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WELCOME

On behalf of Father Jos Karikattil, Mr. Charles Suarez, the faculty, and staff of Holy Family School, welcome to the 2011-2012 school year. This is Holy Family School's 52nd year of operation. Our faculty and staff are prepared for another great year. As parents, you are the primary educators of your children. Our goal is to work together to help each student learn, grow and develop to his or her full potential. Our school's faculty and staff are dedicated to this goal.

This handbook contains our school philosophy, policies, and regulations. All of us need to work together to assure that our school accomplishes its goals in all areas. Parents and students should take time to become familiar with the contents of the handbook. The signature sheet at the back of this handbook **MUST** be signed by both parents/guardians and students and returned no later than Friday, September 2, 2011. Please keep this handbook in a safe place where you can refer to it when needed.

This handbook is for informational purposes only. It is not intended to represent the full and complete policy of the school. All rules, regulations, requirements, etc., of both the State of California and the Diocese of Sacramento also apply, although not necessarily listed herein. Also, the school reserves the right to change, alter, delete, add to, or otherwise amend this handbook without notice. All inquiries regarding information in this handbook should be directed to the principal who has the sole responsibility for the content thereof.

HOLY FAMILY CATHOLIC SCHOOL

Address: Holy Family Catholic School
7817 Old Auburn Road, Citrus Heights, CA 95610

Phone: School Office - (916) 722-7788; Fax - (916) 722-5297

Website: www.holyfamilyca.org

Staff: Principal - Mr. Charles Suarez
Office Staff - Ms. Christina Price, Mrs. Nancy Sweeney
Bookkeeper - Mrs. Lori Bardini

MISSION STATEMENT

The Mission of Holy Family School is to nurture Christ-Like behavior in one another.

HOLY FAMILY SCHOOL PHILOSOPHY

Holy Family Catholic School is an educational ministry of Holy Family Parish. We endeavor to nurture Christ-like behavior in one another. We are committed to the spiritual, intellectual, physical, artistic and social development of each child. We recognize that each parent is the child's primary educator. We, the faculty and staff, are the conduit through which this goal is attained. We are committed to instilling in each child the desire for lifelong learning and the knowledge that each is a unique and valued creation of God.

HOLY FAMILY PARISH

Address: Holy Family Parish
7817 Old Auburn Road, Citrus Heights, CA 95610

Phone: Parish Office - (916) 723-2494; Fax (916) 722-0199

E-Mail: holyfamilychurch@surewest.net

Staff: Pastor - Father Jos Karikattil
Senior Priest - Father Polycarpo (Pol) R. Gumapo
Deacon Mark Holt
Youth & Young Adult Ministry - Mrs. Jennifer Yearwood
holyfamilycatholicym@gmail.com, Phone (916) 721-8329
Faith Formation - Bonnie Johnson and Lupita Wandry

PARISH MISSION STATEMENT

We the community of Holy Family Parish, all members of the Body of Christ, strive to be a voice of truth and clarity in our faith. We worship God and celebrate the gift of Jesus Christ in Word and Sacrament. Unified by the Holy Spirit, we commit to the on-going conversion to Christ in ourselves and in our parish. We are committed to extending Christ's unconditional love to all, especially the neglected, the oppressed, the aged and the wounded of heart. We welcome all to share in the richness of our Catholic Heritage.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

CSAC is organized and functions under the Canons of the Roman Catholic Church and the policies and procedures of the Diocesan School Board and the Catholic School Department of the Roman Catholic Diocese of Sacramento for religious, educational, and charitable purposes.

CSAC shall be responsible to the pastor and by delegation to the principal for the following: achieving the Diocesan and parish goals for Catholic education, review and acceptance of the budget, determining sources of funding, and reporting on the status of the Catholic school education in the parish. A function of CSAC is to formulate and recommend policy that will guide the administration in fulfilling the school's mission, philosophy and Student Learning Expectations (SLE) and to be part of the evaluation of the effectiveness of the mission, philosophy, and SLE's.

CSAC shall follow the guidelines of the School Advisory Commission Manual provided by the Diocese of Sacramento. Members of CSAC shall function as an additional path of communication to and from the administration from the parent and parish community at large. The responsibilities of CSAC do not include personnel, curriculum, supervision, grievances, and censorship. There will be no more than nine and no fewer than five persons as the voting members of CSAC. All members are appointed by the pastor.

2011-2012 SCHOOL ADVISORY COMMISSION MEMBERS

President - Tiffany Huck, Susan Boe, Eric Lendewig, Julie Miller, Rebecca Morin, Cynthia Piegaro and Dan Sheahon. Ex officio members Charles Suarez and Fr. Jos Karikattil.

PARENT CLUB

The Holy Family School Parent Club is organized to assist the pastor and the principal in every way possible to provide for the needs of the students and classrooms. All parents are members of the Parent Club who give yearly:

- To promote active involvement in their children's education
- To build community
- To raise funds

Funds raised by the Parent Club are used to sponsor spiritual, educational, and cultural activities for students, parents, and faculty; for equipment, materials and books; and for other supplies which are in the school budget and which will aid the educational work of the school.

Parents build community as they work together on fundraising and earn their service hours. While working for the general good, friendships and school pride result.

We are very proud of the parents' participation. This support helps our school to be affordable and enjoyable for all and truly creates community.

2010-2011 PARENT CLUB OFFICERS

President - Vina Busch, Hospitality - Morena Tumiaty, Room Parent Coordinator - Martha Espinoza, Website Manager - Maru Cosper, Scrip - Denise Ehnen. Ex officio members Charles Suarez and Fr. Jos Karikattil.

(For a complete list of chairpersons, please contact Mrs. Busch or the school office).

STUDENT LEARNING EXPECTATIONS

HOLY FAMILY CATHOLIC SCHOOL GRADUATES STRIVE TO BE:

A) Active Catholic Christians Who:

- 1) Love God, others and self
- 2) Know the teachings of the Catholic Church
- 3) Prepare and participate in Masses, Prayer Services and Sacraments

B) Life Long Learners Who:

- 1) Appreciate and understand the importance of education
- 2) Use problem solving skills
- 3) Speak and write effectively

C) Responsible and Respectful Citizens Who:

- 1) Nurture Christ-like behavior in one another
- 2) Make moral choices
- 3) Take responsibility for their actions

D) Self-Aware Individuals Who:

- 1) Make healthy choices
- 2) Appreciate the arts
- 3) Recognize and share God given talents

Revised: 6-7-11

REGULATIONS FOR HOLY FAMILY SCHOOL ADMISSIONS

Students are admitted to Holy Family School, when space is available, in the following order:

1. Siblings of currently enrolled students
2. Students of Holy Family Preschool
3. Registered Catholics of Holy Family Parish
4. Registered Catholics from other parishes
5. Non-registered Catholics or non-Catholics

A child may usually be admitted into kindergarten that is five years of age on or before September 1 of the current school year. First graders should have completed kindergarten and should be six years old by September 1.

Transfer students are admitted on a probationary basis. For students having difficulties adjusting, a conference among the parents, teachers(s) and principal will be scheduled. At the pastor and principal's discretion, a student may be required to transfer out of Holy Family School.

STATEMENT OF NON-DISCRIMINATION

Holy Family School admits students of any race, color, and national or ethnic origin. Holy Family School does not discriminate on the basis of gender in its admission policies and employment practices.

BAPTISMAL AND BIRTH CERTIFICATES

Proof of date, place of birth, and baptism (Catholic students) is required for all new students. Please submit certificates to the school office.

NON-CUSTODIAL PARENT

Rights of non-custodial parents: "In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records, and other school related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order." (As per Diocesan policy.)

ATTENDANCE AT SUNDAY LITURGY

The Sunday Eucharist is at the heart and center of our Christian faith. A Catholic education, therefore, presupposes that the Catholic parents of the child attend Mass regularly and receive the Sacraments. Where this is not the practice, the essential purpose of a Catholic education is frustrated and the very reason for maintaining our parochial schools is gravely compromised. A sign of contradiction is surely present and the faith that is taught in the parish school is weakened. The absence of Catholic parents from the Sunday Liturgy without just cause must, therefore, be seen as an issue of serious concern and certainly be weighted when re-admission to the school is under consideration. For this reason the Priest or Administrator of Holy Family School will be very happy to discuss with the Catholic parents any peculiar circumstances that may be interfering with their Sunday Mass attendance.

HOLY FAMILY CHURCH CELEBRATES MASS AT THE FOLLOWING TIMES:

Mass Times: Daily Mass (Mon-Sat)	8:30AM
Saturday Vigil	4:30PM
Sunday	6:30PM (en Español)
Holy Days	7:30AM, 9:00AM, 12:30PM and 6:00PM (in English)
	10:30AM (en Español)
	8:30AM, 6:00PM (in English)
	7:30PM (en Español)

SCHOOL LITURGIES

Every first Friday all students (grades K-8) and staff will attend 10:00 am Mass. Each grade will attend a daily Mass (8:30 AM) on their perspective days. Parents are welcome to share in the celebration. The students and teachers will plan the Friday Mass liturgies. Please watch publications for updates on liturgies and prayer services.

SACRAMENTAL PREPARATION

The initial reception of the Holy Eucharist is provided in the second grade. The school prepares the child with the background catechesis. Second grade receives the Sacrament of Reconciliation and Confirmation is administered in the 7th grade.

THE SCHOOL DAY

Preschool	7:00 AM to 6:00 PM
Kindergarten	8:00 AM to 3:00 PM
Grades 1-8	8:00 AM to 3:00 PM
Grades 1-8 Minimum Day	8:00 AM to 12:00 NOON

OFFICE HOURS

The school office is open Monday through Friday 7:30 AM-3:30 PM.

ARRIVAL

Students may be on campus at 7:50 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:50 AM will be sent to Extended Care and the parents/guardians will be billed for this service. You will be notified in advance if there is to be a change in the schedule.

DISMISSAL

All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision and parents will be billed accordingly.

If children are in an athletic program and must remain for practice or a game, they will be under the supervision of the coach involved. However, siblings of those students cannot, and will not, be supervised by the coaches. Therefore, we require they be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires. There is a charge for this service.

A note is required for all students leaving school without being accompanied by a parent- i.e. student is walking home, cycling, etc.

Early Dismissal

Students are forbidden by school policy to leave the school grounds once they have arrived at school. If it becomes necessary for a student to leave for any reason, he/she must have the permission of the principal. Once a student arrives at school, the school becomes liable for the safety and well being of the student.

Children are to remain in uniform when leaving school.

In the case of early dismissal (i.e. dental or doctor appointment), a student will NOT be released from class early without prior written notice from the parent/guardian. The notice will need to include the name of the person who will be picking the student up for early dismissal.

Custody and release of minors:

It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.

Any students on campus before 7:50 am or after 3:15 pm must use the Extended Care. The Extended Care Program Registration Fee is \$40.00 which is non-refundable.

EXTENDED CARE PROGRAM

Extended Care is a program which coordinates before and after school activities for students of Holy Family School. This program offers supervision by adult group leaders in a Christian environment. Extended Care operates only on regular school days. Services are not available on holidays, vacations, or summer months.

The program is limited to those students who attend Holy Family School. Every student attending Extended Care must have a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. **NO EXCEPTIONS!** Emergency cards **MUST** be kept current.

The Extended Care hours are from 7:00 AM to 8:00 AM and 3:00PM to 6:00 PM on regularly scheduled school days. The Extended Care is open on minimum days. On minimum days the hours for extension will be 7:00 AM -8:00 AM and 12:00 NOON to 6:00 PM, excluding those days with holiday breaks (Thanksgiving, Christmas and Easter) and the last day of school. All children must bring lunches on minimum days since no lunch program is available on these days.

Grades K-8 are grouped by grade level. The after school program includes snack, arts and crafts, recreation, and homework time.

Fees And Monthly Payments

Extended Care Program Registration Fee is \$40.00 which is non-refundable. Monthly payments are to be made in advance, by the 15th of each month. We do not offer drop in services. We do not offer credit for absences or school holidays. The Extended Care is closed on school holidays and teacher in-service days.

Arrival And Departure Regulations

For the safety of your children, all children must be signed IN/OUT by a parent or authorized adult each time they use the Extended Care. Children will be released to authorized adults only (those listed on the emergency form). Parents should not take children from the playground or other areas without notifying the Extended Care staff and signing the children out. The Extended Care staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules will be strictly enforced.

Students who attend Extended Care after school must check in immediately after school (12:00 PM on minimum days). Students arriving late are required to have a written excuse from their classroom teacher.

If an emergency arises, and someone not listed on the emergency form needs to pick up your child, the extension staff requires written permission from the parents. Upon arrival the individual will be asked to show picture identification. This precaution is for your child's safety.

Illness Or Injury

For minor injuries, first aid will be administered on the premises, and an accident report will be completed and sent home to parents. For more serious injuries, parents will be contacted. In an extreme emergency where time is important, the child will be taken to the nearest emergency room or as directed on the emergency form. For illness, parents will be contacted and are expected to make arrangements to take sick children home.

Discipline

As part of a caring Christian community, all children will be treated with respect and are expected to respect staff, each other, property and materials provided. As an extension of the school, the rules and regulations of Holy Family School also apply to Extended Care.

Medication

Children who require medication during extension hours must have a completed medication permission slip on file in the school and Extended Care offices. Medication must be in the original labeled container with the child's name and dosage required. Medication received without following the above guidelines WILL NOT BE ADMINISTERED. Each change of medication requires a new medication permission slip. Over the counter or prescription medicine of any kind does not belong with the child in a school setting. Medicine found on a child will be sent to the office.

EXTENSION PHONE NUMBER (916) 722-7788 EXT. 215

ATTENDANCE

Regular attendance is compulsory. We strongly recommend that all vacations and pleasure trips be scheduled during school vacation days and not during scheduled school days. If the need should arise that an absence is due to a non-school vacation, the student will be expected to make-up their missed assignments when they return. Assignments will not be available prior to leaving on non-scheduled vacations. If a student is absent due to illness, homework may be picked up after school in the school office provided notification has been received from the parent in the morning of that school day.

CHILDREN WHO ARE NOT FEELING WELL BEFORE LEAVING HOME IN THE MORNING SHOULD NOT BE SENT TO SCHOOL THAT DAY, AS THEY CANNOT DO SCHOOL WORK AND FREQUENTLY SPREAD GERMS.

ATTENDANCE REGULATIONS

Thirty days absenteeism during a school year may constitute reasonable cause for retention. When work has been made up, report cards may be distributed. This may also be interpreted as 10 days per trimester.

In order to meet requirements for promotions, class work missed because of absenteeism (or its equivalent substituted by the teacher) must be completed satisfactorily. Please refer to classroom teacher.

State law requires a written excuse whenever a child is ABSENT OR TARDY. A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school. A child is marked tardy when he/she arrives after the 8:00 am morning bell. In the event of being tardy five times in a trimester, a notice will be sent to parents/guardians and further action will be taken if the situation does not improve. Tardiness or absence due to dental and medical appointments when absolutely unavoidable is permitted. A note must be sent to the teacher the day preceding the appointment. Telephone calls are not a substitute for the note. When the student returns from the appointment, the parent/guardian must use the sign-in book located in the school office.

Written excuses are filed for reference until the end of school. The principal will investigate excuses of a doubtful nature. Frequent and/or unexcused absences can be a reason for dismissal.

As a safety measure, any child leaving school must wait in the classroom until notified to come to the office on arrival of a parent/guardian, who will then sign the early dismissal register. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school office will notify the teacher.

It is the responsibility of the parent/guardian to call the office if their child(ren) is not going to be in school for any reason. For your convenience, after school hours voice mail is available and a message may be left regarding absenteeism.

Teachers will notify the office of any absence by 8:30 AM. For the safety of your child, we will telephone you if we haven't heard from you. This is important. We need to verify all absences.

IF A STUDENT DOES NOT ATTEND SCHOOL ON A PARTICULAR DAY, THAT STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITY SCHEDULED THAT SAME DAY, (i.e. athletic games, class parties, field trips, etc...). Please check with the principal regarding specific exceptions.

TARDINESS

Students who are tardy for school for any reason are to report to the office and obtain a tardy slip before being admitted to class. Excused tardiness will be given for professional appointments and a slip must be brought into the office upon the student's return to school. Other situations may also be considered excused and are left to the principal's discretion.

Students will be considered tardy if not in class before the 8:00 am morning bell.

Students arriving late must have a written note or will be considered to have an unexcused tardy.

Students not present before 11:30 am will be considered ½ day absent.

MEDICAL-DENTAL APPOINTMENTS

Appointments during school hours are to be kept at a minimum. If it is unavoidable the child MUST be signed out and back in at the school office.

STUDENT SAFETY TRAFFIC PLAN

The “Student Safety Traffic Plan” is designed to keep our children safe during arrival and departures from school. It is imperative that the drivers not exceed 5 m.p.h while driving on campus. We have one entrance and one exit to our parking lot and drop off lane. Children are to exit/enter vehicles from the passenger side **ONLY**.

- ***Please be cooperative, patient, and kind to those driving and those supervising the drop off zone, the flow of traffic and the parking lot.***
- **BE SURE TO USE THE CROSSWALKS AT ALL TIMES. WE, AS ADULTS, MUST SET A GOOD EXAMPLE FOR OUR CHILDREN TO LEARN SAFETY IN THE PARKING LOT.**
- ***Please use drop off/pick up area for the safety of your children***
- Drivers are not to exceed 5 m.p.h.
- Drivers must remain in their vehicles while waiting to drop-off or pick-up their child.
- Enter only from Old Auburn Road nearest the Holy Family Community Center.
- When using the drop off/ pick up zone, the children can only enter/exit the car in the designated areas between the cones in front of the Fine Arts Building, beginning at the flagpole.
- If you are walking your child (ren) in, park in the designated parking stalls only. PLEASE USE THE CROSS WALKS WHEN CROSSING THE TRAFFIC LANES.
- In the morning during drop off time, if your child(ren) is going to need assistance with his/her belongings (backpacks or special projects) which will cause a delay in the flow of the vehicles, please park and walk your child(ren) in.
- **DO NOT DOUBLE PARK; DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE DROP OFF /PICK UP ZONE, FIRE LANES OR IN ANY HANDICAP AREA THAT YOU DO NOT HAVE A STATE ISSUED TAG TO DO SO.**
- **If your child is not ready, park in the parking lot where the flow of traffic will not be impacted.**

WALKERS & BIKERS:

1. Children who walk or ride bikes must have a note on file signed by the parent.
2. Use crosswalks and sidewalks.
3. Bicycles must be walked to the bicycle lock-up area (near the Fine Arts Bldg.)
4. Bringing a bicycle onto school property is considered a privilege. Infractions of bicycle safety rules will result in suspension of bicycle privileges for one week.
5. Skateboards, scooters, and roller-skates/blades/shoes are NOT allowed and subject to impoundment.

COMMUNICATION

TELEPHONE NUMBERS

School: (916) 722-7788

Mrs. Marsolais (GYM): (916) 722-5818

Fax Number: (916) 722-5297

Absence Line: (916) 722-3878

Extended Care: (916) 722-7788 ext. 215

website: www.holyfamilyca.org

VOICE MAIL & E-MAIL

You may leave a voice or e-mail message for a teacher or staff member by using the voice mail extensions or e-mail addresses listed. (Voice mail extension numbers and e-mail addresses are available on the “Faculty and Staff List”). If a number is not listed, you may leave a message on the receptionist desk, extension “0”. The message will be forwarded to the appropriate person.

CONFIDENTIALITY

Members of the HFS staff cannot by law, divulge information concerning any student to anyone who does not have what the law defines as a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are the parent(s)/guardian(s) of the children involved.

TELEPHONE USE

Calls for students during school hours are to be for emergency only and are to be left with the school office. If it is necessary in an emergency to bring your child’s lunch, please identify it with the child’s name and grade and leave it in the school office.

The children may use the telephone for emergency calls only. Children may not use the telephone to call home for forgotten gym clothes, homework, lunches or social arrangements. PLEASE REMIND STUDENTS THAT AFTER SCHOOL ACTIVITIES ARE TO BE COORDINATED BEFORE COMING TO SCHOOL.

COMMUNICATION FROM THE SCHOOL

The HFS Review/Preview is published weekly, the first day of every school week, and can be viewed on the school website at www.holyfamilyca.org. The Review/Preview contains information about classroom activities as well as general events.

VISITING THE SCHOOL-PARENTS/GUARDIANS

Parents/guardians are welcome to visit the classrooms of their children. Arrangements must be made in advance with the teacher. It is suggested that parents do not plan to visit classrooms during the first two or last two weeks of school for the purpose of observing regular class work. Other children visiting classrooms must be cleared in advance with the principal and teacher. The principal reserves the right to refuse a request if it is not in the best interest of the class. Parents are encouraged to attend school functions.

VISITING THE SCHOOL-GENERAL/VOLUNTEERS

Halls and playgrounds are supervised by school personnel to ensure the safety of students. All volunteers and visitors must sign in at the school office upon arrival and sign out when leaving. Unaccompanied siblings who are not registered students at Holy Family School are not permitted on campus during school hours. Pets are not allowed on campus unless for a limited time, specifically for show and tell in the classroom.

VOICEMAIL EXTENSIONS AND E-MAIL ADDRESSES

FACULTY

Mrs. Nicole Hernandez	#323	nhernandez@holyfamilyca.org	Kindergarten
Mrs. Audrey Chapman	#349	achapman@holyfamilyca.org	First Grade
Mrs. Victoria Sedgwick	#336	vsedgwick@holyfamilyca.org	Second Grade
Mrs. Elaine Villamil	#320	evillamil@holyfamilyca.org	Third Grade
Mrs. Denise Remick	#332	dremick@holyfamilyca.org	Fourth Grade
Mrs. Dawn Altobell	#318	daltobell@holyfamilyca.org	Fifth Grade
Mrs. Sherry Moniz	#326	smoniz@holyfamilyca.org	Sixth Grade
Mrs. Courtney Hendry	#322	chendry@holyfamilyca.org	Seventh Grade
Mrs. Jessica Adamson	#315	sadamson@holyfamilyca.org	Eighth Grade
Mrs. Leanna Patterson		lpatterson@holyfamilyca.org	Math
Mrs. Leane Etcheverry		letcheverry@holyfamilyca.org	Music
Mr. John Wihl		jwihl@holyfamilyca.org	Choir
Mrs. Barbara Marsolias	722-5817	bmarsolais@holyfamilyca.org	P.E.
Mrs. Joan Biller	#319	jbiller@holyfamilyca.org	Resource/Art
Mrs. Jennifer Olmedo	#324	jolmedo@holyfamilyca.org	Library/Spanish

SUPPORT STAFF

Mrs. Michelle Penrod	#215	mpenrod@holyfamilyca.org	Extension Director
Mr. Jim Doyle		jdoyle@holyfamilyca.org	Plant Manager

ADMINISTRATION

Mr. Charles Suarez	#212	csuarez@holyfamilyca.org	Principal
Ms. Christina Price	#200	cprice@holyfamilyca.org	Office Staff
Mrs. Nancy Sweeney	#201	nsweeney@holyfamilyca.org	Office Staff
Mrs. Lori Bardini	#207	lbardini@holyfamilyca.org	Bookkeeper

VOLUNTEERS

VOLUNTEER GUIDELINES

1. Always sign in at the school office and pick up a Volunteer ID badge.
2. State law requires that anyone working with children provide proof of fingerprint clearance.
 - a. Pick up fingerprint form in the office. (school bookkeeper).
 - b. Contact police department to schedule.
 - c. Bring completed copy back to the school office.
 - d. Participate in "Shield the Vulnerable" program for volunteers.
3. Code of Ethics-Student Privacy
 - a. State law insures that a student's right to privacy be respected at all times.
 - b. Any personal information about a student is not to be revealed.
 - c. Gossip can be deadly-give each student the benefit of being referred to ONLY in positive terms. (Think about how your child would feel).
4. In the event of an injury:
 - a. Minor injuries-send student accompanied by another student to office IF NEEDED.
 - b. Serious injury-DO NOT MOVE STUDENT, use intercom or send a runner to the office for assistance.
5. It is the responsibility of the volunteers to notify the person they report to when they are unable to work.

THE FOLLOWING CODE OF ETHICS IS ESSENTIAL FOR VOLUNTEERS

1. Any authority given to a volunteer is at the discretion of the teacher who is directly responsible for the instruction, safety, and discipline of the students.
2. The classroom teacher will specify what he/she wants you to do.
3. Volunteers should never divulge confidential information to which they may have access to in the classroom or in the school. It is a state law that the rights of students are to be respected and that personal information about them is not to be revealed.
4. If it is found that a volunteer cannot follow the essential code of ethics for a volunteer, he or she may be asked by the principal to discontinue volunteering.
5. Under no circumstances may anyone not fingerprinted and cleared chaperone, volunteer or drive on a field trip.

VOLUNTEER DRIVER LIABILITY INSURANCE

All parents/guardians who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/\$300,000.00 cumulative each loss or occurrence bodily injury, \$50,000.00 property damage, \$5,000.00 per person medical, and \$100,000.00 uninsured motorist insurance. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and all children must wear a seat belt. The school must have a copy of each driver's license and current proof of automobile insurance. Field trip drivers must strictly adhere to the itinerary of the planned trip. If drivers deviate from the itinerary, they become ineligible under the liability insurance of the school. **DRIVERS MAY NOT BRING OTHER CHILDREN.**

HEALTH AND SAFETY

ENTRANCE REGULATIONS

It is required by the State of California that “on and after July 1, 1975, each child upon enrollment in the first grade present satisfactory evidence to the governing body that he/she has received specified health screening and evaluation services within the previous two years.”

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

A child’s health has an important effect on his or her performance. A checkup of all students within 18 months prior to entering Kindergarten or first grade is required. California State Law requires all students to have satisfactory evidence on file of current immunization to include Hepatitis B. The record submitted to the school must include at least the month and year received. Records of immunizations must be on file prior to the opening of school. Students will be excluded from attendance at Holy Family School if all records are not in by October 1st.

All pupils attending Holy Family School are required to be immunized for the following:

1. Poliomyelitis
2. Diphtheria, tetanus, and whooping cough
3. Measles (rubella)
4. Hepatitis B
5. Chicken Pox (varicella)

Parents are asked to keep dental and health information up to date.

EMERGENCY FORMS

Each child must have a completed emergency form on file in the school office. These cards must be kept up to date. Any changes in address or phone number must be reported to the school office. This is important to your child(ren) in the event of accident or illness.

In case of illness, a child may not be sent home unless there is someone there to receive him/her. If you wish another person to perform this duty for you, please indicate this on your child’s emergency form. This information is to be kept accurate and up to date.

SCHOOL INSURANCE COVERAGE

All students at Holy Family School are covered by insurance for injuries incurred on the school grounds as well as to and from school supervised activities. The registration fee includes coverage by Myers-Stevens Company for all our students. All students are covered for accidents during school hours or other school sponsored activities. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. Please read the insurance forms that are sent home the first week of school so you will be familiar with the program.

SCHOOL TIME INSURANCE PLAN

\$25,000.00 insurance benefit maximum per covered event is provided by the school. The policy provides benefits for covered injuries occurring during the regular school term while:

- Attending school, including one hour before and after school.
- Participating in school sponsored activities or athletics (except interscholastic tackle football) while under the supervision of a proper school authority.
- Traveling directly to or from home for regular classes.
- Traveling in school-provided vehicles anytime while under the supervision of a proper school authority.

NOTIFICATION OF ILLNESS

1. Call the school (absence line) and notify personnel of your child's illness on the first day.
2. Notify school immediately if child has a communicable disease.
3. ALWAYS KEEP A CHILD HOME WHO IS OBVIOUSLY SICK OR WHO IS FEVERISH.
4. A handwritten absence note is required upon your child's return to school.

ILLNESS OR ACCIDENTS AT SCHOOL

In case of illness or accidents at school, the office personnel will contact the parent/guardian by phone.

MEDICATIONS

Students are prohibited from having any medications on their person or bringing them into the classroom. Medications must be kept locked in the school office. A new form **MUST** be completed by the physician and parent each school year.

Medical treatment is the responsibility of the parent and the family health care provider. Medications are **RARELY** to be given at school. The parent is urged, with the help of the family health care provider, to work out a schedule of giving medication outside school hours. The only exceptions involve special or serious medical problems where it is deemed absolutely necessary to give medication during school hours.

A written statement from the parent/guardian of a child.

A written statement from the physician detailing the method, amount and schedule by which the medication should be administered. Specific instructions should be included for the emergency treatment if an allergic reaction should occur (i.e., localized, generalized, severe, mild).

Medication should be kept in its original container.

Medication will be dispensed in the school office at the designated time(s).

Medication Forms

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. **NO** medication will be kept over the summer months.

All such medication must be brought to the office where it will be kept and where the child will come at the designated time to receive it. Medication shall be brought to the school by the parent in the original container. No medication (prescription or non-prescription) may be transported by a student or be in the student's possession while at school.

COMMUNICABLE DISEASES

The school office must be notified immediately in the case of any of the communicable diseases listed below:

Chicken Pox:

A child must stay home until 7 days or longer after the appearance of the first crop of vesicles (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after the last vesicle has made its appearance.

Conjunctivitis (Pink Eye):

A child may be in school 24 hours after the physician has been advised and the stated active treatment been given.

Head Lice:

Infections with lice and mites are treatable with over the counter drugs; Please consult your child's physician or pharmacists. The student must be nit free and verified by a physician before returning to school.

Impetigo:

A common name for skin pyoderma. The organisms most commonly implicated as causing this disease are Streptococcus and Staphylococcus. As this disease is highly contagious, no child shall be permitted to return to school until appropriate systematic antibiotic therapy has been started or until free of the disease. The area should be covered if oozing.

German Measles:

A child must stay home until clinical recovery (at least four days from onset of catarrhal system) or until rash is clear.

Mumps:

A child must stay at home until asymptomatic or released by a physician with a minimum of nine days exclusion.

Pinworms:

A student diagnosed with pinworms should not return to school until a physician has stated appropriate treatment.

Ringworms of Scalp and Body:

Microsporum species is highly contagious by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibits negative scabies.

SCREENING TESTS

In the interest of the children's health, the school provides certain health services. In the course of the year, each student will participate in the following health examination:

Hearing in grades K, 1, 3, 5, 7 and all new students.

STUDENT EVALUATION

TESTING

The Iowa Test of Basic Skills, is administered to grades 2-8 in the fall of each school year, in accord with the Diocesan policy. This series covers reading, mathematics, language arts, social studies, science and study skills. Diocesan Religion Assessment is also in the fall. A Diocesan Math Assessment is also given in the Spring. Educational ability tests are given to grades 2-8 each year. These tests profile the student's ability to see spatial relationships and his/her understanding of verbal concepts. The test is a prescriptive tool rather than an evaluative summary. The results of the Iowa Test of Basic Skills will be shared with the parents/guardians.

HOMEWORK

Homework is an integral part of the learning process and is assigned at all grade levels to foster and promote good study habits and the ability to work independently. It reinforces concepts taught in the classroom and provides the parents/guardians an opportunity of seeing what their child is learning and doing in school. Parents/guardians are encouraged to insist that homework be taken seriously and done carefully. Parents/guardians should periodically check the finished work and when asked to sign a paper do so after thoroughly reviewing the work.

Suggested daily homework time allotments are:

- Kindergarten: 20 minutes
- Grade 1: 30-45 minutes
- Grade 2: 30-45 minutes
- Grades 3 & 4: 60 minutes
- Grades 5 & 6: 60-90 minutes
- Grades 7 & 8: 90-120 minutes

Times may vary from teacher to teacher and subject matter. If there is a habitual problem with the assigned homework being completed, parents are asked to make an appointment to consult with the teacher.

If a student is absent due to illness, homework may be picked up after school in the school office, providing notification has been received from the parent prior to the end of that school day. Assignments will need to be completed according to the teacher's missed assignment policy. If the need should arise that an absence is due to a non-school vacation, the student will be expected to make-up their missed assignments when they return.

For absences of ten days or more within a report card period the student will receive an "Incomplete" in the academic subjects. The student will have ten days after the return to school to make up all assignments and tests. A grade will then be given for the academic subjects. Assignments and tests missed because of days not in school for reasons other than illness will be given an "Incomplete".

Parents should keep in mind that "unusual absences" (i.e., days taken off for vacation or other non-illness purpose during school time) reflect poorly in some high school entrance recommendations. Non-essential days off from school are strongly discouraged.

Teachers are not expected to prepare individualized assignments for "unusual absences".

S.A.M. PROGRAM

S.A.M. is an acronym for Student's Assignment Missing. The S.A.M. Program is an effective tool to manage missing homework assignments. S.A.M.s are issued to grades 4-8 students who have not completed a homework assignment or are missing key materials. If a student does not complete a required homework assignment, the following takes place:

- Students will be given a S.A.M. pass to use the school office telephone to call or leave a message at home informing his/her parents/guardians of the pending S.A.M.
- The student will receive zero (0) credit for the assignment.
- The student will be expected to complete the assignment during recess or at home.
- Teachers will collect missing assignments from the students.
- School office personnel will record the S.A.M.s each day.
- The school principal will track students who have difficulty completing assignments and additional steps may be taken to correct the problem.

REPORT CARDS

Report cards are issued in order to provide parents with tangible evidence of their child's scholastic performance. Students in grades K-8 receive report cards at the end of each trimester. Report cards may not be issued to students who have been absent ten or more days during the trimester unless the required work has been satisfactorily completed.

Percentile Code: Grading policy for Grades 4-8 will earn grades as indicated on the Diocesan report cards. They are as follows:

96-100% = A	87- 89% = B+	73-76% = C	67-69% = D+	0-59% = F
90-95% = A-	83-86% = B	70-72% = C-	63-66% = D	
	80-82% = B-	77-79% = C+	60-62% = D-	

Grading policy for Grades 1-3 is not based on a percentage scale. The students do not receive percentage indicators, as this system is not developmentally appropriate for them. Instead the following is used:

5 = 93-100%	4 = 82-92%	3 = 70-81%	2 = 60-69%
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Conduct/Citizenship/Effort for all Grades:

S = Satisfactory U = Unsatisfactory

A = Outstanding Achievement

B = Very Good Achievement

C = Good Achievement

D = Below Minimum Achievement

Effort: Student demonstrates a conscious and energetic attempt to achieve.

Personal Habits: Student is prepared for class, listens attentively, follows directions, uses class time effectively, works well alone or in groups, observes safety rules, and completes assignments on time.

Christian Citizenship/Conduct: Student observes classroom guidelines, shows courtesy, and respects the right and property of others.

Any student with a "U" in conduct/citizenship will be excluded from sports, Student Council, and all extra-curricular activities until behavior improves. Students in this category will be placed on disciplinary probation for a given length of time after a conference with the teacher and parents is held.

HONOR ROLL

At the end of each of the three trimesters during the school year, students from grades 4-8 will be eligible for the Holy Family School Honor Roll.

To be eligible for Honor Roll, students may not earn a grade lower than a C and must achieve at least an S in conduct.

The Honor Roll is divided into the following categories:

- Principal's List: a student who maintains a GPA of 4.0, with no D's or F's in any subject, and who has satisfactory conduct report.
- Blue: a student who maintains a grade GPA of 3.9-3.5, with no D's or F's in any subject, and who has a satisfactory conduct report.
- White: a student who maintains a GPA of 3.4-3.0, with no D's or F's in any subject, and who has a satisfactory conduct report.

Points are awarded for the following: Religion, Literature or Reading, English, Mathematics, Science, Vocabulary/Spelling, and Social Studies/History.

The following is a breakdown of the point system for the Honor Roll:

A = 4 pts.

B = 3 pts.

C = 2 pts.

PARENT-TEACHER CONFERENCES

Parent- Teacher conferences will be held for pre-school – 8th grade at the end of the first trimester. There may be other times throughout the year that the parents or teacher deem a conference necessary. Your child may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their children's progress.

Parents will be notified of their assigned conference time. Please notify the teacher immediately if you need to change your appointment time. Sufficient notice must be given to the teacher in order to promote a beneficial exchange between parent and teacher. Please do not attempt to contact teachers at home.

ED-LINE

With Edline, Holy Family Catholic School now has a coordinated and systematic method for sharing information with parents via a private and secure website customized for our school through which parents can access student progress, grades and much more.

DIOCESAN POLICY ON STUDENT SEXUAL HARASSMENT POLICY AND PROCEDURE

STUDENT'S RIGHTS AND RESPONSIBILITIES

- Every student has the right to a safe learning environment.
- Every student has the right to be treated with respect.
- Every student has the right to attend a school that is free of discrimination.

SCHOOL'S RIGHTS AND RESPONSIBILITIES

- Every school has the right and responsibility to establish a code of conduct for students and staff.
- Every school has the right and responsibility to develop and implement sexual harassment and sexual violence (SHV) policy, procedure and programs.
- Every school is responsible for providing a safe learning and working environment for students and staff.

CHILD NEGLECT/CHILD ABUSE

Faculty/staff are required by law to report child abuse or suspected child abuse. Parental consent is not to be sought when the parent may be the aggressor. Holy Family School is committed to providing a safe, positive learning and working environment for everyone. Therefore, we prohibit SHV. We will not tolerate it in any form.

DEFINITION OF SEXUAL HARASSMENT

Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Under certain circumstances, SHV may constitute sexual abuse. In all such cases, we will comply with the statute and take immediate action to protect the victim(s) of the alleged abuse.

SPECIFIC BEHAVIORS THAT CONSTITUTE SEXUAL HARASSMENT

Sexual harassing behaviors can include but are not limited to:

- Touching (arm, breast, buttock, etc.)
- Spreading sexual rumors
- Name calling (from honey to worse)
- Leers and stares
- Verbal comments (about parts of the body, what type of sexual behavior the victim would be "good at", clothing, looks, etc.)
- Sexual or "dirty" jokes
- Cartoons, pictures, pornography, and drawings
- Using the computer to leave sexual messages or graffiti or to play sexually offensive computer games
- Gestures with the hands and body
- Pressure for sexual activity
- Cornering, blocking, standing too close, following
- Annoying telephone calls
- Conversations that are too personal

- “Rating” an individual, for example-on a scale from 1-10
- Obscene T-shirts, hats, or pins
- Lifting someone’s skirt
- “Snuggies” or “Wedgies” (pulling underwear up at the waist so it goes in between the buttocks)
- Sexual assault and attempted sexual assault
- Rape
- Unwanted massaging the neck, massaging the shoulders
- Touching oneself sexually in front of others
- Graffiti
- Making kissing sounds or smacking sounds; licking lips suggestively
- Howling catcalls, whistles
- Repeated asking someone out when he or she is not interested
- “Spiking” (pulling down someone’s pants)
- Facial expressions (winking, kissing, etc.)
- “Slam Books” (lists of student’s names with derogatory sexual comments written about them by other students)
- “Making Out” in the hallway or anywhere on campus

CONSEQUENCES FOR THE STUDENT HARASSER

- A verbal warning/ reprimand
- A written warning/reprimand, entered in the student’s file
- Suspension
- Expulsion
- An apology to the victim
- A fine paid to the County Sexual Assault Program
- Writing a paper on the topic, etc.
- Referral for psychological assessment
- A parent/student/school administration conference
- Police involvement
- Not being permitted to participate in extracurricular activities for a specified period of time
- Community service
- Other sanctions deemed appropriate by school.

DISSEMINATING THE POLICY TO STUDENTS AND STAFF

The policy and procedures for dealing with SHV will be published in student/parent handbook, student rules, rights and responsibilities, faculty handbook and will be posted in the faculty room.

REPORTING PROCEDURE

School personnel need to report and/or investigate all incidents of SHV and take appropriate action whether they personally observe these incidents or are made aware of them by some other means. Reporting, investigation and action must occur even if the victim does not file a formal complaint and even if the victim does not express any overt disapproval of the harassment. In the eyes of the law, teachers function as supervisors, which makes them legally liable for incidents of sexual harassment.

GRIEVANCE PROCEDURE

An incident should first be reported to the principal. If the victim is uncomfortable doing this-perhaps because the principal is the alleged perpetrator, or perhaps just doesn't want to go to the principal for another reason, then the incident should be reported to another teacher/administrator in the building. Possibilities include a vice principal or school counselor. Victims should be allowed (and in some cases encouraged) to bring an advocate to offer support. The victim should be prepared to report what happened, when it happened, where it happened, how he/she felt, what (if anything) he/she did or said in response to the harasser, what the alleged harasser(s) did or said next, and names of witnesses if any. This information will be turned over to individual(s) investigating the complaint.

INVESTIGATIVE PROCESS

The investigation concerning any SHV complaint shall be treated confidentially and consistently with the diocese's legal obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

TIME FRAME FOR RESPONDING TO A COMPLAINT

Resolution can take the form of telling the harasser to stop the behavior and why or the victim may choose to write a letter to the harasser. In either case, the victim needs to share his/her choice of confrontation with someone they trust and respect.

REPRISAL AND/OR RETALIATION

Anyone who retaliates against an individual who reports SHV will be disciplined. Submission of a SHV complaint or report shall not affect that individual's employment, grades, work assignments, etc...

SCHOOL DISCIPLINE

DISCIPLINE PLAN-KINDERGARTEN THROUGH 8TH GRADES

The primary purpose of the discipline plan is to provide a clear and direct process regarding discipline for the staff, students, and parents of Holy Family School.

Discipline = Consistency + Accountability + Reasonableness + Expectations (CARE)

Consistency: Guidelines, policies, rules, routines, practices, and procedures are clear and enforced on a regular basis.

Expectations: Anticipated outcomes are based upon reasonable guidelines, policies, rules, routines, practices, and procedures.

Accountability: Students are held answerable to reasonable expectations.

Reasonableness: Expectations are attainable and in accordance with reason and common sense.

SCHOOL-WIDE RULES

All students will be expected to adhere to the School Wide Discipline Plan. Other behavior, which is more serious than those specified in the School Wide Discipline, will be addressed in accordance with the Sacramento Diocese Administrative Handbook.

- Students are to respect and insure the safety of others.
- Students will demonstrate appropriate behavior at all times.
- Students' outward display of affection is not permitted at school or school events.
- Students will wear their school uniforms upon arrival and dismissal of school unless they are involved in an after school activity.
- Students are to remain on the school grounds from the time of arrival until they leave for home.
- Students are to leave sports equipment, radios, toys, and skateboards at home during school and extension hours. Students may have cell phones-OFF-in their backpack. Teacher is not responsible for damage or theft. (Please see CELL PHONE POLICY).
- Students may not chew gum on school grounds.
- Students are to walk bicycles on the school grounds.
- Students will walk in hallways and courtyards at all times.
- Students are to show respect at all time to school staff, parents/guardians volunteers, visitors, guests, and all others with whom they may come in contact, as well as fellow students.

CELL PHONE POLICY

Students may have cell phones (OFF) in their backpack. The teacher is not responsible for cell phone damage or theft. Any cell phone heard or seen during school hours (7:50 am-3:00 pm) will be confiscated by staff, sent to the Principal's office and then retrieved by parent /guardian.

DISCIPLINE PROCEDURE

Teachers in grades four through eight will use a checklist system.

Teachers will agree upon the basic class rules that will be used by all teachers who are teaching students in grades four through eight. The set of class rules will be the checklist.

The process used in implementing the checklist system is as follows:

- Student warning
- Student check recorded in discipline folder
- Two checks in a week will require a forty-five minute detention either Tuesday or Thursday.
- Serious actions may result in an automatic detention with principal review.
- Use Holy Family School Discipline Referral forms.

Teachers in grades kindergarten through third will establish a set of class rules and consequences for each individual classroom.

- Students' names may not be written on the board as part of the discipline practice.
- Use Holy Family School Discipline Referral forms.

DETENTION

All grades with the exception of kindergarten will practice a form of student detention.

- Teachers in grades first through fourth will utilize detention during the regular school day during recess times.
- Teachers are to issue and record all detentions-includes loss of recess for misbehavior.

- A copy of the Discipline Referral is to be sent to the principal's office.
- A copy of the Discipline Referral is to be kept by the classroom teacher.
- Other forms of discipline may be used to correct a situation as per Parent/Student and Diocese Administrative Handbooks.
- Teachers in grades five through eight will have a scheduled detention every Tuesday or Thursday for those students who earned two checks during a recording period as a form of discipline consequence.
- Three detentions may result in an in-school suspension. Principal will make this decision after consulting with teacher.
- Others forms of discipline may be used to correct a situation as per Parent/Student and Diocesan Administrative Handbooks.

Detention Guidelines

- Teachers in grades four through eight will monitor detention on a rotating schedule.
- A copy of the Discipline Referral is to be sent to the office.
- A copy of the Discipline Referral is to be kept by the homeroom teacher.
- Detention begins at 3:05 pm and ends at 3:50 pm.
- Discipline Referrals are to be sent home at least one day in advance and returned with parent signature to the homeroom teacher.
- Principal will record all discipline referrals.
- Principal will contact students, parents/guardians, and teacher regarding conferences.
- The teacher who has issued the detention is to provide a special assignment for students.
- On occasion students will have the option of performing maintenance tasks around the school in lieu of desk work (must have parent/guardian permission).

POSITIVE REINFORCEMENT

- Students in grades four through eight will have free dress every Monday.
- Homeroom teachers will inform the students who earned free dress.
- Students who did not earn a check during the recording period will have the option of free dress.
- Students who earned free dress must follow the Dress Code Policy in the Parent Student Handbook.
- Students in grade kindergarten through third will plan an activity and/or positive reinforcement for their students. Teachers will decide what activities will be allowed during the activity time.

SUSPENSION AND EXPULSION

Suspension is a disciplinary action to be used at the discretion of the principal. Ordinarily, suspension should not exceed more than five (5) consecutive school days. A student may be placed on suspension for serious misconduct on campus, or off campus during school related activities, or for non-school related activities if such conduct reflects adversely on the school. Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard, etc., and contact the parents as soon as possible. Three (3) suspensions shall be considered grounds for expulsion.

The following types of disrespect will not be tolerated and can result in suspension or expulsion:

- Serious disobedience, insubordination or disrespect for authority
- Language or behavior, which is seriously immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance (or substance represented as such) on or near school premises
- Injury or harm to persons or property or serious threat of the same
- Sale of any material on school grounds without proper authorization
- Unauthorized absence or continued tardiness
- Assault or battery, or any threat of force or violence directed toward any school personnel or students
- Assault with, or possession of, a deadly weapon
- Serious theft or dishonesty
- Continual and willful refusal to accomplish school tasks even though the ability to do so is present
- Outrageous, scandalous or seriously disruptive behavior
- Conduct at school or elsewhere which would reflect adversely on the Catholic Church, or school
- This list shall not be considered exhaustive

Expulsion Procedures For Disciplinary Or Academic Reasons:

When expulsion is necessary the following procedures must be taken:

- The parent or guardian is warned in writing about the offending behavior and school sanctions for same, at least twice, except in serious situations.
- A conference is held with the parents, student, teacher(s) and principal to inform the parents that final action is being considered unless there is immediate change of behavior. In parish schools, the pastor should be notified of the facts and the impending conference and be given the opportunity to attend and receive a report.
- If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary.
- A written record of the steps leading to the expulsion must be filed in the Principal's office.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.
- Notice of an expulsion must be given to the Catholic School Department as soon as possible.
- In no case may a teacher suspend or expel a student. This authority resides with the principal.

COMPUTER/USER AGREEMENT

Holy Family School offers access to the school computer network and designation Internet access in order to further the educational goals and objectives of the school. Internet access will enable students to explore thousands of libraries and databases while exchanging information worldwide. We believe that the benefits to students from Internet access, namely, information resources and opportunities for collaboration, exceed the potential disadvantages. Holy Family is providing layered

access, but families should be warned that some material on the Internet might be objectionable. While Holy Family School will establish guidelines and attempt to monitor all access, parents are also responsible for setting and conveying standards that their children must follow when using media and information sources. To that end, Holy Family School supports and respects each family's right to decide whether or not to apply for access.

RULES FOR STUDENT INTERNET USE

Students are responsible for good behavior on the school computer network just as they are in the classroom and on the school grounds.

The network is provided to conduct research and communicate with others under the direction of the teacher. Access is restricted to teacher directed assignments. **NO STUDENT MAY USE THE INTERNET in any other capacity!**

Access requires responsibility. Parent permission is required.

Network administrators retain the right to review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school server will remain private.

Outside of school use of the Internet is a family responsibility.

Currently, disks and or CDs of any kind may not be brought to school and installed on the school's controlled network. Our goal is to maintain a sterile environment. Eventually, a system will be in place to inspect incoming software and allow transfer of data between home and school.

The following are NOT permitted (this list shall not be considered exhaustive)

- Violating copyright laws
- Using another person's password
- Trespassing in another person's folder, work or files
- Use "My Space" or other comparable social sites.
- Damaging computers, computer systems, or the school network (parents will be charged for repairs)
- Wasting time or limited resources
- Sending or displaying offensive messages, pictures, or obscene language
- Using the network for any non-academic or personal purposes.

Violations will result in loss of access or any other disciplinary or legal action as needed.

Computer Access is a privilege-NOT A RIGHT.

TRANSFER POLICY

STUDENT TRANSFER

If a child is transferring to another school during the course of the year, please inform the teacher and the principal in writing at least 2 weeks in advance so that the report card and other pertinent information can be made ready for transfer. All records are forwarded to the new school by the school office upon notification from the new school.

RECOMMENDED TRANSFER

Students clearly unable to profit from Holy Family School by reason of subnormal ability, serious emotional instability, or parental attitude which is a variance with the school's philosophy will be urged to transfer to another school when:

- It has been determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents concerning the child's condition.
- Parents are consistently uncooperative (see below).

Recommended Transfer Of Students Because Of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal and pastor may recommend transfer of a student when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships of the school. Parental interference in matters of school administration and abusive language toward principal, pastor or teachers are some of the reasons for recommending a transfer.

After reasonable effort to elicit parental cooperation, the principal and pastor may recommend transfer in accord with the terms and procedures set down in the Diocesan Handbook.

If parents refuse to accept the recommended transfer, the following procedures shall be followed as in cases of disciplinary expulsion: (a) notification, (b) conference, (c) written documentation.

STUDENT UNIFORM REQUIREMENTS AND PERSONAL APPEARANCE

It is the responsibility of the parents to see that the dress code is carried out. Every student is expected to be in proper uniform every school day unless otherwise stipulated. The uniform should be neat, clean, and in good repair.

PERSONAL APPEARANCE

It is part of our tradition to wear uniforms to avoid class distinction and over-interest in fads. Teaching students to "represent" their school and family by what they wear draws their attention to community responsibility. Fad styles have a place in a student's social life, but not in his/her daily public life (school). Dress uniform is required for all liturgical activities. Dress uniform on other days may be required, notification will be sent home in the weekly bulletin.

BASIC UNIFORM (REQUIRED FOR MASS DAYS AND OTHER SPECIAL OCCASIONS)

Boys

Kindergarten-5th Grade Boys:

- Navy pants or shorts, straight back twill with or without elastic
- White polo shirt-short sleeved
- Navy Logo Sweatshirt.
- Plain white socks

Belt is required for boys in grades 4-8

6th,7th & 8th Grade Boys:

- Khaki pants or shorts, straight back twill with or without elastic
- Navy blue Logo polo short sleeve
- Navy Logo Sweatshirt
- Plain white socks

Belt is required for boys in grades 4-8

Girls

Kindergarten-3rd Grade Girls:

- Morris plaid –split front, box pleat jumper
- White polo shirt-short sleeved
- Navy pants or girl's walking shorts
- Plain white socks
- Navy Logo Sweatshirt

6,7 & 8 Grade Girls

- Khaki twill-center box pleat skirt
- Khaki twill pleat front shorts
- Khaki twill pleat front pants
- Navy Logo polo short sleeve
- Navy Logo Sweatshirt
- Plain white socks

4th & 5th Grade Girls:

- Morris plaid box pleat skirt
- White polo shirt-short sleeved
- Navy pants or girl's walking shorts
- Plain white socks
- Navy Logo Sweatshirt

Accessories K-8

- Morris plaid headband, hairbow, scrunchy

P.E. 4-8th Grades

- Gray T-shirt w/HFS Logo
- Navy shorts or pants (weather pending)
- Navy logo sweatshirt (weather pending)
- Plain white socks
- During cold weather HFS logo sweatshirts may be worn.

Please ask in the office for specific cut and design if purchases are being made at retailers other than Dennis. If purchasing from other than Dennis Uniform stores, please be careful that the color of Khaki matches the school's standard exactly prior to allowing your son or daughter to wear the article of clothing.

PLEASE MARK ALL CLOTHING CLEARLY.

UNIFORM REGULATIONS

- Shoes may be of any style, clean, neat, and safe for playground use. (No platform tennis shoes, ballet slippers, sandals, boots, or open toed shoes are allowed.)
- Length of skirts should be 3 inches from the middle of the knee.
- Plain white socks must be worn at all times, must be visible above the shoe, and socks must be worn properly.
- Girls may wear white or navy tights; white socks must be worn with tights.
- Grades 4-8 boys must wear belts that are either black or brown.
- Only Holy Family School Logo uniform sweatshirts may be worn to be "in uniform".
- White t-necks may be worn under white polo shirts; no other color t-neck may be worn. White t-necks may not be worn under navy blue polo. Only white short sleeve plain t-shirts may be worn under polo shirts.
- Outer coats may be worn over the uniform while outside, but not in the classroom.

- No other clothing allowed except that of Cub Scout, Scout, Daisy and Girl Scout uniforms or high school/college sweatshirts.
- **STUDENTS MUST CALL HOME FOR A CHANGE OF CLOTHES**
If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- **NO HATS**
- **NO TATTOOS, permanent, or washable and no fake nails or French Manicures.**
- A clean, well-groomed appearance is required for our students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, fingernail polish, and lipstick are not permitted for the school day.
- Clear chap stick only.
- Below is a list of the only acceptable forms of jewelry that may be worn at any time:
- A wristwatch (for boys or girls).
- One pair of matching stud earrings, for girls only, (to be worn on the earlobe only).
- A holy medal, cross or crucifix on a chain, or a scapular that is worn inside the shirt or blouse.
- A medical alert necklace and/or bracelet when necessary.
- A rubber band type bracelet that supports charities-such as the cancer society (one bracelet only to be worn at one time to be worn on wrist-no anklets).
- Hairstyles are to be simple, neat, off the face and eyes, clean and non-distracting. Length for boys should be no longer than 3 inches, trimmed to show their ears and not touching their shirt collars. No fad hairstyles, please (i.e. shaved designs, tails, hair extensions or Mohawks, etc.)
- Hair must be its natural color, no highlights allowed.
- Boys must be clean shaven (when applicable-no facial hair)
- Backpacks are to be free of writing and distracting additions, i.e. key chains. No patches.

FREE DRESS

- Modesty and simplicity dictates what we wear in our public life. No extreme fads, please.
- Jeans in good repair will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass). Trousers should be worn at the waist (no sagging shorts).
- Halters, tank tops, or spaghetti straps are not allowed. No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts. Offensive decals advertising alcohol, tobacco, drugs, controversial rock groups or themes are not allowed.
- Flat soled shoes only, 8-eyed boots or lower only.
- Sandals are not allowed. Socks must be worn at all times.
- If in doubt as to what is appropriate, a plain T-shirt (w/sleeves) that covers the mid-drift, and jeans in good repair should be acceptable.

SPORTS

Students in grades 5-8 are given the opportunity to participate in the Parochial Athletic League, an after school sports program. An athletic fee of \$50.00 is charged per player per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

The boys may participate in the following sports:

- Flag Football Fall
- Basketball Winter
- Golf Spring
- Volleyball Spring
- Track Spring

The girls may participate in the following sports:

- Volleyball Fall
- Basketball Winter
- Golf Spring
- Flag Football Spring
- Track Spring

Bowling for 4th-8th graders is offered also and is a school-sponsored sport.

Students are expected to work to their ability level and cooperate with their coaches.

SPORTS GUIDELINES: (BOYS AND GIRLS)

Students who are enrolled in the 5th-8th grade and are planning on participating in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the athletic director's office prior to any Parochial Athletic League game or practice.

Participation in after-school sports is contingent upon:

- Availability of qualified volunteer personnel.
- Try-out dates will be set by the Athletic Director in conjunction with coaches.
- Payment of the athletic fee (\$50.00 per sport) to help defray the costs of PAL fees, equipment, and uniforms.
- Parental permission form and medical release form
- Students continuing satisfactory deportment in both school and on the team
- Physical examination form completed by physician, required yearly by the school.

A student who is absent from the regular school day will not be allowed to participate in that day's practice or games.

A participant with academic deficiencies (not working to ability) may be suspended from the sport on a week-to-week basis until the deficiency is cured.

A participant with a serious violation under the "Discipline" section of this handbook, whether during school or sport time, may be suspended from extracurricular activities.

Sport uniforms must be turned in on the last day (usually a game day) of the season. Participants will be charged a fine for late uniforms.

Other recreational activities may be announced at each season. Watch the weekly newslines for additional events.

SPORTSMANSHIP

Poor sportsmanship will not be tolerated and will result in the student sitting out the duration of the contest or event.

Fans must be an and example of good sportsmanship.

The Parochial Athletic League (P.A.L.) Guidelines and Policies read as follows:

- Hospitality and respect for home team school property.
- If there is a conflict between coaches, officials, team members, fans etc..., the athletic director and principal will be notified to discuss a mutually accepted solution.
- Learning the basics of good sportsmanship as well as acquiring skills is the primary goal for this age level participant.

Participation on a school team is a privilege!

PARTICIPATION POLICY

Coaches are required to play every team member in every contest. The amount of playing time is up to the coach to determine. It is also understood that players have various levels of skills and, therefore, it may be extremely difficult to play every player an equal amount during a game. It is the responsibility of the coach(es) to use conscientious management of players in game situations. This rule is in effect during league, tournaments and playoffs. Coaches are not required to play students in games if they have violated a school or team policy/rule. Those students not eligible may not suit up for that contest. If a violation of this policy occurs, a forfeit will occur.

SCHOOL ACTIVITIES

STUDENT SERVICE PROGRAM (GRADES K-8)

Holy Family Students serve others in the community during the school year.

Some examples of service are:

- Gather canned foods for Sacramento Food Bank
- Provide Christmas Stockings at Christmas
- Visit convalescent homes
- Contribute to the Sacramento Life Center
- Give to the Mustard Seed School

COMMUNITY SERVICE (8TH GRADERS)

8th grade students are required to perform 20 hours of community service prior to graduation. The service hours are divided as follows: 10 hours of service to the school, 10 hours service to the community.

FIRST FRIDAY MASSES

Students will attend Mass at 10:00 am on Fridays twice a month. YOU ARE CORDIALLY INVITED AND ENCOURAGED TO CELEBRATE THE LITURGY WITH THE CHILDREN.

GRADUATION (8TH GRADE)

A \$75.00 per student graduation fee will be collected during the school year.

The following is required from all students before receiving their diploma:

- Attain a passing grade in all subject areas
- Complete and submit all assignments
- Successful completion of the SLE Portfolio
- Return books (including library books) in good condition
- Turn in athletic uniforms (if any)
- Meet all financial obligations to the school, including fines, by May 15th

Students not completing all of the above may still be allowed to participate in the graduation ceremony, but will receive an empty diploma case. The diploma will be issued upon completion of all requirements or in September should the requirements not be met by June 1st.

PERMISSION TO LEAVE SCHOOL YARD

Parental permission is needed before a student may leave the schoolyard. Students who walk or ride a bike home or to a friend's home after school must have a signed permission in the office. **PARENTS ASSUME ALL RESPONSIBILITY AT THE TIME THE CHILD LEAVES THE SCHOOLYARD.** Any child who leaves the school during school hours **MUST** be signed out and back in at the school office.

OBLIGATIONS FOR PARENTS OF HOLY FAMILY SCHOOL

All parents and guardians of registered Holy Family Catholic School students are members of the Parent Club. (Please see Page 4.) The overall success of our school depends on the active participation of our families.

Please remember if you are volunteering in any capacity that directly involves working with students (i.e. coaching, classroom helper, field trip supervision or transportation) **you must have the following requirements fulfilled:**

- Fingerprinting
- Complete the [Shield the Vulnerable](http://www.shieldthevulnerable.org) on-line certification (www.shieldthevulnerable.org)
- TB Test

On the following pages, you will find the details of the parent obligations for **Volunteer Points** and the **Scrip Program**.

VOLUNTEER POINTS

Each family will be required to complete **40 points** between the time period of **May 1, 2011 to April 30, 2012**. At least **25 points must go towards fundraising efforts** and the remainder may go towards non-fundraising points (other volunteer opportunities such as classroom help, coaching, etc.). Please be advised that **your total 40 points may be in fundraising.**

Single parent families will be required to complete **20 points** between the time period of **May 1, 2011 to April 30, 2012**. At least **15 points must go towards fundraising efforts** and the remainder may go towards non-fundraising points. Please be advised that **your total 20 points may be in fundraising.**

Points earned do not always equate to “hours” worked on an event. Points are awarded on the basis of responsibility, hours spent, size of the event or project and the financial impact to the school. However, there will still be hourly positions available.

Here is an example of how the point system will work:

- **Crab Feed Chairperson - 40 points**
 - o **Crab Feed Set-Up Coordinator (will oversee the cleaning up) - 25 points**
 - **Clean-Up Committee Volunteer** - points for this type of position will be based on the number of hours worked (i.e. 5 hours to clean up will equal 5 points earned)**

**** Subject to the discretion of the Chairperson**

Family Service points are recorded for the year from May1, 2011 to April 30, 2012. Each family is responsible for knowing and understanding what qualifies for fundraising and non-fundraising points. To qualify as Holy Family Catholic School Volunteer Points the activity or event has to be directly related to Holy Family Catholic School. We respect that many families are involved in community service, Christian service in our parish and outside organizations. We applaud and encourage your involvement in our parish and community, **however those hours cannot be counted toward your Parent Club volunteer points at Holy Family Catholic School. Some examples of these types of activities are:**

- Parish Liturgical Ministries (i.e. Altar Servers, Eucharistic Ministers, Mass attendance)
- Planning meetings prior to fundraisers
- Scrip purchases
- Donations of any kind
- Boys Scouts and Girl Scouts
- Individual Class Fundraising events for field trips

Each family is responsible for reporting their own points at the time of completion. Service points will not be accepted after 30 days of activity. The success of our events is due to the strength of our volunteers and their efforts. When you sign up for a volunteer assignment and a conflict arises: please notify the chairperson as soon as possible. **It is your responsibility to find and secure a replacement to fulfill your shift(s) and advise the chairperson who your replacement will be. The points associated with your shifts(s) will not be credited if you cannot complete your assignment.**

Families who do not show good faith in fulfilling their participation will be required to pay the following fees:

- **\$25.00 for every fundraising point not fulfilled**
- **\$10.00 for every non-fundraising not fulfilled**
- **Any amounts owed, must be paid in order to maintain a cleared status for the next school year**

If you wish to opt out of the Parent Club Agreement, you may make a check payable to “Holy Family Catholic School” in the amount of \$775.00.

Parents are encouraged to continue to support the school even after their 40 points have been completed by volunteering their time and participating in the school’s fundraising efforts. Parent Participation Points are not transferable and may not be carried over to the following school year.

SCRIP PROGRAM

- A) Each family will be required to purchase \$1,500.00 in scrip gift card purchases (Escrip, rewards cards & Kniesel’s etc... are not included) beginning May 1, 2011 through April 30, 2012.
- B) If a family has not met their 2010-2011 scrip goal of \$500, then they may elect to have card purchases from May/Jun applied to the 2010/2011 commitment, however, the 2011/2012 goal remains at \$1,500.00 to be completed by April 30, 2012
- C) Credit Cards will not be accepted. Families are encouraged to set up EFT with the school office.
- ◇ Exceptions will be considered on large scrip purchases where the merchant profit exceeds the standard credit card fees. Holy Family bookkeeper and Scrip Chair will approve.
- D) If a family chooses not to participate in the Scrip program, they may opt out for \$200.
- E) Family Scrip Card participation totals will be available at the end of each trimester and posted on the website as a spreadsheet. Information will include: Family name and dollar amount.

If a family participates, but does not reach 100% of the **\$1,500.00** goal, the percentage short will be multiplied by the opt out dollar amount. **Example: Family purchased \$1,000 of scrip gift cards. $\$1,000.00/\$1,500.00 = 66\%$ of goal. 33% of \$200 fee due = \$66.00.**

Escrip and using grocery reward cards will be strongly encouraged, but will not be tied to a participation level. However, earnings generated from a family, can offset the amount due. **Example: Family above also used grocery rewards cards and earning to the school was in excess of \$66.00, no amount would be due to the school. If they only earned \$30.00 from rewards cards, the family would have to pay the difference of \$36.00.**

NOTES

NOTES

ACKNOWLEDGMENT - SIGNATURE SHEET

I/We will abide by the **HOLY FAMILY SCHOOL HANDBOOK** as stated within.

PARENT/GUARDIAN'S NAME(s) printed _____
Date

PARENT/GUARDIAN'S NAME(s) SIGNATURE _____
Date

STUDENT NAME PRINTED _____
Date

STUDENT SIGNATURE _____
Date

STUDENT NAME PRINTED _____
Date

STUDENT SIGNATURE _____
Date

STUDENT NAME PRINTED _____
Date

STUDENT SIGNATURE _____
Date

