and with any professionals whose assistance may be required. It is the task of the school, therefore, when necessary to assist the family in its primary responsibility of caring for its child. Therefore, a Catholic School feels obligated to intervene with students and families when it becomes aware of serious situations, such as possible suicide, teenage pregnancy, child abuse, and alcohol/drug abuse.

Child Abuse-Suspicious/Reporting - Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police. State Law(KRS620.030(2))

School officials must permit agents from Child Protective Services to interview a child at school, if requested. **School officials are not required to notify parents or guardians that a child is being interviewed by CPS.** A school official may remain with the child during the interview if the child requests they do so and the CPS agent allows it.

Thus the Catholic School reserves the right, after consultation with the pastor and the appropriate professional(s), to insist that appropriate steps be taken to resolve the situation.

SCHOOL REGULATIONS AND GUIDELINES

Students in Holy Family School are expected to be caring members of this school community. As such, there are some standards of conduct expected of each. These include, but are not limited to:

Respecting Other People By Being Courteous--Students are expected to be polite and courteous at all times. This implies the use of "Please," and "Thank You," and avoiding the use of name-calling and put-downs.

Respecting Others Through The Choice Of Language--Use of offensive language is unacceptable at any time. Should an individual student fail to respond to correction, a letter stating the circumstances of the offense will be sent to the parents or guardians.

Defiance and Disrespectful Behavior--Students who are habitually defiant and/or disrespectful to any staff member may serve a one-hour detention after school. Three detentions will result in an in-school suspension.

Respecting Others On The Playground--Any activity that could result in an injury or could provoke other students is not permitted at any time on the school grounds.

Fighting--Students are taught skills for peacefully resolving conflict. It is expected, therefore, that fighting will not occur. Students who do engage in fighting will serve an hour detention after school. Three detentions will result in an in-school suspension.

Respecting Parish/School Property and Property of Others--Students who deliberately mar, deface, or in any way damage the property of the parish/school and/or the property of others will be required to make restitution.

Responsibility To Be Prepared For School--Each student is expected to have needed materials and supplies for each class. This includes class assignments. Each student is likewise expected to care for his or her personal items.

Responsibility To Move Quietly Through The Building--There can be no loud or unnecessary talking in the halls. Students and teachers, and other staff members working in their rooms have a right to be uninterrupted.

Responsibility To Refrain From:

- smoking on parish property;
- bringing matches, lighters, firecrackers, knives, or any potentially hazardous items;
- chewing gum on school property or field trips;
- wearing makeup to school;
- wearing distracting jewelry or buttons;
- bringing toys, radios, CD players, ipods, to school;
- Students are not to have personal phones or pagers during school hours. Teachers and /or administrators will take these away, a detention mayl be given depending on the age of the child and items will need to be picked up by the student's parents from the principal. Parents should call the school office to leave a message for their child if an emergency arises.
- possession, distribution and/or use of any drugs or drug derivatives classified as a stimulant or depressant such as tobacco, alcohol, marijuana, etc. without the authorization of a physician. When authorized, parent or guardian must furnish written notification to the office. Disregard for this policy subjects the student to disciplinary action.

Special Attention Is Called To The Following:

Reputations-Internet-Christian Behavior- The parish owns the school name and/or logo and administrators have the right to restrict its use. Unauthorized use of names and logos is prohibited. Likewise, deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause others. (*Taken from NCEA Notes/ May 2006 Sr. Mary Angela Shaughnessy, SCN,J.D., Ph.D.*)

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.

Holy Family School Procedures for dealing with harassment of and by students:

1. If harassment occurs, the student should report the incident(s) to an appropriate school official (teacher, principal) IMMEDIATELY.
2. Upon receipt of the complaint, the principal will initiate an investigation of the complaint, including a meeting with related parties. Written documentation will be made at the time of the conference and both parties will be asked to verify the correctness of the written documentation.
3. Based on the results of the investigation, the principal will report to all parties involved an opinion and conclusion as to whether the harassment occurred as well as other relevant information. A conference may be set up to further discuss the incident if the parents and/or principal desire it.

4. The pastor will be made aware of any harassment incident(s).
5. The principal, with consultation of teacher(s) and/or counselor and/or pastor, will decide what, if any disciplinary action is warranted.
6. Disciplinary action for students may follow the following steps:
 - a. Meeting with parents and student to discuss the incident and set up a behavior modification program
 - b. Detention(s) to be served for the harassment incident(s).
 - c. Counseling or similar recommendation.
 - d. Possible isolation of student from other students in situation where harassment occurs.
 - e. If harassment still continues, possible out of school suspension.
 - f. In extreme cases, possible indefinite suspension from Holy Family School.

Cyber bullying/harassment- (School Board Policy)

Includes but is not limited to offending, harassing or threatening others through technological means, including e-mail, instant messages, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- Obscene, profane, inflammatory or threatening messages.
- Posting information that could cause damage, danger, or disruption to the educational process
- Making personal attack, including prejudicial or discriminating attacks
- Knowingly or recklessly posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Student's home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology- such as, but not limited to, a threatening message to or about another student or staff member or a violent web site- creates a likelihood of disruption of the educational process, the student may face discipline as well as criminal penalties. The courts have ruled, in fact, that the school has not only an ethical obligation but also a legal obligation to take action in these kinds of situations.

***Students may not place pictures/video with school identification on any public forum (web pages, youtube, internet) The parish owns the school name and logo and administrators have the right to restrict its use.**

Threatening Behavior--Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised.
3. Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
4. Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
5. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

Homicidal Threats--If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

Range of Penalties--It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and require mental health assessment. Definitions and penalties should be clear.

False Threats--Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school.

Consultation--The Superintendent, Director of Family Counseling, and the Associate Director of School Counseling are available to consult with schools dealing with threatening behavior.

Substance Use--The possession, distribution and/or use of any drugs or drug derivative classified as a stimulant or depressant, e.g. tobacco, alcohol, marijuana, etc., is prohibited without the authorization of a physician. When authorized, parent or guardian must furnish written notification to the principal's office. Disregard for this policy subjects the student to disciplinary action.

Search or Seizure--Students should not bring any items to school that may need to be taken from them to protect self, other students, or school personnel. If there is reason to believe that a student is carrying a dangerous item, the student will be asked to empty pockets, purse, bookbags, etc. If the student refuses, and there is reason to believe that others are in danger, the principal will take whatever action appears to be necessary to gain possession of the item. Other inappropriate behavior will result in a consequence.

STATE AND FEDERAL REGULATIONS AND GUIDELINES

Kentucky Law Regarding Dangerous 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.

DISMISSAL

The first bell rings at 2:42 p.m. dismissing walkers and after-school care students. A second bell rings at 2:45 p.m. dismissing car riders. Students leave in an orderly manner by the exit designated for them. A teacher accompanies all groups to the parking area. Students are expected to get into their cars immediately. Students may not return to the building without permission.

EMERGENCY DRILLS

Fire, tornado, earthquake and intruder drills are held at regular intervals. Students are instructed regarding proper conduct and procedures. All students are expected to know and follow them.

FIELD TRIPS

As an extension of class work, students may be taken on field trips. **This opportunity is a privilege not a right. If in-school behavior warrants, privilege will be revoked.** All field trips are planned by the classroom teacher/teachers to meet a specific educational goal. On all school sponsored field trips:

- school employees serve as chaperones and maintain a supervisory role (parent volunteer chaperones that have taken the Archdiocese *Honor Thy Children* program may accompany at the request of the teacher)
- school rules are enforced
- violators of said rules could be removed and sent home at parents' expense
-

Field trips, in the name of the school, cannot be planned by a parent group or a Parish group without the expressed consent of the Parish School Board. Any and all field trips must meet the criteria for educational enrichment. Students who receive three detentions may forfeit the privilege of participating in field trips.

Permission Slip--Parents or guardians must sign an official school form giving permission for their child or children to participate in the field trip experience. **Any student who does not have this official form signed and returned to school by dismissal the day before the trip will not be permitted to leave the school premises.** There is a blank field trip permission form in the Appendix of this handbook and on the school website you may copy or use. A copy may also be obtained in the school office for a fee of 25¢.

Transportation--Most field trips are made on the school bus. Each trip is assessed a cost according to time and distance. Due to the rising cost, no refunds can be given for field trips. In order for parents to be permitted to drive students to any academic or extra-curricular activity, the school must have on file a copy of that individual's driver's license and a copy of their insurance card. The driver must be at least 25 years old.

FINANCIAL ASSISTANCE

Financial assistance to meet the cost of a Catholic education is available to parishioners. Those wishing to apply may contact the pastor or principal. All information is kept confidential. There is also an organization entitled "School Choice" that awards scholarships for Catholic/non-Catholic students in grades K-6. Applications are available in late Feb/early March. The Archdiocese Catholic Education Foundation also offers tuition assistance. Applications are available Dec/Jan. Call the school office for more information. Tuition assistance may be available during the school year. Call the school office for information.

GRIEVANCE PROCEDURE

We believe in promoting a spirit of openness and willing cooperation between family and school. However, at times it may become necessary to work out honest disagreements about school related matters. In the event this becomes necessary the following order of steps are suggested for resolving these differences. Specific informational documentation will be required in the grievance procedure.

1. Confer with the teacher(s) or staff member.
2. Confer with the principal.
3. Contact School Board representative.
4. Contact the Superintendent of Archdiocese schools
5. Confer with the pastor.

HEALTH

Medical Examinations--Upon initial enrollment a medical examination will be required of each child within six months prior to or one month following entry.

Sixth Grade--A medical examination is required of each child prior to entering sixth grade.

Immunization Records--Each student in school must have an up-to-date original immunization certificate on file. Parents or guardians are requested to forward this information to the school each time personal records have been updated. Immunization records must be turned in to the school office by 1st day of school.

AIDS Policy--The school will follow the policy adopted by the State and Local Departments of Health in dealing with students identified with the HIV-III virus (Acquired Immune Deficiency Syndrome, AIDS).

Regulations--A student infected with AIDS will be permitted to attend classes, as long as a panel consisting of an official of the local Board of Health, the student's physician, the parent/guardian, and the Superintendent judge that the student poses NO REASONABLE RISK to other persons in the school. Reports/information related to either school employees or students who have allegedly or actually contracted AIDS or HIV will be provided ONLY to the Principal, who will in turn inform the Superintendent. The panel will decide which, if any person in the school, for the protection of the student, has a direct need

to know that the child is infected. The confidentiality requirement will be made clear to such persons. The right to privacy of the infected individual will at all times be protected.

Medicine Policy--If your child has a particular health issue, please inform the office in order that we may take proper precautions. Please prescribe medications before or after school hours. If this is not possible, the following instructions must accompany your child's medicine.

1. For dispensing prescription drugs, a completed "Form for Prescribed Medication" signed by the physician or authorized prescriber is needed. This form stays in the student's file for the school year. A new form is needed each school year. Also, a note is required indicating the time and amount that is to be given to the student. The medicine must be in the original container. See Medication Permission Form in Appendix.
2. Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent/legal guardian provided a completed "Form for Prescribed Medication" is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication must be in the original container.
3. The school will keep a log each time a student is given medication, whether it is prescription or non-prescription drugs. The log will indicate the following:

-student's name	-date and time of medication
-dosage amount	-signature of who gave medicine

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 office. The medication must be in the original container.

Any inhalers brought to school must also be accompanied by a note or letter from the parent to the homeroom teacher indicating when and how many times the inhaler is to be used.

Student Illness And Accidents--Should a student become ill or sustain some type of injury he or she will be checked. If, in the judgment of school personnel, the illness or injury is such that parents or guardian should be notified, the school office will use information provided on the student's emergency form.

The PTO Health and Safety Committee conduct programs during the year, which seek to promote good health care.

Hearing and Vision screening tests are administered annually to students in specific grades.

Height and Weight is checked and recorded on health records.

Scoliosis Screening is provided for students in specific grades. Parental permission is obtained for this procedure.

Other programs are planned and offered as the need arises.

HOMESTUDY

Homestudy may be defined as any study, written/research assignments, enrichment activities or projects in any content area assigned to the students to enhance knowledge and understanding. These assignments are given at all grade levels from time to time depending on the age and the needs of the individual student. Generally the student should be able to complete his/her work in the allotted time.

Grades 1-2.....	30 minutes
Grades 3-4.....	45 minutes
Grades 5-6.....	60 minutes
Grades 7-8.....	75 minutes

As the student progresses through the grades he/she can be expected to complete long-range assignments. The student has the responsibility to plan and complete the work in the allotted time. This is an important study skill.

Policy On Homework--If a student is absent, arrangements must be made to get home assignments from the classroom teacher. All work completed during an absence must be returned by the designated time to the classroom teacher. Grades will be withheld until this obligation is satisfied.

Plagiarism- Plagiarism is defined as the actual copying of information without using quotation marks and providing documentation, paraphrasing without documentation, or providing inaccurate documentation. Students who plagiarize may receive a zero credit on the assignment depending on their class level, and the severity of the plagiarism.

Absence/Homework in Intermediate Grades--Families will be responsible for obtaining necessary books and assignments. When possible, the teacher will send this home with a sibling. Otherwise, it is the parent's responsibility to make arrangements to get materials.

Absence/Homework in Junior High--When students reach junior high, they may have as many as nine different teachers within the course of a week. It is not possible for the teachers to keep track of an absent student's missed class work or homework. Families will be responsible for obtaining necessary books and assignments. **NEITHER THE TEACHER NOR THE SCHOOL SECRETARY CAN ACCEPT RESPONSIBILITY FOR THIS TASK.**

Our suggestion is that each student finds a responsible classmate who will write down all assignments, gather books together, and deliver both to the appropriate location. The school cannot assign homework partners or make sure work is recorded and delivered. The school office **cannot** deliver messages pertaining to homework delivery. **OBTAINING NECESSARY MATERIALS AND ASSIGNMENTS IS THE RESPONSIBILITY OF THE ABSENT STUDENT AND NOT THE RESPONSIBILITY OF THE SCHOOL OR OTHER STUDENTS.** Assignments should be turned in the day the student returns to school in order for the student to keep up with progress.

In summary, our policy states that absent students are solely responsible for obtaining missed assignments and necessary materials. The school cannot accept this responsibility and the school office cannot accept phone messages concerning homework. All assignments are due upon return to school in order to continue steady academic progress. If this is a problem due to a serious illness, please notify the homeroom teacher.

Students in grades 4-8 must turn in homework assignments on time in order to receive credit.

Weekly reports are sent to each family in grades K-8. Included in the report are corrected assignments and pertinent information regarding late or missed work. Families who fail to receive these reports should inquire with the student and then with the teacher.

LIBRARY

The library is well equipped with over 2000 volumes of reference materials, fiction, and easy reading books. Each class has one regularly scheduled period each week. In addition, the library is open for use by individual students, small groups, or whole classes at the discretion of the teacher and the librarian.

The students may check out any book, except encyclopedias and certain other reference books, for a period of one week. A fine of 5 cents per day is charged for overdue books. A lost or damaged book must be replaced at current cost. A book is considered lost if not returned within 30 days. If the book is found after 30 days, money will not be refunded.

LITURGY

Students in grades K--8 attend weekly liturgy. These celebrations are planned by individual grades.

Prayer Services--Prayer services are important forms of celebration in the Christian community. These are held in each classroom at various times during the course of the year.

Service At The Altar--Boys and girls in grades 4-8 have the privilege of serving at the altar. Each student is properly trained and prepared before being assigned.

LOST AND FOUND

You are urged to mark or tag all wearing apparel of your child or children. Unmarked items are placed in a designated area in the cafeteria. Children are encouraged to check for lost items. Periodically, during the course of the year, unclaimed items are given to a social agency. The school is not responsible for items lost or stolen.

NON-SUFFICIENT FUNDS

It will be the owner's responsibility to pay the service charge for any checks returned to Holy Family School due to NSF.

OPEN HOUSE

Open house celebrations are held annually. During these special times family members and other interested adults are invited to visit the school. These open house events are published in the Parish bulletin and the parent newsletter.

ORGANIZATIONS

A variety of organizations that function in the Parish are directly concerned with school goals. Some of the more active organizations are listed here:

PTO Board--This elected and appointed board meets bi-monthly to carry out the aims and objectives of this organization. This board plans and oversees health and safety programs, fund raising projects, and special student related activities. They serve as advisors to the school administrator in planning and implementing special school programs. Meetings are open to the public

PTO Organization--The purpose of this organization is to promote understanding and cooperation between the home and school and to encourage more active interest and support for Catholic education in the Parish. Special programs are sponsored by the PTO and can be scheduled at any time with principal consent.

Fund Raising Activities--Raising funds for support of the school program is essential for maintaining its quality. Our major fundraisers are a Fall Festival in October, Trivia Night in Jan/Feb and Auction/Spring Fling in March/April. Other fundraisers include, calendar raffle , grocery certificates, and Market Day food cooperative. Periodically, other fundraisers may be held for specific purposes.

In lieu of a back-to-school fundraiser, there is a PTO fee assessed per family. This fee is payable on registration day.

While fund-raising is recognized as a valued and legitimate source of revenue for supporting specific school functions, any and all fund raising activities must have the expressed consent of the Parish School Board. Said consent must be obtained prior to initiating such activities. All families will be expected to do whatever is needed to insure the success of these activities.

School Board--The board meets regularly on the first Monday of each month. This board sets policies (which are compatible with the archdiocesan, parish and school philosophies) under which all phases of the school program operate. It provides for the physical and financial resources of the school and advises and supports the administrator in meeting the goals of the school. Meetings are open to the public. Anyone

who wishes to attend a School Board meeting should contact the chairperson. The Board consists of the pastor, the principal, a teacher representative, the PTO president and 6 elected or appointed members.

Parish Social Club-This parish organization oversees the athletic programs that are available to all elementary students of the school and parish. It promotes fellowship through social, athletic and spiritual activities for all ages.

PARKING FACILITIES

Lots available for parking between 7:00 a.m. and 6:00 p.m. are shown on a map in the Appendix.

Drop-off and Pick-up Procedures – See map in the Appendix.

Except in inclement weather, under no circumstances will cars be allowed to drive on the playground, as this constitutes a safety hazard to all.

PLAYGROUND SUPERVISION

Playground monitors provide supervision on the playground. To pay for this extra assistance, a fee is charged each family and is part of the registration fees.

PROGRESS REPORTS/REPORT CARDS

Our reporting process is based on the philosophy established through the Office of Lifelong Formation and Education.

Steps In The Evaluation Process

1. Student begins process of learning self-evaluation skills depending on age and maturity of the student.
2. Teacher and class set goals. Teacher and individual student set goals.
3. Parent-Teacher-Student Conferences are held.

Conferences are to be considered the primary source of communication about the student between parents and teachers. The student should be present at the conference to complete the flow of information. Conferences are held three times a year.

Each family is scheduled for a 15-minute appointment with each homeroom teacher. Each family has the option of requesting appointment time to see other teachers. In cases of divorce or separation--unless there is a court order to the contrary, a non-custodial parent may request a conference to discuss a child's academic progress. The non-custodial parent may also request a copy of the child's report card. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

4. Written summary reports of progress are issued once each trimester. On this summary statement a letter code is used to indicate mastery achieved by the student toward the common learning experiences of the class. Progress made in personal and social growth is also indicated. There is a \$5 fee for replacement of lost progress reports.

SACRAMENTS

The reception of the sacraments of First Eucharist, Reconciliation and Confirmation are important steps in the life of the formed Christian. The informal preparation for these events begins at birth within the context of the family. Formal preparation begins sometime prior to the first reception of the sacrament and is undertaken by the school and religious education office along with the parents or guardians.

During the preparation time a sufficient number of meetings are planned for parents or guardians. These meetings are designed to offer help to the family regarding the formal preparation programs. Special liturgies and/or prayer services are sometimes included as part of this preparation. Parents or guardians are obligated to attend the meetings associated with the reception of each sacrament.

Reception of First Eucharist is traditionally scheduled for second graders in the spring.

Reconciliation (First Penance) is celebrated in the fall. In keeping with current church teaching the sacrament may be received as early as seven years of age and/or prior to reception of First Eucharist.

Confirmation is conferred on the students in grade 8.

Sacramental textbooks and other needs associated with the above programs are not included in the regular school fees. All students purchase these books. These fees are payable on registration day.

Seasonal Celebration Of The Sacrament Of Reconciliation (Penance)--These celebrations are planned for the students in grades 2-8 periodically during the school year. These celebrations are frequently held during school time. On other occasions, family reception of the sacrament is encouraged. Special celebrations are planned with this in mind. Sufficient notice is provided through the school bulletin as well as the church bulletin.

STUDENT RECORDS

The handling of students' records follows the federal regulations, which implement the Family Educational Rights and Privacy Act of 1988. (Contact school office for more information.)

TESTING PROGRAM

Testing programs are designed to help monitor the progress of the students. These include readiness tests, aptitude tests, achievement tests, and mastery tests. Teacher made tests and mastery tests are administered throughout the teaching of the subject matter at the discretion of the instructor.

Testing Schedule-

Kindergarten Screening	-- Spring
Grade 1 Readiness	-- Spring
Terra Nova (grades 2-8)	-- Spring

TRANSFER (Students and Records)

When a student is to be withdrawn from school the parent or guardian must notify the office several days in advance of the termination date. Upon formal request from the new school system, permanent record folder and health cards are forwarded to the receiving school. Records may not be given to the parent to transport to the new school. * * All contribution accounts must be settled before this transfer is made. A fee of \$5.00 is required to cover the cost of paperwork and mailing for school transfers.

If account is not settled prior to withdrawal, the receiving school will be notified of your financial status.

TUITION

Holy Family School is partially supported by the contributions of all parishioners in their weekly tithes and by the proceeds from our fundraisers. However, most of the school's revenue comes from tuition, which, for the 2011-2012 school year the Parish Council has set as follows:

1. \$4893.00 per year for 1 child, Active Catholic parents, registered members in any parish.
2. \$5,703.00. per year for 2 children, Active Catholic parents, registered members in any parish.

3. \$6,012.00 for 3 children, Active Catholic parents, registered in any parish
4. \$6,616.00. per year for 1 child, Non-Catholic parents.
5. \$7,586.00 per year for 2 children, Non-Catholic parents.

To qualify for the "Active Catholic" parish tuition rate(s), a family must :

- 1) Be a registered member of Holy Family (or a parish), who has received the sacraments, is attending mass regularly and uses the envelopes provided for the collection. (If you do not have envelopes please call the parish secretary), who is participating in the Sunday mass by participating in the following; Gift Bearers, Ushers, Readers, Choir Members, Greeters, Bread and Wine Ministers, etc. Alternately, a letter from your parish pastor stating that you are an active and contributing member to your parish by attending mass, participating at mass and to the collection.
- 2) To support and volunteer at Holy Family with such things as Fall Festival, Picnic, Spring Fling, Casino Night, Lenten Fish Fries, Church Cleaners, Coaching, Scouting, Children's Church etc.

Payment Plans (two options): (Payments listed above will be reduced by any financial aid awarded.)

Single Payment Plan - Must be made in full on or before registration day in August. If you plan to do the single payment plan, you must let the Parish Administrator or the Parish Bookkeeper know **BEFORE** June 1, at 458-4531 ex 102. **NO EXCEPTIONS.**

F.A.C.T.S. Management System – Parents can choose the 12-month payment plan through the F.A.C.T.S. Management System. Payments will be withdrawn from your bank on the 5th or 20th of each month, July through June. There is a \$35.00 fee for this plan.

If you are on the FACTS plan for present school year, we will re-enroll you for the following school year.

In case of persistent past due/delinquent payments, advance payment may be required for continuing enrollment on a case by case basis.

Note: If parents fall 2 months behind in tuition, you are subjecting your child to dismissal, and payments must be paid to date by cash, money order or certified check to the Parish Administrator before your child can return to school. **NO EXCEPTIONS WILL BE MADE.**

PAYMENT POLICY – All accounts must be paid to date in order to:

1. Participate in graduation or activities and receive a diploma.
2. Obtain a transcript, and
3. Return the following year.

* Final report cards will be handed out or mailed after families have met their financial obligations for the school year.

Students will not be allowed to register for the following school year and student records will not be transferred to any other school until all financial obligations have been satisfied.

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 458-4531 ex 102.

Early Withdrawal

In the event that a student(s) is withdrawn from Holy Family School prior to the end of the school year the following policy will be enacted:

If tuition was paid in full, the refund will be based on a percentage of the number of weeks (or parts thereof) attended to the total number of weeks in the school year.

If tuition is being paid through FACTS, payments will be stopped at the end of the month and any underpayment will be calculated. All other fees collected at registration or during the school year will be forfeited.

If a family withdraws from Holy Family after July 5 but prior to the school year no reimbursement of funds paid to FACTS will be given.

UNIFORM GUIDELINES

Holy Family School is committed to the educational, spiritual, developmental and moral growth of its students. An environment of order, discipline and respect is necessary to nurture this growth. A school dress code helps to create an environment of respect and order. Adherence to a dress code helps to avoid an unnecessary focus on clothing, trends, styles and competition.

The administrator and teachers have the responsibility and the authority to determine appropriateness of clothing, hair styles and accessories using the following code as a guideline.

Students are to arrive at school in complete and proper uniform. Parents are asked to monitor the uniform and grooming of children prior to leaving for school. Keep weather in mind, students spend time outdoors during the day.

Appearance should be clean and neat. All shirts and blouses must be tucked in, buttons buttoned, shoes tied, hair groomed, clothes fitting. The baggy and sloppy look is not appropriate for school.

Drawing or writing on hands, arms, or other body parts is not allowed

HAIR: All students are expected to present a neat and well-groomed appearance. Hair should be clean and combed. Hair style and length should be traditional and appropriate. Boys' hair must not hang over the collar, over the ear, or over the eyebrows. Boys may not have pony tails. Girls' hair must be out of eyes and off the face. Hair accessories must be small.

Students may not wear hairstyles that are untraditional or extreme. Haircuts with designs, words, symbols, mohawks are not permitted. Faddish hairstyles must be altered if the principal determines they are unacceptable. Color of hair is limited to a single natural color, no streaking or dying.

MAKE-UP: No make-up is to be worn to school by any student in grades K-8. This includes blush, powder, lipstick, mascara, foundation make-up, eyeliner, eye-shadow, etc. **Only clear colorless nail polish is permitted. Fake fingernails or excessively long fingernails are not allowed.**

JEWELRY: Girls may wear one small earring in each ear lobe. Boys may not wear earrings. Other body piercings are not allowed. Tattoos, real or fake, are not permitted. No rings, necklaces, or bracelets of any kind may be worn. A watch may be worn. One religious medal or cross on a thin chain may be worn if small and appropriate.

SHIRTS/BLOUSES: The uniform shirt is white or light blue, long or short sleeved, button shirt or polo shirt. Collars may be standard, round or button-down collar without trim or decoration. Only the official Holy Family School logo is allowed on any shirts. Only solid white short-sleeve t-shirt may be worn under the uniform shirt.

SWEATER/SWEATSHIRT: Students may wear navy blue cardigan sweater or official navy blue Holy Family sweatshirt. Collared uniform shirts must be worn under a sweater or sweatshirt. The only exception is on PE day when the official Holy Family PE shirt may be worn. Students are advised to wear sweaters or sweatshirts to school during the cold weather months. Students go outside for fresh air and exercise even when it is cold! They should always have sweaters, sweatshirts and COATS!

PANTS: Uniform pants are the standard dark navy blue uniform dress slacks. No cargo pants, corduroys, denim or jeans style pants. Belts must be solid black, brown or navy blue and must be worn with pants with belt loops. The optional uniform shorts, worn between August 1 and October 15 and after April 1, are navy blue walking shorts which must be no shorter than 3 inches above the crease in the back of the knee and no longer than knee length. All pants must be proper size and worn at the waist.

* **PANTS UNDER SKIRTS:** Only the official navy blue Holy Family sweatpants may be worn under the school uniform. No flannel, pajama pants or any other type sweat pants may be worn under the uniform skirt in the building or on the playground during any part of the school day from arrival until dismissal. For cold weather months, all girls will want to purchase Holy Family sweat pants.

SKIRTS/JUMPERS/SKORTS: The Holy Family uniform plaid jumpers/skorts are worn by girls in K-3 and the uniform skirt is worn by girls in grades 4-8. Skirt length must be no more than 3 inches above the crease in the back of the knee. Skirts may not be rolled at the waist.

* **SOCKS:** Socks for boys and girls are navy or white crew socks. All socks must be worn above the shoe height if wearing high tops. Girls may also choose to wear white or navy knee socks or tights. No short socks or footies are allowed.

* **SHOES:** Students in all grades must wear only tied athletic shoes, either leather or canvas. Shoes must be neat and clean and tied. Only students in kindergarten and first grade may have velcro closure on

their athletic shoes. Students are not allowed to write on shoes. No heels, moccasins, sandals, hee-ies, mules, flip-flops, crocs, boots, or open-backed shoes are to be worn to school.

OUT OF UNIFORM DAYS: As a Catholic School it is expected that students always dress modestly and appropriately even when out of uniform. Jeans are allowed if neat and clean with no holes, ragged cuffs, or cuts. Shorts must meet the uniform code of walking shorts which must be no shorter than 3 inches above the crease in the back of the knee and no longer than knee length. Tight fitting pants/shorts or short skirts are never appropriate for school. Casual shirts may be worn including T-shirts, polo shirts or other sport shirts. Any shirt should cover the shoulders. No tank tops, spaghetti straps, midriff, or undershirts. T-shirts should be appropriate with no tobacco, alcohol, insensitive or disrespectful words or pictures. Athletic shoes and crew socks must be worn. No jewelry or nail polish. If a student comes to school in clothing deemed inappropriate by the principal or teacher, he/she will call his/her parent to bring a change of clothes. The principal and teachers determine what is appropriate in dress, accessories and hairstyles.

*** BEING NOTICED FOR THE RIGHT REASONS:**

On the last Friday of every month all students who have completed the month without a single uniform infraction will be rewarded with a uniform break.

Uniform breaks are not permitted on days when students attend school Masses.

CONSEQUENCES FOR UNIFORM VIOLATIONS:

1st Warning: An infraction notice will be sent to the child's parents for signature to be returned the next day.

2nd Warning is issued if the signed first warning is not returned the next day or if a second infraction occurs. The uniform policy will be copied by the student and signed by the parent and returned the next day.

3rd Warning is issued if the 2nd warning is not signed and returned the next day or if a third infraction occurs. An age appropriate after-school detention is issued. (20 minutes for grades 1-4 and 45 minutes for grades 5-8)

P.E. Uniform- Holy Family students must wear the short-sleeved, gray T-shirt with the Holy Family "Many Are One" emblem to school on their P.E. day. Students will wear their school uniform pants or shorts/skorts as part of their P.E. uniform on P.E. day.

Personal Hygiene--It is expected that students will be clean and well groomed each day. Hair should be clean, neatly combed and styled in such a way that it does not hamper the student in his/her schoolwork nor should it be distracting to others.

VISITORS

Parents or guardians, and other interested adults are welcome to visit in the school by appointment. Visitors are required to sign the guest register in the school office and must wear a visitor name badge. All visitors to the school must enter through the school office only.

SIGNATURE CARD

A card is inserted in each handbook. This card is to be signed by the parent(s)/guardian(s) and returned to school within five days. Your signature on this card indicates that the handbook has been read and the family agrees to be governed by it. Please keep this handbook in a convenient place. It will be in effect for the 2010-2011 school year.

The school administration, in consultation with the School Board, reserves the right to add, delete or revise policies and procedures during the school year. Parents, guardians will be notified of any change.

Holy Family School
3934 Poplar Level Road
Louisville, Ky. 40213
(502) 458-4531

SIGNATURE CARD

Parent Signature: _____

Student Signature: _____

We/ I have read the handbook and I agree to abide by it.

Date: _____