

Parent/Student Handbook

2011 - 12



**Holy
family**

S C H O O L

Est. 1949



Founded in 1949

Approved by:
Louisiana State Department of Education
Diocese of Baton Rouge

Accredited by:
AdvancED (Southern Association of Colleges and Schools)

Member of National Catholic Educational Association

Mission Statement

Holy Family School is a Catholic, educational community which reflects Christ's presence in our daily thoughts, words, and actions.

Philosophy of Education

As educators in a Catholic School, we dedicate ourselves to establishing moral values through a program of instruction that develops and forms each person spiritually, mentally, and physically as an individual and member of our faith community.

Prayer

Loving God, help me to reflect Christ in my thoughts, words and actions.

Holy Family School does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, tuition assistance or loan programs, athletic programs, or other school-administered programs.

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Dear Parents:

Holy Family School opened its doors 62 years ago under the direction of the Marianite Sisters of Holy Cross and began a wonderful tradition of Catholic education in this community. This school is a vital and integral ministry of Holy Family Parish while also serving the needs of families and students in our surrounding communities. We must work together to strengthen our school, to continue the vision of the Marianites, and to help each child fully develop his/her potential.

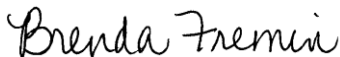
Catholic Schools operate under contract law. Parents who want a Catholic education for their child/children enter into a contractual agreement with the school. With this agreement come expectations placed on both parents and students, as well as the administration of the school. It is required that parents/guardians and their child/children sign a statement indicating an understanding and willingness to abide by the rules and regulations of the school handbook. Failure to abide by the regulations and policies of the school may result in the student's removal from the school.

This handbook contains our policies and procedures which ensure the smooth and orderly daily operation of the school. It is intended to assure effective communication between home and school. Careful reading of this handbook will foster understanding, cooperation and support. The school administration has tried to anticipate as many circumstances and problems as possible. However, as new situations arise, the Principal has the authority to use her discretion in decision-making and /or amend the handbook if necessary.

This year's Student and Parent Handbook has been rewritten and edited. Please read carefully as changes have been made throughout.

We ask that you familiarize yourselves with the contents of this handbook. Please take the time to discuss the contents of this handbook with your child, stressing the importance of his/her cooperation. Having done this, please complete the attached handbook and technology forms and have your child return them to his/her homeroom teacher the first week of school.

Yours in Christ,



Brenda Fremin
Principal

PARENTAL COOPERATION STATEMENT

Holy Family School personnel are ultimately responsible for the orderly operation of the school and decisions are made in the best interest of all students. The education of a student is a partnership between the parents and the school. Just as the parent has the right to require the withdrawal of a student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken.

If a parent feels that there is a legitimate concern, he/she is encouraged to express his/her concern **to the appropriate personnel in a manner that is discreet, respectful, and supportive.** Discretion should be used in the wording of messages that are hand-carried by students. Discretion is also encouraged in telephone and e-mail conversations regarding school matters with school personnel or other parents. This policy also applies to parental participation at all activities, functions, and events of HFS whether as a spectator, sponsor, coach, etc.

SECTION 1: STUDENT SERVICES

ENROLLMENT

ADMISSION

1. Holy Family School, an accredited elementary school, serves students in Pre-K4 through eighth grade. Enrollment is open to all qualified students regardless of race, sex, or national origin.
2. The Holy Family Advisory Board and administration are responsible for the establishment of policy regulating the admission of students applying for Holy Family School relative to space available.
3. The principal of Holy Family School is responsible for the implementation of the established admissions policies.
4. Students entering Pre-K must be four years of age on or before September 30.
5. Students entering Kindergarten must be five years of age on or before September 30.
6. Students entering the first grade must be six years of age on or before September 30.

Admission Priorities:

- Current students in good academic, disciplinary and financial standing
- Siblings of current students in good standing
- Children of alumni
- Children of current faculty
- Contributing members of area church parishes
- Students in good academic and disciplinary standing from other schools

The following documentation must be presented at the time of registration:

1. Certification of Baptism
2. Board of Health Certification of Birth
3. Updated immunization Records
4. Social Security Card
5. Academic Records (latest report card, last year's full report card)
6. Standardized Test Scores and/or Special Needs Testing (Academic or Gifted)
7. Legal certified court documents regarding custody situations

The administration of Holy Family School reserves the right to make a valid judgment for acceptance based on potential student's success at school. All new applicants will be interviewed by the school's administrative team before acceptance to Holy Family.

All new students are accepted on a probationary basis in order to determine if HFS can meet the needs of the student. At the end of the nine-week probationary period, a conference will be held. Full and open disclosure of records and academic/behavioral history is required. HFS may not be required to meet any special conditions or accommodations not disclosed at registration.

Failure to abide by the regulations set forth in this handbook by students and/or parents/guardians may result in the student's removal from HFS.

TUITION AND FEES

1. The tuition rate, the fee for registration, and the maintenance fee are all determined by the Holy Family Advisory Board and administration. Please be conscious of the details concerning financial obligations per calendar year as well as church parish involvement that are essential to this plan. Because Holy Family School is an integral part of the parish and because the parish subsidizes the school in various ways (capital outlay, tuition assistance, etc.), parents are expected to contribute to the life of the parish through regular contributions of time, talent, and monetary offerings. This expectation is in keeping with the criteria by which students are accepted into Holy Family School.
2. The registration fee and maintenance fee are payable at the time of registration, and according to diocesan policy, are **not refundable**.
3. Tuition is paid in accordance with a pre-paid tuition plan. Parents have the option of paying the total cost in advance or by using the tuition loan plan.
4. The maintenance fee may not be included in the tuition loan agreement and is **non-refundable**.

DELINQUENT PAYMENTS ON LOANS:

First Bank and Trust will notify the school and the parents when loan payments are NOT paid on a timely basis. NO loan should be more than 45 days delinquent. Once a loan becomes more than 45 days past due, your child/children will be asked to stay out of school until the loan has been brought current. During that time, your child/children will not be eligible for any exams, sports, field trips, etc. Please make all payments in a timely manner so this does not happen.

If a loan is delinquent more than 45 days, the school is obligated to pay the balance, plus the accrued interest in full. In the event of a chargeback, **parents will be required to pay their outstanding fees in full, plus a chargeback fee of \$250**. The account will be brought before the Principal and Pastor for review. If payment is not made, students will not be able to remain in school until payment is made in full. Student will be asked to leave for non-payment.

All tuition, fees, and loan balances must be paid in full by April 15th each year in order to receive final report cards. Holy Family reserves the right to withhold grades on progress reports, report cards, and exams for non-payment of tuition and fees. If your loan is paid off after April 15th, you will be charged a fee of \$250.00. This fee will be payable to Holy Family School.

SENDING MONEY TO SCHOOL

All money must be sent to school in a sealed envelope. The child's name, teacher's name, and the purpose of the money must be written on the envelope. **Only checks or money orders can be sent to school; please do not send cash.**

TUITION ASSISTANCE

In recognizing the fact that, for some families, tuition is a prohibitive burden, Holy Family School and Holy Family Church Parish has set up a Tuition Assistance Committee for parish families. Requests for assistance should be made before the school year begins or when a crisis makes it necessary during the school year. If the need arises, contact the principal or business manager. Forms are available in the school office and are due **before May 1**. Requests will be reviewed by the pastor and the principal, who will make a determination if funds are available. Assistance is awarded based on need, volunteer activity at school and church parish, and stewardship in church parish life, and is awarded during the summer.

AUXILIARY SERVICES

TRANSPORTATION SERVICES

Transportation is administered through the West Baton Rouge Public School Transportation System and First Student. The WBR Transportation Director is responsible for making decisions regarding eligible riders. Special permission applications regarding transportation are required to be submitted to the Holy Family School office. The applications are then forwarded to the West Baton Rouge Transportation Office. Approval must be given by WBR personnel. **Any student who fails to meet his/her responsibility regarding school bus behavior may jeopardize further use, either temporarily or permanently. Parents are responsible for providing transportation on days when transportation is not provided by WBR. Prior notice will be given.**

Parents are expected to give written permission (via a bus form) when a student must ride a bus other than his/her assigned bus on a particular afternoon. Riding is subject to available space and eligibility. Bus forms are available on the school's website. Bus forms are to be turned into the office during homeroom. All bus forms must have the approval of a school administrator.

If a student's normal mode of transportation changes (carpooling instead of riding a bus), a written note must be sent to the office and to the homeroom teacher.

SCHOOL FOOD SERVICE

Cafeteria services are provided through the Federal and Diocesan School Food Service Programs. The school's food service manager is responsible for seeing that federal and diocesan guidelines are followed with regard to food selection and preparation. **Pre-K and kindergarten students are required to participate in the lunch program.** All students are encouraged to participate. Students are issued an ID number at the beginning of the year and are checked in each day in the lunch line.

Statements and payment plans are sent out by the cafeteria manager on the first school day of each month. **The August payment is due at the end of the first week of school. The remaining payments are to be made by the fifth of each month**, beginning in September with the last payment due no later than April 5. Checks are made payable to the Holy Family School Cafeteria. In compliance with Diocesan policy, students are not permitted to charge meals or extras. When an account is past due, parents may be called to check out the student, bring them to lunch off campus, and return the student to school. Cafeteria payments may be made online. Parents may apply for reduced lunch fees each year through the cafeteria manager's office or during the year if an emergency arises.

If a child is allergic to certain food or milk products, a doctor's note and diagnosis is to be submitted to the cafeteria manager and the school office. Parents are to communicate these allergies to their children. For the safety of all children, especially children with allergies, NO peanut butter or nuts are allowed on campus at any time.

Breakfast is served daily from 7:15 - 7:35 a.m.

Lunch visits from parents/relatives of Early Childhood and Elementary students (Pk4-3rd grade) will be instituted this year. Each teacher will contact parents for the assigned dates. A form with assigned dates will be sent home for parents to complete and return with the money for lunch paid in advance.

According to Diocesan Food Service guidelines, no fast food is allowed in the cafeteria or anywhere on campus.

GUIDANCE SERVICES

The guidance program at Holy Family has a full-time guidance counselor who serves as a resource person to the administration, teachers, and parents. Guidance services are available when a child demonstrates special academic, social, or emotional needs. Appointments with the guidance counselor can be made through the school office.

AFTER CARE SERVICES

Holy Family School provides after care services for Holy Family School students on the days that school is in session. Students may be registered on a full-time or part-time basis. Bear Care is available immediately after school until 6:00 p.m. Details concerning the specifics of the program can be obtained by contacting the Bear Care Director at 344-4100.

ADVISORY BOARD

The Advisory Board shares in a consultative way the responsibility of the pastor and principal in the operation of the school. Meetings are held monthly. While meetings are open to parents, the right of parents to address the Advisory Board is limited to any person whose petition has been properly presented and included in the agenda in advance of the meeting.

Advisory Board Mission Statement: As an advisory board we strive to be a faith-centered group that models a spirit of cooperation and interdependence with the pastor, principal, and staff. We are a diverse section of individuals with different interests and various talents continuing to incorporate family values in an enriched educational, religious environment.

HOME AND SCHOOL ASSOCIATION

The Home and School Association has as its main purpose service to school through the coordination of parent volunteer activities. Activities include, but are not limited to: grandparents' Mass and receptions, open houses for prospective students and parents, new parent reception, teacher appreciation activities, vision and hearing screenings, fund-raisers, and holiday parties/treats.

TIME AND TALENT PROGRAM

Our goal is to promote community, commitment and service to the school and parish. **Therefore, each family is required to provide 16 hours of school service each school year, 4 hours of which must be worked at the Bear Fair.** The school administration and advisory board recognizes that there may be an unforeseen emergency or circumstance which prevents the family from meeting this requirement. IF this happens, parents may pay a Time and Talent assessment of \$300.00 by December 31.

Families who have children in Pre-K3 and HFS may combine service hours for the year which totals 16 hours.

Opportunities for service include:

- Parent work days
- Student retreats
- Athletic events
- Field trips chaperones
- Service on committees
- Various projects
- Cafeteria volunteer
- Library volunteer and helping with Book Fair
- Electrical work donated
- Landscaping and maintenance throughout the year
- Preparing food for teacher luncheons during the year
- Volunteer coach
- Volunteer substitute teacher
- Judging for Science/Social Studies fair
- Volunteer help with technology (IT help)
- Plumbing and maintenance work (painting, carpentry, general maintenance throughout the year)

Parents are responsible for completing work service forms to turn into Time and Talent chairperson. To promote a positive attitude toward this important program, the administration and advisory board offers incentives: those working more than 25-50 hours will have family names placed in a drawing for cash prizes of \$200, \$300 and \$500 at the end of the school year.

DEVELOPMENT PROGRAM

Begun in 1994 and under the leadership of the Development Director, this program is responsible for the promotion and marketing of Holy Family School and works directly with Holy Family Church's Capital Campaign. Through our Annual Fund, the development office has secured donations that have provided HFS with a science lab, music and art buildings, 2 computer labs, technology upgrades, laptops, and much more. In addition to a number of foundations and grants, these funds supplement tuition as an important source of income for Holy Family.

PARENT COMMUNICATIONS

PARENT-TEACHER CONFERENCES

Conferences to discuss student progress are held once a year at the end of the first nine weeks. In addition, Middle School parents meet with teachers at the end of the 3rd quarter.

Parent-teacher conferences may be initiated by either teacher or parents; however, parents are encouraged to contact guidance counselor at any point in the school year if they wish to schedule a parent/teacher conference.

While every consideration will be given to honor confidentiality, issues involving violations of law or those that endanger the health or safety of members of the Holy Family School community may breach this expectation of confidentiality.

PARENT NEWSLETTERS

Parent newsletters are published on the school's website on a weekly basis. Information about upcoming school events, special days, and other important information is contained in the weekly parent newsletter. It is the responsibility of the parent to read the newsletter each week. If you do not have access to a computer, please notify the school office so a paper copy of the parent newsletter can be sent home with your youngest student.

MESSAGES

Arrangements concerning after-school activities are to be made before the child leaves for school in the mornings.

When unforeseen circumstances arise which require a transportation change, parents are to call the school office **BEFORE 2:00 PM** so that the child can be notified prior to dismissal. Unless written permission or a call from a parent is received, the child will be sent home on the appropriate bus or to the assigned carpool location. Failure to send a parental note will result in the child being sent home on the appropriate bus or to the assigned carpool location. Ongoing extracurricular activity participation, such as scouts or athletics, requires only one note on file for the entire year.

SECTION 2: STUDENT LIFE

EXTRACURRICULAR ACTIVITIES

STUDENT INVOLVEMENT

Holy Family School encourages students to take part in extracurricular, academic, service, social, and athletic activities which are designed to develop responsibility, cooperation, and success, as well as to broaden student perspectives and experiences. The following is a listing of the activities offered at HFS:

- Jr. Beta Club
- Diocesan Quiz Bowl
- Youth Legislature/Law Day
- Band
- Bell Choir
- Liturgical Dance
- Louisiana Student of the Year Program
- Young Authors
- Student Council
- Student Retreat Team
- Robotics
- Boy/Girl Scouts

Participation varies by grade level, grade point average, interest, and invitation.

ATHLETICS

The athletic program has as its focus all sports related activities, including football, basketball, track, volleyball, baseball, softball, and cheerleading. The program coaches, sponsors, participants, and parents are directly accountable to the athletic director and the school principal.

TEAM SPORTS

Holy Family School students are offered athletic opportunities which are organized for inter-school competition and are extracurricular. The purpose of the athletic program is intended not only to provide wholesome physical activity experiences but also to develop strong Christian character as well. **Students who represent Holy Family School should show good sportsmanship at all times and in all places.**

Students who participate in school athletics must realize that participation in extra-curricular activities is a privilege and the enjoyment of this privilege is dependent upon the student's fidelity toward academic and behavioral responsibilities. The school reserves the right to suspend or revoke participation in practices and/or games based on academic and/or behavioral deficiencies.

Behavioral deficiencies include suspension, detention, and other disciplinary actions. If an athlete receives one detention during a team sport season he/she will be placed on probation for the remainder of the season. If an

athlete receives a second detention during the same team sport season, he/she will be suspended from athletic participation for one week. The athlete may not participate in any games, but will participate in practices. If an athlete receives a third detention during the same team sport season he/she will be removed from the team. The coach will be notified of the player's ineligibility. If an athlete is suspended from school he/she will also be suspended from the sport he/she is participating in at the time of suspension. Coaches, after consultation with the Athletic Director and Principal, will determine appropriate disciplinary action if a behavior deficiency occurs during a game or practice.

According to school policy, students must maintain at least a **2.0 GPA in core subjects** (Religion, English, Mathematics, Social Studies, Reading, and Science). This policy applies to all students in Grades 5-8 and eligible 4th grade students.

To be eligible to participate in extracurricular athletics, students must have a 2.0 GPA for the prior quarter (4th quarter grades of the preceding school year for football, cheerleading, and girls' basketball) at the time of try outs, and must maintain a 2.0 GPA for any report card grading period during the season. If a student is removed from a team sport other than cheerleading, he/she cannot be reinstated. **Discontinuance of play becomes effective on the date of report card distribution.**

Students who must repeat a grade lose eligibility for fall sports activities. Reinstatement in the sports program may occur at the beginning of the second semester if the 2.0 average is maintained and if the student has not received a grade of F in two major subjects for the first semester.

The school has expectations over and above the 2.0 policy. It needs to be made clear that students who repeatedly fail to complete homework assignments or who are repeatedly assigned for disciplinary action may be suspended from extra-curricular activities even though the 2.0 average has been earned. Students who are absent, suspended, or who leave school early due to illness, are not permitted to participate in practice or sporting events on that same day and may not participate in practice or sporting events until the student has returned to school for one whole school day. In addition, students assigned to after school detention or who are suspended are not permitted to practice or participate in sporting events for that day.

CHEERLEADING

The academic eligibility requirements of **2.0 GPA** for cheerleaders in grades 5-8 are the same as for athletes. However, because cheerleading is a year-round sport, some modifications are necessary. If the student fails to make the 2.0 GPA for the fourth quarter grading period, the student will not be able to participate in cheerleading activities during the first quarter of the next school year. If the GPA at the end of the first quarter is 2.0, she may be reinstated as long as the 2.0 average is maintained. At any marking period, cheerleaders who make less than a 2.0 will have to sit out the following quarter.

SELECTION OF COACHES

The selection of coaches is a critical consideration if the program is to be a success. Coaches of all leagues (CEFL, CEBL, CYO, and CSAL) who accept the responsibility to coach agree to accept the philosophy of the school and its programs. **All coaching staff must submit to a criminal background check and must complete a child protection seminar. All coaches are required to follow applicable codes of conduct.**

PARENTAL RESPONSIBILITIES

A child's eligibility to begin play and continue throughout the season is contingent upon parental modeling of good sportsmanship, regardless of the playing site. Parents may not interfere in the responsibilities of the coaches. Parents are required to sign a code of conduct form upon registration of the child in HFS athletics. No child may participate in practice until this form has been signed by the parent or guardian.

Practices are closed. Students must be supervised at all times. If practice does not begin immediately after school or parents are not prompt in picking students up from practice, students will be sent to Bear Care.

Each sport season (fall, winter, and spring) has a mandatory registration night. Parents or other adult representative must attend the mandatory registration on the night specified by the athletic director to register their child for each sport.

PLAYER FEES

Fees are to be paid the night of registration. No child may participate in a sport if payment is not made. The fee schedule is as follows:

Cheerleading	\$65 plus camp fees, camp clothes, shoes, and choreographer fees
Football	\$65
Baseball	\$55
Basketball	\$55
Volleyball	\$55
Track	\$55
Softball	\$55

The maximum fee for athletes participating in multiple sports is \$150 per child per year.

CHAIN OF COMMAND

Confrontations at athletic events are to be avoided. All concerns/complaints relating to a particular sport, athlete, or coach should be directed to the athletic director between 5:00 p.m. and 7:30 p.m. weekdays or anytime on the weekend. The principal will be contacted by the athletic director, if deemed necessary.

UNIFORMS

All athletic uniforms are the property of HFS and are to be returned to the coach at the completion of the season.

Fall uniforms are to be returned by the **TUESDAY FOLLOWING THE LAST GAME**. These uniforms are to be turned in at the **parish hall at 6pm**. 7/8 football players will be able to turn their uniforms later **ONLY** if they are eligible for a bowl game. In this event, uniforms are to be turned in the **Tuesday after the bowl game at the parish hall at 6pm.. Winter/spring uniforms are to be returned on the Tuesday after the last game/event at 6pm at parish hall.**

UNIFORMS ARE NOT TO BE RETURNED TO SCHOOL. Due to the cost of uniforms, it is imperative that players return uniforms by the specified date to avoid a fee and inability to play the next sport.

PHYSICAL EXAMINATIONS

Physical exams are provided at no charge by the school. Physical exams are mandatory for participation in HFS athletics. All sports are included in the physical exams. The date is determined by the availability of the physician and will be conducted on site at HFS. Students may have physical exams conducted by their own physician but do so at their own cost. Athletes who fail to receive physical exams on the date and time provided by HFS may participate only after receiving such at their own cost.

STUDENT SPECIAL DAYS

MASS AND ASSEMBLY

Student behavior should at all times be respectful and courteous. Each student is personally responsible for representing Holy Family in a manner that reflects the school as a whole. Attendance in school Mass, Covenant Mass and assemblies is a requirement of attending Holy Family School. Special uniform or dress requirements for these days will be addressed prior to each event.

RETREAT DAYS

HFS is proud to offer religious retreats at all grade levels. In the lower grades, the retreats are facilitated by our middle school retreat team in conjunction with our religion coordinator. Upper elementary and middle school retreats are most often facilitated by high school student retreat teams from area Catholic high schools. All students, regardless of religious background, are required to participate in grade level retreats.

FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Because the field trip is a privilege, a student can be denied participation if he/she fails to meet academic or behavior requirements. Students will be issued the standard field trip permission form to be filled out by the parent/guardian prior to any field trip. This must be returned to the teacher before any child may leave the school grounds for a field trip.

Fees collected for field trips are not refundable. A student who is unable to attend a field trip on a given day because of illness or disciplinary measures taken will not be allowed to participate in sports practice or games on that day.

Parents who are attending field trips as chaperones are supervising the students. Therefore our school policy states no siblings are allowed on field trips. Appropriate dress is expected of chaperones; walking shorts, Capri pants or jeans are acceptable.

SPIRIT DAYS

THE FIRST FRIDAYS OF EACH MONTH, UNLESS OTHERWISE SPECIFIED, ARE FUN FRIDAYS!

Student dress for these days is primarily theme oriented. These Fun Days are free casual dress days unless specified as a casual dress to raise money for a specific project. These projects will be announced at the beginning of the year and listed on the school yearly calendar. For non-theme casual dress days, jeans, Capri pants, walking shorts or uniform shorts are acceptable. Tennis shoes should be worn. Pants/jeans should be worn at the natural waist. NOT PERMISSABLE AT ANY TIME are strapless or spaghetti strap blouses, dresses or t-shirts, or shirts that expose the midriff. No suggestive or offensive wording or pictures, advertising for alcohol, drugs, tobacco, fire arms or gambling, or political or campaign slogans and affiliations are allowed.

EARLY DISMISSAL DAYS

Throughout the school year, the school schedule incorporates early dismissal days for students in order to allow designated time for staff development. The time is set by WBR Parish School Board and bus transportation is available on most early dismissal days. Other early dismissal days may be announced by the administration.

SECTION 3: STUDENT RECORDS

ATTENDANCE

PARENTS ARE REQUIRED TO NOTIFY SCHOOL OFFICE IF A STUDENT IS TO BE ABSENT OR TARDY.

STATE AND DIOCESAN POLICY

In accordance with state law and with all Diocesan schools, elementary students missing more than 20 days per school year will not be given credit for the year's work. Exceptions can be made in the event of extended personal illness as verified by a physician and/or at the discretion of the principal.

ABSENCES

Students are expected to be on time and present for all school days throughout the year. HFS requests that parents make every effort to schedule doctor and dental appointments, haircuts, vacations and other appointments outside of school hours when possible.

When a student is absent from school, parents are asked to call the school office before 9am. **STUDENTS WHO ARE ILL MUST BE FREE OF FEVER OR ANY SYMPTOMS FOR 48 HOURS!**

A student who has been absent from school must present a doctor's excuse and/or written explanation from his/her parents when returning to school. Cases of frequent absenteeism will be referred to the proper authority. Any student who is absent for any reason may NOT attend or participate in any extracurricular activity, school function or athletic practice or event. IF the absence is on a Friday, this policy extends to activities scheduled for the weekend, unless administration waives this policy.

Parents may request assignments for an illness before 9:00 a.m. Assignments will be available for pickup at after care (Bear Care in cafeteria) after 3pm-6pm. If a student is to be out of school for an extenuating circumstance, the Principal should be notified in writing. If possible, please notify the Principal a week prior to absence so teachers can be notified and arrangements for assignments and makeup work can be made.

In the case of an extended absence, the principal and /or administration and teacher(s) will work with the student and his/her parents to decide on a course of action for completion of work.

If a student misses the day before a test or the day of a pre-assigned test or assignment, the student will be required to take the test when he/she returns provided no new material has been covered.

TARDINESS

Prompt and regular attendance is considered essential for successful class work. All students are to be on campus by 7:40 a.m. Students who enter the campus after 7:40 a.m. are considered tardy and must report to the office accompanied by their parent before going to class. **Consistent tardiness may be subject to disciplinary action.**

EARLY DISMISSAL PROCEDURES

Parents are required to send written notification to school with the student when a scheduled early release is necessary. The student should give the note to their home room teacher to be sent to the office. Any person coming to the school office to check-out a student should be prepared to show identification (driver's license). If no written communication has been sent and the person is not listed as a parent or emergency contact on school records, the parent will be contacted prior to the student being called from class or released.

Parents are to report to the school office, not the classroom, to request early dismissal. Students will be called to the school office to be picked up. If a student must leave before the end of the last class period, it is the student's responsibility to take home the necessary books and to obtain homework assignments online. **Due to end of the day movement and activities, calls for changes to afternoon transportation and parents requesting early dismissal must arrive before 2:00 p.m.**

EMERGENCY INFORMATION

Parents are to inform the administration and classroom teachers concerning students with physical or mental health conditions which require special consideration.

In order to keep emergency information current, parents are to notify the office in writing of any change of physical/ mailing address, e-mail address, or telephone number. If a parent begins a new job or changes jobs, this new information should also be forwarded in writing to the school office.

HFS abides by the provisions of the Buckley Amendment with respect to non-custodial parents. **If a student is the subject of legal restrictions regarding custody or visitation, the school office must have a current copy of the court certified legal documents on file.** Failure to have this documentation on file results in unnecessary and unpleasant confrontations. In the absence of a court order to the contrary, the school will provide both parents with access to the child and to academic records and other school-related information regarding the child.

ACADEMICS

REPORTING SYSTEM

Students are issued a grade report envelope at the end of the first quarter grading period when report cards are sent home. All report cards are sent home in this envelope. Students must return their signed envelopes within a week to the homeroom teacher. If a student fails to return the envelope to school, students are required to purchase a new envelope.

GRADES ONLINE

GRADES

School Files, the school's online grading system, is available to all parents of students in grades 1-8 and is located on HFS website. Parents are provided with a username and password for access to grades online. This access code with directions is sent home to new parents at the beginning of the year.

Grades are a record of the average of all points accumulated during the grading period. Daily work, including but not limited to, class participation, independent study, home assignments, projects, quizzes, and formal tests constitute the student's grade.

PROGRESS REPORTS

At the mid-point of each grading period, progress reports are issued online to students in first through eighth grade. When computer access is not available, a parent may request printed progress reports by contacting the school office.

REPORT CARDS

Regular report cards are issued four times per year. Report cards for the 1st, 2nd, and 3rd quarters are sent home with the students in a grade report envelope which is distributed at the end of the first quarter. A parent signature is required, indicating parents have received the report card. Fourth-quarter report cards are mailed to the student's home address at the end of the school year, provided all financial obligations to the school have been met.

GRADING POLICY

TESTING

Students are expected to take tests on the day scheduled. These dates are posted in 4th-8th classrooms and **students are required daily to record assignments and test dates in their planners** which are provided by the school. Students who are repeatedly absent on test dates may face disciplinary action. In addition, standardized achievement tests are administered to students in April. It is the responsibility of the student to record assignments, projects, and tests.

HOMEWORK

Homework is an important part of the student's educational process. The amount and kind will vary according to subject areas and grade levels. It is important to keep in mind that written work is not the only kind of homework. Study work becomes increasingly important as the child matures. Serious difficulty in meeting homework requirements is an indication that something is wrong. Involvement in extra-curricular activities does not excuse a student's responsibility regarding school work.

GRADING SCALE

While computation of student grades varies based on grade level and subject, the standard grading scale of Holy Family School is as follows:

A = 94 - 100%

B = 86 - 93%

C = 78 - 85%

D = 70 - 77%

F = 69% and below

In lower elementary grades, the following grading may also be used:

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Pk4 and Kindergarten issues separate progress reports throughout the year.

Any request for review of a student's grade must to be submitted in writing by the parent within one week of the posting of the student's grade.

FINAL AVERAGES

In order to determine a final average and successful completion in a given subject, a student must receive a minimum 70% average after averaging all 4 quarters, including exams in middle school. In addition to maintaining a 70% average, students must have passed the 3rd and 4th quarters.

ACADEMIC AWARDS

Each nine weeks, students are recognized for the following accomplishments:

Principal's List = All A's or S's, including conduct and all subject areas

Honor Roll = All A's, B's, and S's, including conduct and all subject areas

At the end of the school year, students will also be recognized for yearly accomplishments in a number of areas. These awards vary and are selected by the administration and teachers based on the criteria established for each award.

End of the year academic awards are determined by grades and conduct in each of the 4 quarters, excluding exams. Therefore, if a student earns a C in any **subject area** or **conduct**, the student is NOT eligible for end of the year awards.

PROMOTION AND RETENTION

The Principal has the right to make the final decision concerning the readiness of a student to move to the next grade level.

In most instances, the question of whether a child should be promoted or retained is quite clear to both parents and school personnel. However, the school administration does have the final decision concerning whether or not a child is adequately prepared to move to the next level of schooling at Holy Family School.

The following are conditions under which a student may be retained:

1. In grades 1-3, the student receives a final grade of F in reading or math
2. In grades 1-3, the student receives a final grade of F in two subjects (Reading, Math, Religion, and Language Arts).
3. In grades 4-8, the student receives a final grade of F in two subjects (Reading, Math, Religion, Language Arts, Science, and Social Studies).

An 8th grader who does not meet the requirements for promotion may NOT return to HFS to repeat 8th grade.

SECTION 4: STUDENT REGULATIONS

HEALTH AND SAFETY

VISITORS ON CAMPUS

All persons arriving on Holy Family School campus for personal or business matters are to report directly to the school office. Visitors will sign a log book, recording purpose and time on campus, and will receive a visitor's badge. Unidentified persons on campus will be expected to check in with the office and show identification.

COMING TO SCHOOL SICK

Parents should consider the health of other students as well as his/her own before deciding to send your child to school if they are ill. West Baton Rouge Parish Health Policy requires a child to be free of symptoms such as fever, vomiting, or diarrhea for **48 hours** prior to returning to school. Some conditions may require doctor's permission to return. Students may NOT participate in school events if absent or sent home sick from school.

COMMUNICABLE DISEASES

Parents are asked to report communicable diseases when diagnosed to the school office and before the child returns to school. Children returning to school after having a communicable disease must have a doctor's certificate of release.

MEDICATIONS

Students are **NEVER** to have medications in their possession unless an Epi pen /asthma inhaler is required by a physician for severe allergies. Paperwork from the doctor must be filed in the school office and the administration must be notified each year before school begins. Prescription as well as over-the-counter medications, eye drops, cough drops, or pain relief medications are not to be kept with students, but with a doctor's note and directions, may be kept in the office.

As a general rule, medication should not be given at school. Possible exceptions to this rule include medications for behavior modification, allergic reactions, and asthma medications. In these cases, parents are to hand deliver medications to the school office. **School personnel will not dispense medications to students**, except when the following regulations have been met:

1. The medication must be clearly labeled with the student's name and in the original container in which it was packaged. Medications are kept locked in the school office.
2. The label should have the name of the medication, the dosage, and the specific time at which it is to be given.
3. A medical consent form from the parent, signed by the prescribing physician, must be on file in the office. Forms are available in the school office. Updated forms are required each school year.
4. No more than a one month supply of medication should be kept at school. The student will be permitted to bring the empty container home.
5. Medications are kept in the school office.
6. Expired medications will not be administered.
7. Parents are encouraged to know potential side-effects and abuse risks for any medications given to their children.

ANTI-TOBACCO POLICY

Act 17 of the Third Extraordinary Session of the 1994 Louisiana Legislature prohibits all persons from smoking, chewing, or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building. Building is defined as any building located on the property of any elementary or secondary school.

Additionally, no person may smoke or carry a lighted cigar, cigarette, pipe, or any other smoking object or device on the grounds of any public or nonpublic elementary or secondary school property, except in an area specifically designated as a smoking area. This includes before, during, and after school activities on the campus of Holy Family School.

The law mandates that each governing authority of a nonpublic school adopt necessary rules and regulations to ensure compliance with this law, including designation of an outside smoking area. There are no designated smoking areas on the school grounds of Holy Family.

DIOCESAN SUBSTANCE ABUSE POLICY

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school-related functions. The use of all chemicals, including alcohol, tobacco and tobacco products, prescription or over-the-counter drugs, illegal drugs (here and after known as “chemicals”) is prohibited. Drug testing may be mandated for suspicion of, possession or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

Holy Family School is a Drug Free Zone. Possession and/or consumption of any controlled substance are grounds for disciplinary action, suspension, expulsion and/or arrest.

ILLEGAL DRUGS

An “illegal” drug is any drug, the possession of which is prohibited by federal, state or local law. If a student is found:

1. to be in possession of or;
2. under the influence of or;
3. having provided or sold;

If an illegal drug is found on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and appropriate action, which may include but is not limited to suspension, expulsion, or arrest, will be taken. This also includes drug paraphernalia, look-alike drugs, and imitation products.

SCHOOL AND PERSONAL PROPERTY

TEXTBOOKS

Textbooks are assigned to the student at the beginning of each school year, or a class set is available in all classrooms. Any child who loses or damages a book in any way will be held responsible. The student will not be issued another book until compensation for lost or damaged book has been made.

Textbooks are to be covered at all times. Students are not to use contact paper or any paper that adheres to the cover of the book.

DELIVERIES TO SCHOOL

Students are not permitted to have, receive, or give personal items at school. Gifts, invitations, flowers, balloons, etc., are not to be delivered to or distributed at school. In addition, students are not permitted to have birthday celebrations at school, or to send cake, ice cream, or party favors unless specified by the Principal.

Students will not be allowed to call home for “forgotten” items, including assignments. Students will not be called from class to get items dropped off in the office for them. The student may check in the office during recess or break time, if they are expecting such items.

LOST AND FOUND

In order to facilitate claims, parents should label all items clearly with the child’s name and class identification. We cannot assure the return of items unless properly marked. Unidentified and unclaimed articles of clothing, books, bags, etc. will be kept for a period of time before being discarded or donated to charity.

STUDENT LOCKERS

Lockers are provided for students in grades 5 through 8. Lockers are the property of Holy Family School and are provided at no cost to the students.

ELECTRONICS AND VALUABLES

Students in PK-4 through 5th grade are **NOT** allowed to have cell phones or any other electronic devices at school. Students in grades 6-8 are allowed to bring cell phones to school but they must remain turned **off** throughout the day. Phones must be turned off when they arrive on campus and must stay in their book bags throughout the day. The administration will direct the placement of these phones in order to comply with school/diocesan policy. **Failure to comply with these requirements will result in confiscation of the phone and loss of privileges and/or disciplinary actions.**

Phones or any electronic devices are not to be brought or used at any school sponsored events, awards ceremonies, athletic events, dances. They will be confiscated by supervising adults and disciplinary actions will occur as determined by the administration.

Students are not to have in their possession items of value including jewelry, cash, credit cards, etc. While we are a Catholic school, items can be misplaced, lost, or stolen.

The school is not responsible for missing or stolen items in violation of school policy.

EMERGENCY PROCEDURES

Some emergencies require immediate evacuation of the total school population from the school site. Others call for a change of location while remaining on campus. Some situations may require early dismissal.

In order to keep emergency information current, parents are to notify the office in writing of any change of physical/ mailing address, e-mail address, or telephone number. If a parent begins a new job or changes jobs, this new information should also be forwarded in writing to the school office.

EMERGENCY DISMISSAL

At the beginning of each school year, parents are asked to complete an emergency form in the event of emergency dismissals because of weather conditions, crisis, hazardous conditions, etc. The information on these forms will be used in the case of emergency dismissals.

CHEMICAL SPILLS

In the event of a chemical spill in the area of Holy Family School, the decision to evacuate or proceed with shelter-in-place procedures will be made by the appropriate authorities/WBR Office of Emergency Preparedness or police.

CRISIS MANAGEMENT

A Crisis Management Plan is in place to address various crisis situations. Students and staff are instructed in emergency procedures throughout the year and practice emergency drills as needed. **Parents should turn on either the radio or television for up-to-date information and instructions. Parents are not to try to pick up children or phone the school during crisis procedures.**

If the decision to evacuate is made, students will be taken to a place of safety and will be fully supervised. If the problem is temporary in nature, students will be returned to class once the all-clear signal has been given. If students are unable to return to school campus, parents will be notified through the news media or emergency broadcast, if available. **Parents are not permitted to remove students during transfer and evacuation procedures. Authorities will alert parents through school personnel when and where students may be picked up when it is safe to do so.**

TRANSPORTATION

SCHOOL BUS REGULATIONS

Students are expected to become familiar with and abide by school bus regulations. Students who fail to meet behavior criteria while on busses will be subject to **disciplinary action, including but not limited to, temporary or permanent suspension of bus transportation.**

Weapons, drugs, alcohol, glass objects, pets, obscene materials, or electronics are not allowed on the bus. Objects too large to be held in the student's lap or placed under the seat may not be brought on the bus. Balls and/or toys permitted by the classroom teachers or necessary for after school activities must be kept in the student's school bag or in a ball bag.

The student is expected to:

1. Cooperate with the driver and listen to the driver's instructions when loading and unloading
2. Be on time and cross the road cautiously when waiting for or leaving the bus
3. Refrain from standing when the bus is moving
4. Refrain from putting hands, head, or other objects out of windows or doors
5. Refrain from eating or drinking on the bus
6. Refrain from damaging the bus in any way
7. Use the emergency exit only for emergencies.

MORNING ARRIVAL

Carpool and bus transportation should arrive at school no earlier than **7:15 a.m.**, and **no later than 7:40 a.m.** Students are not allowed to be unattended on the school grounds before 7:15 a.m. **All students should be on campus by 7:40 a.m., and are considered tardy after morning assembly.**

Parents who drive their students to school in the **morning** are to drop off students **only** at the N. **Jefferson Avenue gate** next to the church. **Pre-K students will be dropped off in the front of their building on Kentucky Avenue.** No student is to be dropped off at the bus site by the cafeteria or at the Kentucky Avenue entrance, unless there is no bus service in WBR and parents have been directed to do so. **Band students will be dropped off on 6th St. in front of the Music Building.** Students who walk or ride bicycles to school are to use sidewalks and obey all crossing guard instructions when entering campus. Bicycles must be locked and kept in the bike rack during the school day. **Pre-K will load/unload at Kentucky Avenue.**

Parents/families picking up students in carpool line MUST have a sign posted in the front windshield of the car. The sign should have the name(s) of the student(s) printed clearly in black lettering, large enough for carpool duty teachers to read. The sign must remain in the car window the entire school year.

DISMISSAL

Parents of **Pre-K students** (and older siblings) will pick up on **Kentucky Avenue** in front of their buildings.

K - 8th grade **carpool** students will be picked up on **Jefferson Avenue** except on rainy days. No parent is allowed to pick up students from the school buildings or yard. Students will not be loaded in any other area except the carpool line.

Children are not to be told to meet vehicles or drivers in places other than the assigned area. This presents a safety hazard for our students, parents, and faculty.

Duty teachers will supervise bus dismissals; students will only board their assigned buses, unless written permission, signed by the Principal/Administration or Staff, has been given to student/duty teacher. Students waiting for buses will remain seated quietly until the bus arrives. Those dismissed to carpool line on Jefferson will sit quietly as directed by the duty teachers.

When involved in school business between 2:00 and 3:00 p.m., parents are asked to park in the parking lots located at the Parish Hall and cross only at the crossing guard.

RAINY DAY ARRIVAL AND DISMISSAL

On rainy days, vehicles will **enter the campus from Kentucky Avenue**, by the deck and drop off **elementary** students in **front of the main building**. Kindergarten students will be taken to their classrooms by the duty teacher; grades 1-3 will sit outside their classroom doors monitored by a duty teacher until teachers take them into their classrooms. Parents of **Pre-K4 students** will drive in and pull up **near the elementary building** where a Pre-K4 staff member will unload those children and take them to their classrooms. Parents will follow the flow of traffic to the nearest exit by church, to Kentucky Ave.

4th - 8th grade students are to be dropped off in **front of the covered walkway at the Middle School building**. 4th graders will report to their classrooms with their teachers; 5th -7th graders will report to the cafeteria in assigned

seating areas until teachers take them to their classrooms. 8th grade students and teachers will report to the library until dismissed to their homerooms.

Elementary parents will exit by the church onto Kentucky and onto Jefferson Avenue. Middle school students will follow the driveway near the playground and onto Florida Ave, being careful of buses coming to unload.

For dismissal, same instructions apply. Be sure to have name cards in front of car so duty teachers can radio to the office for child to be ready to load immediately. Carpool will be dismissed a few minutes early on rainy days for safety and convenience.

Bus students follow the covered walkways to the cafeteria where duty teacher will release students to the bus area on Florida Street.

Students who are in after care will remain with teachers in classrooms until bus and carpool students have been dismissed.

Rainy day carpool is very challenging and it is necessary for drivers to remain patient and consider the safety of ALL the children. The duty staff and administrative staff will work as quickly and safely as possible to unload and load on those days. Cooperation and following instructions makes the arrival and dismissal run smoothly for everyone.

HOLY FAMILY SCHOOL UNIFORM CODE

Enforcement of uniform policies falls under the control of the school faculty and administration. Supervision of the various degrees of compliance will be left to the discretion of the administration. Articles in contrast to religious ideals will not be allowed, nor will items that are distracting. Uniforms are to fit properly and be in proper condition and not torn, faded, cut, or damaged. Repeated violations will result in parents/guardians being called to bring appropriate items to school. All shirts, pants, shorts, skirts, and jumpers must be purchased from specified vendors only. The vendors are as follows: School Time, Inka’s S’coolware, Young Fashions and Addis Athletics and Apparel.

Pre-K4

- | | |
|-------|--|
| Girls | Pre-K t-shirt, white oxford or banded uniform shirt with school logo
Navy blue shorts or pants, or uniform shorts, can wear jumper or smock dress
School- approved socks and shoes ((Velcro tennis shoes or closed toe shoes, no lights or wheels on tennis shoes) |
| Boys | Light blue school uniform shirt or Pre-K t-shirt
Navy uniform shorts or pants, or navy elastic band shorts; no belt required. School- approved socks and shoes (Velcro tennis shoes or closed toe shoes with Velcro, no lights or wheeled tennis shoes) |

REGULAR UNIFORM FOR GRADES K-3

GIRLS	BOYS
White banded knit collared shirt with school logo	Light blue knit uniform shirt with school logo
Navy plaid jumper or navy plaid walking shorts	Solid navy shorts to knee or solid navy pants worn at waist
Navy or plaid shorts under jumper	Black, brown, or navy belts worn at all times (1-3)
White ankle socks	White ankle socks
Tennis shoes (K Velcro) preferably white, black, navy or combination of above with matching black or white laces(no lighted or wheeled tennis shoes)	Tennis shoes (K Velcro) with no lights or wheels White, black or navy tennis shoes or combination of above with matching black or white laces
Solid navy sweaters, sweatshirts and/or with HF logo or student initials	Solid navy sweatshirts and/or with HF logo or student initials

REGULAR UNIFORM GRADES 4-8

GIRLS	BOYS
White banded knit collared shirt with school logo or white oxford blouse with logo (short or long sleeved)	Light blue knit shirt with HF logo (short or long sleeved)
Navy plaid skirt or walking shorts (hem to knee)	Solid navy uniform pants worn at waist or solid navy uniform shorts (pants/shorts must be to knee)
Turtleneck shirts may be worn under long sleeved oxford shirts during winter	Brown, black or navy belt worn at all times
White or navy stockings or tights may be worn with skirt during winter Sperry's or tennis shoes (white, black, navy or combination with white, black laces White ankle socks (must show)	Leather brown, black, shoes or Sperry's/tennis shoes (solid white, black navy or combination with white, black laces White ankle socks (must show)
Solid navy sweaters or sweatshirts with HF logo or student initials for winter; solid navy lightweight jackets with no logo; solid navy polar fleece with HF logo (hoods on sweatshirts may NOT be worn in classrooms; Heavy coats on exceptionally cold days for OUTSIDE USE ONLY (No camouflage, denim, flannel, team jackets, or trench coats	Solid navy sweatshirts with HF logo or student initials for winter; solid navy lightweight jackets with no logo; solid navy polar fleece with HF logo (hoods on sweatshirts may NOT be worn in classrooms Heavy coats on exceptionally cold days for OUTSIDE USE ONLY (No camouflage, denim, flannel, team jackets, or trench coats

REGULAR UNIFORM CODE:

- Shirts are to be tucked in at all times. The belt and or waistband should be visible.
- Pants, skirts and shorts must be worn at the natural waist.
- The hemline of the skirt, jumper and walking shorts must reach the top of the knee in the front and the back.
- Shorts for boys should reach top of the knee but not longer than the knee.
- Girls may wear stockings or white or navy tights on very cold days during the winter.
- Clothes should be neat and fit correctly, not excessively faded or discolored.
- Tennis shoes should be laced at all times to prevent accidents.

ACCESSORIES:

- Solid turtleneck shirts may be worn under **long sleeved uniform shirt** during the winter.
- T shirts worn under uniform shirt must be solid white, free of any pictures, writing, or prints. The sleeves and hem of a t-shirt must be covered by the uniform shirt. (Sleeves or hem must not be visible or hang below the banded shirt)
- Coats worn outside school buildings on school grounds may be any color but may not be denim, camouflage or flannel.
- Sweatshirts must be solid navy or school sweatshirts with logo.
- Hoods on HF sweatshirts, jackets, or coats may not be worn in classrooms.
- Jewelry should be simple gold or silver and or religious medallions or jewelry for girls and boys.
- Girls may wear stud earrings (one in each ear lobe); no dangling earrings for safety.
- Navy, white or school plaid bows, headbands; brown, black or tortoise shell clips and hair bands are acceptable. Barrettes or scrunchies may be worn.
- White or navy stockings or tights may be worn under girls' skirts or jumpers during the winter.

DRESS UNIFORM :

K-3 Girls: Uniform shirt with uniform jumper
Boys: Uniform shirt with uniform pants

4-8 Uniform shirt with uniform skirt
Uniform shirt with uniform pants

Note: At the beginning of the school year, depending on extreme heat and humidity, adjustments may be made by the Principal regarding dress uniform for Mass days.

CASUAL DAYS, FUN FRIDAYS

If casual days (out of regular uniform) are offered, students are excused from wearing regular uniforms and usually dress according to an announced theme.

Students may wear jeans, Capri pants, uniform shorts and appropriate tops, (no strapless, spaghetti straps, low cut tight shirt, or shirts with inappropriate words, pictures, advertising for alcohol, drugs, tobacco, gambling, fire arms, political or campaign slogans).

All regulations for uniform code and accessories are to be followed on casual days.

GROOMING AND UNIFORM CODE

Holy Family students are expected to follow the uniform and grooming code each day and when attending all school activities and events. It is the responsibility of parents to ensure that clothing and grooming meet school guidelines each day. Students repeatedly found in violation of uniform and grooming code may be subject to disciplinary action.

GENERAL GROOMING

- Girls should keep hair clean and cut neatly and hair should not cover face or eyes (no distracting or excessive hairstyles or hair colors. Hair must be a natural conservative color.
- Boys' hair should be kept clean cut short and neat; hair should be above eyebrows, ears and collar of shirt
- Hair should not be dyed or bleached and hairstyles should not be excessive (including Mohawks)
- Boys must be clean shaven; sideburns should be no longer than mid-ear
- Daily personal hygiene required.

UNACCEPTABLE GROOMING/UNIFORM:

- Boy's hair with shaving/carving into hair or hairline; length longer than allowable, dyed, highlighted, bleached
- Middle School boys wearing any type of facial hair
- Body piercings or tattoos
- Makeup
- Hats, boots, sandals, crocs, flip flops, slippers
- Athletic shorts, gym shorts, nylon shorts on casual days
- Professional or college team jackets
- Camouflage jackets or coats, trench coats, flannel, denim

These guidelines have covered anticipated uniform/grooming expectations and violations. However, the Principal reserves the right to amend grooming/uniform guidelines, if necessary. In addition, the Principal has the discretion to issue disciplinary consequences to students who have not followed appropriate grooming codes, even if not specifically addressed in handbook.

SECTION 5: STUDENT DISCIPLINE

Statement of Beliefs

The discipline policies of Holy Family School are based on our Catholic values and our code of acceptable Christian behavior. HFS staff believes in promoting self discipline, respect for self, others and for authority, and providing an environment conducive to learning. Discipline is an important responsibility of adult guidance and not a form of punishment. Students at HFS are expected to be respectful, courteous, responsible, charitable, and good stewards, using their God-given gifts to the best of their ability. One of the most important tasks of teachers and parents is to enable students to become familiar with, commit to, and abide by reasonable limits of behavior.

Directions given by any staff member including office personnel, cafeteria workers, custodial workers, yard supervisors, etc., must be followed with courtesy. Parent volunteers and bus drivers are due the same courtesy and obedience.

At no time should any student prevent or disturb the learning experience of another student.

Diocesan Policy

Parents are to be aware of the following policies on discipline found in the Administrative Manual of the Diocesan School Office:

“As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (RS 17:146). It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity.”

DISCIPLINARY ACTIONS

Consequences for infractions to school and classroom rules are determined by both the classroom teacher and the administration, depending upon the severity and frequency of behaviors. The administration may recommend or require **interventions such as behavior management activities, psychological and/ or academic evaluation, and/or counseling**. In order to meet the wide range of needs of students in a Pre-K4 - 8 school setting, consequences and interventions may differ at the early childhood, elementary, upper elementary and middle school levels.

Consistent infraction of rules and regulations will result in disciplinary action. The following are the methods of discipline and corrective actions taken by the school:

1. **EXPULSION:** Student is permanently dismissed from school. This is a last resort to protect students, staff, and school property, and to ensure an orderly and effective environment. A student is recommended for expulsion after three suspensions. For very serious offenses, a student may be expelled after a single violation. Dismissal would only be done after consultation with the Pastor and administrative staff
2. **DISCIPLINARY PROBATION:** This offers a student the opportunity to improve his/her behavior before expulsion. Student conduct will be monitored closely during this period .
3. **SUSPENSION:** Student may be suspended from school for 1-3 days depending on severity of action. Student will not participate in extracurricular activities or school related events during the suspension. The student is marked absent, and is responsible for makeup work and tests upon return. **Conduct grades will be lowered by one letter grade per suspension at the end of the quarter.**
4. **DETENTION:** Student attends detention with an administrator from 3:00-4:00p.m. on a specified day of the week. During this time students will be given academic or physical assignments. Parents are notified in advance by student delivered letter, which is to be signed and returned. Parents are responsible for picking up the student or student will be sent to after care at parent's expense.
5. Student can face a variety of other consequences that include but are not limited to Guidance, Referral, Evaluation, Conference, Counseling, Probation, Loss of privileges, and/or School service.

DISCIPLINARY OFFENSES

Since it is impossible to cover all incidents, the school reserves the right to set actions for non-listed offenses as they occur. The following are the most common offenses:

- Tardiness
- Uniform Violations
- Disruption
- Disobedience
- Disrespect
- Defiance
- Irresponsibility
- Dishonesty
- Inappropriate behavior or language
- Harassment (verbal and/or online through social media)

In addition to the seriousness of repeated violations, there are those violations that, by their very nature, result in **immediate disciplinary action**. These are in most cases considered harmful to the individual or to other member of the school community. Examples of this type of behavior include but are not limited to:

- Forgery
- Theft
- Cheating
- Fighting
- Possession of weapons, dangerous instruments, or illegal substances
- Possession of restricted substances (tobacco, alcohol, electronics)
- Obscenity

- Vulgarity in speech, behavior, or written language
- Defacement or vandalism of school property
- Threats of Violence

Other inappropriate behavior or conduct unbecoming a student in a Catholic school will be grounds for disciplinary action. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. **Any serious disciplinary action results in student being ineligible for any school related activity, school sponsored event or awards**

Student Conduct in Early Childhood and Elementary Grades

Teachers in grades PK through 3 will use individual classroom management plans. In the early childhood classes, the **focus is on the positive, not negative** behavior. Teachers focus on positive behavior modification rather than negative behavior. Conduct grades in the elementary are determined by the classroom teacher using criteria established at each grade level. While students at this level are rarely assigned to detention, other disciplinary actions will be used. Recommendation or requirement of counseling or evaluation may be issued. Depending on the severity of the offense, Principal or administration reserves the right to call parents to pick up the child from school. Parent conferences will be called to set up a behavior plan to help change the child's behavior. When the severity or frequency of infractions is deemed sufficient, suspension or expulsion can occur, even at this grade level.

Student Conduct in Grades 4-5

Teachers will use individual classroom management plans. Students at the Upper Elementary division are expected to be more responsible and are being challenged to make good decisions. Teachers at this level focus on respect for self, peers and authority; courteous behavior; good manners; thinking of others; Christian values, and integrity. Conduct grades, based on the 100 point grading system, are determined by weekly assessments of any offenses that may occur during each quarter.

Student Conduct in Grades 5 through 8

In 5th through 8th grades, the quarterly report card grade in conduct is determined through the use of a weekly assessment, which reflects a child's ability to follow classroom and campus rules for one week. Students begin each week with 100 points. For each rule broken, points are subtracted from the weekly total. These conduct reports are then sent home for parental information on the child's behavior that week. The report must be signed by a parent and returned to the homeroom teacher within two days. At the end of each quarter, the nine weekly grades are averaged together into one overall conduct grade that is reported on the individual report card. When necessary, minor or major referrals can be issued for infractions on the weekly report.

Below are a list of disciplinary offenses and the consequences for each. The severity or frequency of infractions will determine the action(s) taken for each offense. Disciplinary action will be determined by the Principal and Administrative staff.

Conduct Mark	Detention	Suspension	Expulsion
Tardiness	Disrespect	Multiple detentions	Multiple suspensions
Disruption	Defiance	Fighting	Vandalism
Disobedience	Forgery	Theft	Possession of weapons
Unprepared	Harassment	Obscenity	Possession of illegal substances
Irresponsibility	Vulgarity	Damage to property	
Dishonesty	Possession of Banned Item*	Threats of Violence	
Uniform infraction	Excessive tardiness	Technology Violation	
Inappropriate Behavior	Inappropriate language	Possession of restricted items/substances	

*See policy regarding possession of electronic devices.

Possession of Weapons

It is a crime for any student or non-student to carry a firearm, concealed weapon, or dangerous instrument on campus, on a school bus, at school sponsored functions, or in other designated zones. Violation of this policy can result in notification of law enforcement officials and legal action.

Search and Seizure

School officials reserve the right to inspect any and all lockers at any time. School administrator may search pupils or their lockers or belongings, including but not limited to handbags, brief-cases, and book bags, if:

1. The administrator has reasonable belief that contraband, illegal substances/objects, or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.
2. The search of a person is conducted with a minimum of embarrassment to the student(s) in the privacy of the administrator's office.

Harassment

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Baton Rouge are to be treated with dignity and respect. Harassment of any form is prohibited.

1. Sexual Harassment: Defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Verbal Harassment: Defined as derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
3. Physical Harassment: Defined as unwarranted physical touching, contact, assault, gestures, deliberately impeding or blocking movements, or any intimidating interference with normal school work or movements.
4. Written or Electronic Communication Harassment: Defined as communication of any threat or act of sexual, verbal, and/or physical harassment via hand written or electronically communicated language, symbols, or messages.

Consequences for harassment include detention, suspension or dismissal, depending on severity and frequency of offense.

Bullying

Bullying is a form of harassment. It is defined as the act of intimidating a person to make them do something. Typically, it refers to teasing in a mean way: "ganging up" on others; keeping certain people out of a group; spreading rumors or gossip, shoving, and other acts that hurt physically. Cyberbullying is the latest form of bullying which occurs away from school.

Any reported incident of harassment or bullying will be investigated and disciplinary action will be taken. Consequences for these offenses may include, but are not limited to detention, suspension, probation, or expulsion.

Off Campus Conduct

The rules and guidelines of Holy Family School are to be followed when traveling to and from school, at school sponsored events, and while enrolled as a student of HFS. Each student is required to conduct himself/herself in a manner consistent with his/her status as a member of a Catholic school community as set forth in this Student and Parent Handbook. Students who violate civil or criminal law involving moral turpitude or other conduct that, in the opinion of the school administration, would reflect or cause discredit to the reputation of the school are subject to corrective action, including but not limited to, detention, suspension, or dismissal.

Activities prohibited by this regulation include but are not limited to the following:

- Attending, sponsoring, or participating in activities where alcoholic beverages or drugs are illegally sold, purchased, possessed, or consumed
- Committing or attempting to commit acts of vandalism against personal or school property
- Harassment or defamation of other students, staff, faculty, or administration. (including social media/electronic communication)

Threats of Violence

In the interest of keeping persons and property safe and secure from harm, verbal, written, and/or electronic threats of violence toward the person or property of others will be grounds for immediate administrative action. This includes suspension, psychological evaluation, expulsion, or any combination thereof. **When threats of violence occur off campus, the jurisdiction of the school is expanded to include such incidents when it involves HFS students and results in official police involvement or intervention to include formal calls, complaints, or charges.**

Even though statements or acts are made in anger or in a joking manner, and usually prove to be without intent, we must take aggressive action to protect all individuals involved. Safety for our students and our school is of utmost

importance and our highest priority. **Parents are urged to caution their children against making statements or committing acts of a threatening nature.**

Students found responsible for threats of violence may be removed from campus until a professional mental health evaluation determines the student is not a threat to himself/herself or to others. Consultation between the school and professional evaluation personnel, and proper documentation of compliance are required prior to the student's readmission to HFS. Parental and student compliance with conditions for continuing treatment set forth by the evaluation are required.

Academic Dishonesty

Cheating and plagiarism are forbidden. A student's work and grades are to be their own. **Any student found in violation of classroom or school policies for student work will receive a failing grade on the assignment, test, project, etc.** Students found to provide such are subject to the same penalties. Disciplinary action will take place as well.

Possession of Electronic Devices

Possession of or use of any electronic device including cellular phones, listening devices, cameras, computers, and gaming devices during school hours is strictly prohibited. Violation of this policy will result in confiscation of said item and **detention**. Parents may retrieve confiscated item one week after violation occurs for the first offense. **If phone is confiscated the second time, the student will not be able to have a phone at school for the rest of the school year.** Any other electronic device which is confiscated for the second time will result in **suspension**. **Electronic devices are not to be brought to school sponsored events or used during said event (athletic events, award ceremonies, dances, field trips.)**

SECTION 6: ACCEPTABLE USE POLICIES PROMOTIONAL PUBLICATION POLICY

Throughout the school year, photographs and video images are taken at school events. These photographs are used in print and electronic media publications for our school and community. Articles, photographs, and student work may be submitted to promote school events and special accomplishments. No payment is attached to such usage.

The media sources used by Holy Family School include, but are not limited to, *The Westside Journal*, *The Catholic Commentator*, Holy Family church parish bulletin and web pages, and other local news agencies.

By signing the School Handbook Acceptance form, you grant permission for images, photographs, work, etc. to be used in the above referenced manner. If you choose not to grant permission, please advise your child and send written notification. Written objections from parents and/or students to the use of photographs and images must be received in the administrative office, by September 1 of the current school year, or within one week from receipt of the Student Handbook.

STUDENT ACCEPTABLE USE POLICY

Use of technology and electronics on campus is under the supervision and direction of the faculty and administration of HFS. Violations of this document endanger not only the student, but also the school. Students found in violation are subject to disciplinary action including **suspension, expulsion, and/or legal action as deemed necessary by the Principal.**

The following is a list of procedures to be followed for Internet access and use. **The administration retains the right to amend these rules at any time.**

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use on the Internet. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain. Do not make copies of any copyrighted materials, programs, or software.
3. Threatening, profane, or abusive messages or pictures are forbidden.
4. No activities are allowed which may damage or interrupt equipment usage or any networking system.

5. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet, is forbidden.
6. No user is permitted to upload or create a computer virus on the Internet or any networking system.
7. The network is provided for students to conduct research, complete assignments, and communicate with others in approved situations. **Access is a PRIVILEGE, not a right and entails responsibility.**
8. Invading the privacy of another user, or using their account, is forbidden.
9. Posting personal messages without the author's consent is forbidden. This includes personal websites, Facebook, Twitter and other social media.
10. Sending or posting anonymous messages is forbidden. This includes personal websites, Facebook, Twitter, other social media.
11. Perusing, accessing, or viewing obscene or pornographic material or using profanity in messages is expressly forbidden.
12. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically, any profane or obscene language or pictures.
13. Use or posting of information related to the school, its staff, or students, use of images of the school in any part, the school logo, initials, or seal in any form on the Internet or in any form of electronic communication without the specific written permission of the principal or his/her designee is prohibited. The posting of such information on any website, bulletin board, chat room, e-mail, or other message system without permission, or the posting or transmission of images or information in any format related to the school, its staff, or students, that is defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
14. The posting of any images of the school, pictures, harassing comments, threatening statements towards other students or teachers will result in suspension and/or dismissal.
15. Students who violate this policy will face disciplinary action to include suspension and expulsion.

Effective August 15, 2010, cyber bullying will be considered a crime in state of Louisiana. Gov. Bobby Jindal signed HB 1259, which creates the crime of cyber bullying, defines what it is, and provides penalties for violations of this law. Under the new law, cyber bullying is defined as, "the transmission of any electronic textual, visual, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of 18". HB 1259 considers electronic textual, visual, or oral communication as any communication made through the use of an online service, the Internet, or any other electronic means of communicating including local bulletin board services, social networking sites, chat rooms, e-mail, or online messaging services. The penalty for violating this law is a fine of not more than \$500, imprisonment for not more than 6 months, or both. If the offender is under the age of 17, the disposition of the matter shall be governed exclusively by the Families in Need of Services provisions of the Children's Code.



**ACCEPTABLE POLICIES AGREEMENT
2011 – 12**

I, the parent/guardian of the students named below, have read the newly revised Student and Parent Handbook, including the *Promotional Publication Policy* and *Telecommunications Acceptable Use Policy*. I have explained and discussed the handbook policies, and am assured that my child/children understand it. I also indemnify and hold harmless the Diocese of Baton Rouge and Holy Family School from any claim or loss resulting from any infraction of the policy or any applicable law by the student.

Parent/Guardian Signature

Date

PLEASE PRINT Parent/Guardian Name

I have read/discussed the newly revised Student and Parent Handbook, and agree to comply with the policies and regulations of Holy Family School.

Student Signature

Grade

A signed copy of this form must be completed and returned for each HFS student.

**PLEASE SIGN AND RETURN FORM BY
FRIDAY, AUGUST 19, 2011**

