



# Parent and Student Handbook

## 2016 – 2017

December 1, 2016

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Jacksonville, FL 32256  
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[www.hfcatholicschool.com](http://www.hfcatholicschool.com)

## TABLE OF CONTENTS

<i>Topic</i>	<i>Page</i>
<u>MISSION STATEMENT</u>	4
<u>Beliefs</u>	4
<u>SCHOOL INFORMATION</u>	5
<u>School's Right to Amend</u>	5
<u>ADMISSIONS POLICIES</u>	5
<u>Financial Responsibility</u>	5
<u>Re-registration of Currently Enrolled Students and Parishioners</u>	5
<u>Open Registration Period</u>	6
<u>Educational Needs</u>	6
<u>Admissions Requirements</u>	6
<u>ACADEMIC POLICIES</u>	7
<u>Homework</u>	7
<u>Report Cards</u>	7
<u>Grading Scales</u>	8
<u>Honor Roll</u>	8
<u>Promotion and Retention Standards (Diocesan)</u>	8
<u>MEDICAL AND ATTENDANCE POLICIES</u>	9
<u>Immunization Guidelines for Florida Schools</u>	9
<u>Attendance Guidelines</u>	9
<u>Medications and Illness</u>	11
<u>Sports Physicals</u>	11
<u>DRESS CODE</u>	12
<u>Standards</u>	12
<u>Girls Grades K – 8</u>	12
<u>Boys Grades K – 8</u>	13
<u>Pre-Kindergarten</u>	14
<u>Physical Education Uniforms</u>	14
<u>Non-Uniform Days</u>	14
<u>CODE OF CONDUCT</u>	15
<u>Standards</u>	15
<u>Pre-Kindergarten through 2<sup>nd</sup> Grade Discipline</u>	15
<u>Discipline Policies (Grades 3 – 8)</u>	15
<u>Academic Notices</u>	15
<u>Behavioral Notices</u>	16
<u>Consequences for Behavioral Issues</u>	16
<u>Automatic Detention</u>	16
<u>Detention Guidelines</u>	17
<u>Suspensions</u>	17
<u>Suspension Guidelines</u>	18
<u>Disciplinary Review Board</u>	18
<u>Disciplinary Probation</u>	18
<u>Expulsion</u>	18
<u>Academic Honesty</u>	18
<u>Threats and Violence Policy (Diocesan)</u>	19
<u>Sexual Harassment Policy (Diocesan)</u>	19

<u>SPORTS</u>	20
<u>Rules of Eligibility - Academic</u>	20
<u>All-Star Qualifications</u>	21
<u>After School Care for Sports</u>	21
<u>TECHNOLOGY</u>	21
<u>Internet Acceptable Use Policy (Diocesan)</u>	21
<u>iPad and eReader Policy</u>	22
<u>eReaders (Grades 3 and 4)</u>	22
<u>School Controlled iPads (Grades 5 through 8)</u>	23
<u>Wearables</u>	25
<u>AFTER SCHOOL CARE (ASC)</u>	26
<u>Overview</u>	26
<u>Play and Learn (PAL) for VPK</u>	26
<u>Student Pick-Up Fees</u>	26
<u>Discipline</u>	26
<u>Activities</u>	26
<u>After School Clubs and Activities</u>	27
<u>Homework During ASC</u>	27
<u>Personal Items</u>	27
<u>Food</u>	27
<u>Play Clothes</u>	27
<u>OPERATING POLICIES</u>	27
<u>Bookbags and Backpacks</u>	27
<u>Broad Loss/Crisis Plan</u>	28
<u>Carline</u>	28
<u>Change of Vital Information</u>	28
<u>Class Parties and Birthdays</u>	29
<u>Class Rosters</u>	29
<u>City-Wide Emergencies</u>	29
<u>Communication</u>	29
<u>Family Service Hours and Volunteers</u>	30
<u>Fees</u>	30
<u>Field Trips</u>	31
<u>Forgotten Items</u>	31
<u>Homeroom Placements</u>	31
<u>Library Books</u>	31
<u>Lunch Program</u>	32
<u>Lost and Found</u>	32
<u>Mass</u>	32
<u>Messages and Deliveries</u>	33
<u>Safety</u>	33
<u>School Dances</u>	34
<u>Snacks and Lunch Foods From Home</u>	34
<u>Telephone Use By Students</u>	34
<u>Textbooks</u>	34
<u>Toys</u>	35
<u>Tuition Payments</u>	35
<u>Visitors</u>	35
<u>FACULTY AND STAFF EMAIL ADDRESSES</u>	36
<u>SCHOOL THEME FOR 2016-17</u>	37

*Holy Family Catholic School*  
*Mission Statement*

Inspired by the Gospel of Jesus Christ, the Holy Family Catholic School community commits to fostering deepening faith, academic excellence, responsibility for self, and concern for others.

*Beliefs*

We believe we must:

- Assist parents, the primary educators, in the formation of their child in areas of spiritual, intellectual, emotional, social, and physical growth through Christian example.
- Cultivate an atmosphere that embraces diversity with respect for individual differences as God created us.
- Meet the diocesan curriculum objectives using a variety of techniques in order to reach all learners.
- Promote creative thinking and a positive self-concept among students, enabling them to develop a life-long love of learning.
- Provide a safe, secure, and positive learning environment guided by qualified and dedicated faculty and staff.
- Facilitate communication between all stakeholders throughout the school and parish community.
- Prepare students for social responsibilities and interpersonal skills such as setting goals, cooperating with others, and making ethical and moral choices.
- Model and encourage the true meaning of the Gospel message which is to utilize our time, talent, and treasure through outreach and missionary programs

## **SCHOOL INFORMATION**

<u>Address:</u>	9800-3 Baymeadows Road Jacksonville, Florida 32256	
<u>Telephone:</u>	904-645-9875	
<u>Fax:</u>	904-899-6060	
<u>Office Email:</u>	<a href="mailto:office@hfcatholicschool.com">office@hfcatholicschool.com</a>	
<u>Website:</u>	<a href="http://www.hfcatholicschool.com">http://www.hfcatholicschool.com</a>	
<u>Facebook:</u>	<a href="http://www.facebook.com/HFCatholicSchool">http://www.facebook.com/HFCatholicSchool</a>	
<u>School Hours:</u>	AM Pre-Kindergarten	7:45 am-11:45 am
	AM Pre-Kindergarten/ PAL	7:45 am-2-30 pm
	K- 4th Grade	7:45 am-2:30 pm
	5th - 8th Grade	7:45 am-2:50 pm
	After School Care	2:30 pm-5:45 pm
<u>School Colors:</u>	Black and Gold	
<u>School Mascot:</u>	Wildcats	

Holy Family Catholic School is accredited by the Florida Catholic Conference and is a member of the National Catholic Education Association. Holy Family Catholic School was named a National Blue Ribbon School of Excellence in 2012.

The terms Holy Family, Holy Family Catholic School and HFCS are used interchangeably in this document and refer to the school entity.

### **School's Right to Amend**

The Principal, Pastor and (or) the school retains the right to amend this handbook for just cause, and the parents will be promptly notified of changes by written notice.

## **ADMISSIONS POLICIES**

### **Financial Responsibility**

Holy Family Catholic School, like our families or businesses in the community, has certain operating expenses. Holy Family counts on the prompt and faithful payment of tuition and other expenses from the families of its students. Families who find themselves late with a payment should immediately contact the Principal to discuss payment arrangements. Families understand that if they are three (3) months delinquent, Holy Family may withdraw their student and hold any academic records until such time as the account is brought current. In the event that a family does not pay their outstanding balance, they agree that they may be liable for any legal fees that are incurred.

### **Re-registration of Currently Enrolled Students and Parishioners**

In mid-January, families of currently enrolled students who are eligible to re-enroll will be sent re-registration forms in their Friday folders. These families submit a registration form along with the registration fee and required documents for siblings of their already enrolled child(ren).

Forms/payment not returned by the due date may result in the loss of their child's space for the following year. The final decision for re-admission rests with the Pastor and the Principal.

### **Open Registration Period**

Registration packets will be available for new families the last Sunday in January, which is the beginning of Catholic Schools Week. Priority will be given in the following manner:

- current students and their siblings
- registered, involved and contributing members of Holy Family Catholic Church
- newly registered parishioners who provide a letter from their previous parish
- parishioners from other Catholic churches
- other members of the community

Consideration will be given to families moving from out of the area who wish to continue in a Catholic school.

While following the priority in admissions detailed above, Holy Family admits students of any race, religion, and ethnic background. The final decision for admission rests with the Pastor and the Principal.

### **Educational Needs**

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies that target students who are able to function well in a mainstream setting. While Holy Family maintains an open admissions policy for families who are seeking a faith-based education for their children, we remain aware of our limited resources and limited capability to make major accommodations or adjustments to the curriculum and academic program offered.

All new students will be placed on a minimum probationary period of nine school weeks. Should an academic or disciplinary problem become evident during this period, as well as any other time throughout the year, withdrawal procedures may be initiated. This decision rests with the Pastor and the Principal.

In the interest of matching each family and student with the program best suited to helping each student succeed, Holy Family Catholic School may suggest that a family consider other educational settings for children who will benefit from a program with more appropriate accommodations.

### **Admissions Requirements**

Children entering Kindergarten must be 5-years-old on or before September 1<sup>st</sup>; children entering Grade 1 must be 6-years-old on or before September 1<sup>st</sup> and must document completion of Kindergarten. (Florida Statute 232.01) Pre-Kindergarten 4 students must be 4-years-old on or before September 1<sup>st</sup>.

Florida law also requires that immunizations be up-to-date before the start of school. Students are required to have the appropriate immunization and school entry health forms in their school files. The following original forms must be on file in the school office by August 1<sup>st</sup> of the school year:

- Florida Certificate of Immunization (blue HD 680)
- Student Physical examination (yellow/beige HD 3040) – no temporary exceptions can be made, especially for those entering school in Florida for the first time
- Birth certificate (a clean certified copy)
- Baptismal Certificate (for Catholic students)

- Copy of student's report cards from the prior two years (for students entering grade 1 or higher)
- Copy of student's standardized test scores from the prior two years (for students entering grade 3 or higher)

Academic records are reviewed to determine whether the program at Holy Family will meet the educational needs of the students. An interview with the student may be part of the admissions process. Testing in key academic areas may be held for incoming students in Grades 2-8 and all students who may qualify for the McKay scholarship or other academic programs.

## **ACADEMIC POLICIES**

### **Homework**

Homework is an important educational tool that reinforces the learning experience that takes place in school. It gives students the opportunity to practice the skills taught in class, to develop independent work habits, and to complete projects and long-term assignments accurately, neatly, and punctually.

Parents are encouraged to take an interest in their child's homework but must realize that homework is only beneficial if done by the student. The responsibility of the parent is to provide the child with a definite time and quiet place to do homework each day. To help children develop organized study habits, parents can teach children to check assignments off the student planner when completed and to pack all homework and books in the backpack before going to bed. It is also important to spend time reading or listening to your primary-aged children read on a daily basis.

Incomplete homework will result in lower grades on report cards. Parents will be notified if a student repeatedly fails to turn in homework.

Students in grades 2 - 5 are responsible for writing down homework assignments in their student planner/calendar issued at the beginning of the school year. Students in grades 6-8 may opt to use the calendar and reminders apps on their iPads to track homework assignments.

The following time guides are directed for the average student:

- Grades 1 and 2      30 minutes per night
- Grade 3              45 minutes per night
- Grade 4              60 minutes per night
- Grades 5 and 6      60 – 90 minutes per night
- Grades 7 and 8      90 – 120 minutes per night

In grades 3-8, any assigned work that is turned in late carries an eleven percentage point penalty for every day that the work is missing.

### **Report Cards**

Students are expected to carry on the tradition of academic excellence by making every effort to meet the educational challenges that are set. The faculty and staff are committed to helping students who make the effort to find success.

Report cards are issued quarterly at the end of each nine (9) weeks for grades 1-8. Kindergarten report cards are sent home quarters 2-4. Grades are based on class work, homework, class participation, extra projects, and test results.

The first report card for grades 1-8 is given to the parent on the parent-teacher conference day scheduled at the end of the first quarter. Quarters 2 and 3 report cards are sent home in the Friday Folder. Parents keep the report card but must return the envelope (with parent signature) to the homeroom teacher within three school days.

For Grades K – 7, the last report card is sent home the last day of school. The last report card for grade 8 will be given out following graduation.

If tuition and other finances are not current, the school policy is to withhold the student's report card until financial arrangements are made. If tuition is not up-to-date at the end of the year, final grades and school records will not be transferred to another school.

## Grading Scales

Kindergarten - Grade 2 and Enrichment classes K-2 use the following evaluation system:

- S = student is proficient in meeting grade-level skills
- N = student shows a developing understanding of skills, assistance is required
- U = student shows little understanding of the skills, cannot complete task independently
- NI = not introduced

Grades 3 - 8 and Enrichment classes 3-8 use the following grading system:

- A+.....97 – 100      A.....93 – 96      A-.....90-92
- B+.....87 – 89      B.....83 – 86      B-..... 80-82
- C+.....77 – 79      C..... 73 – 76      C-..... 70-72
- D+.....67 – 69      D..... 63 – 66      D-..... 60-62
- F..... 59/below

## Honor Roll

The following requirements apply to Honor Roll for Grades 4-8:

- **High Honors:** Students who earn all A's in Academic and Enrichment courses and incur no more than a single detention in a nine-week period.
- **Honors:** Students who earn all A's and B's in Academic and Enrichment courses and incur no more than a single detention in a nine-week period.

## Promotion and Retention Standards (Diocese of St. Augustine)

When a school accepts a student, it accepts the responsibility for educating that child. The performance of each child will be directed toward maximizing individual talents and abilities. The uniqueness of each student is a strong belief in the value system of our Catholic school, and every effort will be made to meet the varying individual needs among our students within the realm of local resources.

The following factors will be considered in the promotion of a student:

- Class performance according to the grade level requirements
- Student age and ability
- Student achievement on tests and examinations
- Successful achievement of required passing grade average

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that a student cannot complete a year's work in that given time.



In that case it may become necessary to retain a pupil in a particular grade for an additional year. This possibility will be discussed with administration and parents at the semester break, and the final decision will be made by early May. If so, school personnel will follow the Diocesan Criteria for Retention:

- Unsatisfactory progress or failure to pass the major subjects at each grade level:
- Kindergarten      Lack of Readiness Skills for Grade 1
- Grades 1 – 2      Failure in Reading
- Grade 3      Failure in Reading and/or Math
- Grade 4 – 8      Failure to achieve a passing grade average in the major subject areas: Religion, Reading, Language Arts, Math, Social Studies, Spanish or Science.
- Behavior indicating unacceptable effort to achieve academic success such as consistent failure to complete class and homework assignments and projects; consistent inattention to class instruction; or lack of preparation for school assignments.

## **MEDICAL AND ATTENDANCE POLICIES**

### **Immunization Requirements for Florida Schools**

Florida law requires all students enrolled in a Florida school to have a current Florida Certificate of Immunization (DH Form 680) on file in the school office. This form may be secured from the Duval County Health Department or at the child's personal physician's office. A new student from out-of-state may be enrolled temporarily for 30 days. The DH Form 680 must be presented within the 30 day period.

Florida law also requires all students enrolled in a Florida school to present a Florida Certificate of School Entry Health Exam (DH Form 3040) to the school office. The exam must be performed within one year prior to enrollment in school. A new student from out-of-state may be enrolled temporarily for 30 days. The DH Form 3040 must be presented within the 30 day period.

### **Attendance Guidelines**

Regular and punctual attendance is the first step toward school success. Important skills are taught at the beginning of the school day when the students are most alert. Children who are tardy are at a disadvantage as they miss teacher explanations and must work quickly to catch up with others. Further, children who are tardy disrupt the learning process of children who were on time.

- **Truancy:** The Diocese of St. Augustine requires a minimum attendance of 37 days per each 45-day grading period to qualify a student for a passing grade for that quarter. Both excused and unexcused absences are included. If special consideration is warranted, the Principal will make the final decision concerning passing grades after meeting with parents and teachers. Parents will be notified after 5 absent days in a quarter.
- **Arrival:** Our school day begins promptly at 7:45 am. for all students. Students should be on campus no later than 7:40 am. to allow time to walk to their classroom, put their materials in order, and be ready to begin the school day at 7:45 am. All entries will be through the front door of the school by the office. All visitors or volunteers must receive a badge before gaining access to the school.

- Absences: Parents are asked to notify the school office of their child's absence in writing by email no later than 8:30 am. At that time they may request the child's work which can be picked up after 2:50 pm. If make-up work is requested and given, the expectation is that the work will be completed upon return to school. Otherwise the student will be notified of make-up work upon return to school. A student is allowed one day per each day absent to make up required work. If a student is absent 3 or more days a doctor's note is required when the student returns to school. This note must state the student's name along with the date and reason for the absence, and must be signed by a doctor.
- Excused versus Unexcused Absences: Excused absences include only illness, accident, or death in the immediate family. Parents choosing to take their child out of school for an unexcused absence must notify the Principal and homeroom teacher. The notice should be submitted in writing 5 days in advance. Teachers will provide school work reflected in advance lesson planning, but students returning from an unexcused absence may have other work assigned due to changes in instruction. Both unexcused and excused absences count equally in determining [truancy](#).
- Tardies: Parents must walk tardy students into the office to sign them in and receive a tardy slip. Students arriving after 7:45 am. will not be admitted to class without a tardy slip. Students are to be in their seats by the tardy bell, 7:45 am. A student is allowed to be marked tardy three times per grading period to allow for any medical appointments, family emergencies or transportation problems that might arise. After three tardies, parents will be issued a letter from the principal. The 4<sup>th</sup> tardy and all others during one quarter will result in a charge of \$5.00 per student.
- Early dismissals: It is understood that it is sometimes difficult to arrange medical and dental appointments after school hours. However, do your best to make these as rare as possible since the instructional time your child loses can be very detrimental to academic progress. Notify the teacher in writing and in advance if it is necessary for you to pick up your child early for any reason. A student who arrives late or leaves early must be signed in or out by a parent/guardian.
- Partial absences: Children who are present but have missed more than one hour of the school day will be marked 1/2 day absent. Those missing more than 3 hours will be marked a full day absent. Perfect attendance certificates are given to students who have not missed any time due to absence, tardiness, or early dismissal for an entire school year.
- Consequences: Absence from school precludes attendance at any extracurricular activities that day. Students must be in attendance by 11:00 am to be eligible for any after school activity.
- Team dismissals: Athletes not riding with their parents to after school sporting events must have a written note allowing them to ride with an adult listed on the student's pick up list. Only team siblings may be signed out early by their parents for after school sporting events.
- Re-entry: Students are not permitted re-entry to classrooms, lockers, etc. after dismissal for safety purposes.

## Medications and Illness

If your child has any serious medical conditions (severe food allergies, diabetes, epilepsy, etc.), please contact the school office to schedule an appointment with the teacher(s) and school nurse to discuss your child's condition.

Parents/guardians are informed promptly when a student is injured or becomes seriously ill while at school. This is logged in writing for school records. The school staff is prohibited from providing any medication, **including over the counter medicines**, to any student without completion of the required authorization forms.

Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Students requiring medication while at school must adhere to the following policies:

- **The Diocesan Medical Authorization Form must be completed and signed by the student's parent/guardian and the child's physician.** Neither phone calls nor handwritten notes are accepted.
- Changes in dosage or times of dosage must be communicated to the office by completing a new **Diocesan Medical Authorization Form**.
- All medications must be brought in the original container to the main office by a parent. The prescription label must indicate student's name, name of medication, physician's name, dosage, and times for dosage. Parent/guardian must also provide utensil for dispensing liquid medicines brought to school.
- Medicine will remain in and be dispensed from the school office. A note should be sent to the child's teacher asking the teacher to send the child to the office at the proper time to receive medication. (Note: medicine will only be dispensed to children who report to the office for it.)
- Students may keep inhalers with them if the **Diocesan Medical Authorization Form** is on file in the office.
- Students may not have other medication in their possession (i.e. in backpacks, lockers or lunch boxes) during the school day. This includes cough drops.
- Students must be free of fever (fever = over 99°) without medication, and not have vomited or had diarrhea for 24 hours before returning to school.
- A doctor's note is required to return to school after missing more than 3 days of school due to illness or an infection such as chicken pox.
- The Diocese of St. Augustine has a no-nit policy regarding re-admittance of students after head lice infestation. Students must be nit (egg) free before returning to school and must be accompanied by a parent/guardian before being allowed to return.
- Only students with a documented medical condition may be allowed to use the elevator, send a doctor's note to the school nurse within 24 hours of the injury. Students must use an elevator pass from the main office and may have a classmate assist them when moving from floor to floor.

## Sports Physicals

**Before a student can participate in a school sport, a Diocesan Student Athletic Participation Form must be completed after June 1<sup>st</sup> prior to the start of the school year. Students participating in any club sport that competes off campus must also turn in the form. Duval County Sports Physicals are not accepted. The form must be turned into the front office before the first day of practice. No sports physicals will be accepted on the day of tryouts.**

## **DRESS CODE**

### **Standards**

As a Catholic Christian community we believe that all people are made in the image and likeness of God. While dressing neatly shows respect for self and for those with whom we spend our days, it is not necessary to alter or greatly adorn our God-given image.

Students are expected to adhere to uniform regulations and to wear the full official uniform. Uniforms should be neat and clean. Shirts and blouses should be tucked in neatly; pants and skirts must be worn at waist level and waistbands must be visible. **Students may not wear boots at school.** All uniform articles should be appropriately sized for the student. All uniforms should be permanently labeled with the child's name. All specified items are available at RC Uniforms.

### The Standard Uniform consists of the following:

#### Girls Grades K-8

- Plaid uniform jumpers (K-4) or plaid uniform skirts (5-8) should be long enough that the bottom of the hem is at the student's knee.
- White uniform short sleeved blouses (K-4).
- Light blue uniform oxford shirt or forest green uniform knit shirt with school logo (5-8)
- Shoes must be plain tan, brown or black leather. Boots, sandals, heeleys, open toe or backless shoes are not appropriate. Leather sneakers are not appropriate. (Shoes must be worn properly on the heel). **No color accents on shoes are acceptable.**
- Students in Pre Kindergarten through 2nd grade are encouraged to wear sneakers daily because of outdoor play. (No characters or flashing lights.)
- Plain white, navy, black, gray or forest green socks are required. (No designs or emblems.)
- Socks should be above the ankle or knee socks; short, sport socks are not appropriate.
- Plain white, navy, black, gray or forest green tights may be worn on cold days.
- Forest green uniform sweatshirt (regular sweatshirt or approved zippered hoodie sweatshirt) with school logo may be worn on cool days. No hoods worn on heads.
- Forest green uniform sweatshirts or the uniform fleece jackets are the only additional garment students may wear in the classrooms.
- There is no uniform outer jacket. Students may wear any plain, dark-colored jacket or coat with the uniform sweatshirt underneath. Students may not wear a non-uniform jacket instead of a uniform sweatshirt in the school or Church. RC Uniforms stocks green jackets with nylon shell and lining which may be embroidered with the school logo.
- Hairstyles: Unnatural colors and extreme styles are not appropriate. Hair should be neat and should not hinder vision; avoid fad haircuts, beaded tropical braids, any type of shaved haircuts, and extreme colors or styles such as streaks of color.

- Hair clips should be simple; hair bands or ties must be simple and coordinate with the school uniform. No scarves or large hair bands permitted.
- Girls may wear one pair of post earrings (no larger than the earlobe and cannot fall below the earlobe). No other piercings are permitted.
- Make-up, nail polish, lipstick, body glitter and tattoos (permanent or temporary) are not permitted.
- One watch, one modest ring and either one chain with a crucifix or religious medal, or a cloth necklace with a scapular. Personal fitness monitors or smartwatches are prohibited from school. See [Section](#) under “Technology”.
- No bracelets are allowed including elastic or Silly Bands.

#### Boys Grades K-8

- Uniform navy blue pants or shorts with an embroidered cross (K-8)
- Forest green uniform knit shirt with school logo (K-4)
- Light blue uniform oxford shirt or forest green uniform knit shirt with school logo (5-8)
- Plain white undershirt may be worn under the uniform shirt
- Belt must be solid black, solid brown or solid navy blue. Kindergarten boys may wear belted pants or elastic waistband pants.
- Shoes must be plain tan, brown or black leather. Boots, sandals and heeleys are not appropriate. **No color accents on shoes are acceptable.**
- Students in Pre Kindergarten through 2nd grade are encouraged to wear sneakers daily because of outdoor play. (No characters or flashing lights.)
- Plain white, black, navy, gray or forest green socks (without designs or emblems)
- Socks should be above the ankle crew socks; short, sport socks are not appropriate.
- Forest green uniform sweatshirt (regular sweatshirt or approved zippered hoodie sweatshirt) with school logo may be worn on cool days. No hoods worn on heads.
- Forest green uniform sweatshirts or the uniform fleece jackets are the only additional garment students may wear in the classrooms.
- There is no uniform outer jacket. Students may wear any plain, dark-colored jacket or coat with the uniform sweatshirt underneath. Students may not wear a non-uniform jacket instead of a uniform sweatshirt in the school or Church. RC Uniforms stocks green jackets with nylon shell and lining which may be embroidered with the school logo.
- Hairstyles: Unnatural colors and extreme styles are not appropriate. Hair should be neat and should not hinder vision; avoid fad haircuts, beaded tropical braids, any type of shaved haircuts, and extreme colors or styles such as streaks of color.
- Hair should be neatly cut so that it is above the eyebrows, ears, and shirt collars.
- No student may wear facial hair (including long sideburns).
- Body piercings and tattoos (permanent or temporary) are not permitted.
- One watch and either one chain with a crucifix or religious medal, or a cloth necklace with a scapular is allowed. Personal fitness monitors or smartwatches are prohibited from school. See [Section](#) in “Technology”.
- No bracelets are allowed – including elastic or Silly Bands.

### Pre- Kindergarten

- RC logo blue pull-on shorts or long pants (No PE shorts or sweatpants; no pants with zippers or belts)
- Forest green t-shirt with school logo
- Forest green uniform sweatshirt (regular sweatshirt or approved zippered hoodie sweatshirt) with school logo may be worn on cool days. No hoods worn on heads.
- Shoes should be sneakers (without characters or flashing lights). Shoes may have either laces or Velcro fasteners.
- Plain white, black, navy, gray or forest green socks (without designs or emblems)
- Make-up, nail polish, lipstick, body glitter and tattoos (permanent or temporary) are not permitted.
- One watch and either one chain with a crucifix or religious medal, or a cloth necklace with a scapular.
- No bracelets are allowed – including elastic or Silly Bands.
- A single ring is allowed and one pair of post earrings (no larger than the earlobe and cannot fall below the earlobe). No other piercings are permitted.
- Boys' hair should be neatly cut so that it is above the eyebrows, ears and shirt collars.
- Pre-Kindergarten students should have a change of clothes on hand at the school for the occasional spills or accidents that do occur.

### Physical Education Uniforms

As an integral part of our instructional program, all students are required to participate in Physical Education classes unless a doctor's note is presented. Grades in P.E. are based on participation so that not dressing out for P.E. (and therefore not participating) will result in a lower grade. Sharing of P.E. uniforms is not permitted. To participate in P.E. classes students in grades 2 and higher must be dressed in the P.E. uniform, which is as follows:

- Holy Family uniform blue gym shorts available at RC Uniforms
- Holy Family green t-shirt available at RC Uniforms
- Athletic shoes should be plain (no characters or flashing lights), with non-marking bottoms.
- Kindergarten and 1st Grade students do not change into PE uniforms.
- On cool days, students may wear uniform sweatshirt and/or plain dark sweatpants.
- It is recommended that students in Grades 3-8 have roll-on deodorant in their gym bags. Aerosol spray deodorant is not allowed.

### Non-Uniform Days (NU Days)

All Fridays at Holy Family are School Spirit Days except for scheduled First Friday Masses and other Church and school events. On School Spirit Days, the following standards are enforced:

- Shorts must be no shorter than 3 inches above the knee
- Skirts and dresses must be knee length
- Leggings are not considered pants; any top worn with leggings must be knee length, as a dress
- Shoulders must be covered for students in grades 3-8
- No tank-tops and no exposed midriffs

- No flip-flops, crocs, heeleys, or backless shoes (open-toed allowed – must have a back for safety reasons)
- No obscene or offensive t-shirt designs
- Standard uniform guidelines apply for hair, make-up, and jewelry

## **CODE OF CONDUCT**

### **Standards**

It is necessary for a child to learn self-discipline in order to learn responsibility and to make academic progress. The behavior of the student should reflect the Christian values being taught at home and school. The school's discipline code is based on choices and consequences. Each student is responsible for the behavioral choices made and must deal with the consequences of their actions. Cooperation and support between the home and school environment is essential for the code of conduct to become the fiber of our school environment.

### **Pre-Kindergarten through 2<sup>nd</sup> Grade Discipline**

The Holy Family philosophy of discipline for early primary students is rooted in positive reinforcement and Gospel values. We believe in and focus on expectations that lead to self-regulation and self-discipline. We believe students should repent for wrong-doings on their own as we emphasize, 'do unto others, as you would have them do unto you.' We focus on prevention, rather than reaction, through our religious education and health studies; and always try to correct behavior, rather than to punish punitively.

Rules are posted in each classroom and are positive in nature. The rules are conveyed to students and parents. Teachers in PreK-2 utilize a behavior chart divided into behavior levels to promote positive behavior. All students begin the day in the middle of the chart on the Ready to Learn level. Good choices earn them a level up the chart and inappropriate behaviors cause the pin to move down the chart. Each teacher sets the goals and consequences for his/her own classroom and clearly states them for students and parents. Consequences might include: time out, loss of privileges, note/phone calls home, and parent conferences. As the school year progresses, goals and consequences are evaluated and adjusted to meet the varying needs of the classroom.

Excessive inappropriate behavior will not be tolerated. Incidents involving student/student or student/teacher injury or destruction of school property (which requires repayment by parent) can result in immediate suspension/expulsion.

### **Discipline Policies (Grades 3 – 8)**

#### **Academic Notices (formerly "Classroom Notices")**

Academic Notices are issued by the teachers for incidents when a child interrupts his or her own learning. Academic Notices do not apply toward conduct grades in any way. If a student has not completed a required assignment, parents will be notified through an Academic Notice issued by the teacher. Students must complete the missing work for the next school day and eleven percentage points will be deducted from the assigned work. Parents are asked to sign and return academic notices the following school day. Examples of situations warranting an academic notice include but are not limited to:

- Needs to complete homework
- Needs to be prepared for class (supplies, covered textbooks, et cetera)
- Need to participate in class

- Needs to complete make up work after absence
- Needs to return items sent home from parent signature

### **Behavioral Notices (formerly “Parent Notices”)**

Behavioral notices are given for incidents when a child interrupts the learning and spiritual environment of others. Behavioral notices are issued by the teacher and parents are asked to sign and return them the following school day. Examples of situations warranting a behavioral notice include but are limited to:

- Excessive Nonconformity to dress code (student has been warned more than once)
- Threats and/or willful lack of concern for others
- Inappropriate behavior anywhere on campus (i.e. classrooms, bathrooms, locker rooms, hallways, lunchroom, carline, gym, playground)
- Property destruction (requires repayment for damages)
- Willful and repeated classroom disruptions (after verbal warning)
- Irreverence at Church, liturgies, or prayer services
- Eating in unauthorized places or at unauthorized times (includes chewing gum)
- Creating and leaving excessive mess in the lunchroom or classroom
- Inappropriate displays of affection

After three behavioral notices are issued, a child is referred by the teacher(s) to the assistant principal for detention.

### **Consequences for Behavioral Issues**

Interventions with children experiencing behavioral issues at Holy Family can include the following:

- A verbal reprimand
- Time Out
- Removal from classroom
- Phone call or conference with parent/guardian
- Temporary or permanent suspension from a diocesan team or club sport
- Removal of the student from classroom for the remainder of the school day
- [Detention](#)
- Loss of privileges such as field trips, SGA membership, NJHS membership.
- [Suspension](#)
- Behavior Contracts
- [Disciplinary Review Board Meeting](#)
- [Disciplinary Probation](#)
- [Expulsion](#)

### **Automatic Detention**

The following offenses constitute an automatic detention. An automatic detention is only given by an administrator. Examples of situations warranting a detention notice include but are limited to:

- Harassment/Intimidation/Bullying (Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.)



- Defiance/Disrespect of authority
- Cheating/Plagiarism/Academic dishonesty (results in a grade of zero)
- Fighting/physical confrontations/physical harm
- Profanity or obscene gestures
- Leaving classroom/school property, during the school day, without teachers' or administrators' permission
- Possession of unauthorized items at school (i.e. unapproved electronic devices, games, cell phones, etc.) This does not include authorized electronic readers – see acceptable use policy for electronic books/readers.
- Violations of the diocesan [Internet Acceptable Use Policy](#) including posting pictures of school activities or posting inappropriate remarks about Holy Family.
- Other misuse of the internet or technology such as attempting to defeat security measures.
- Stealing
- Three behavioral notices

### **Detention Guidelines**

The Assistant Principal monitors detention every Tuesday during the lunch periods. This detention will consist of an activity and completion of a Reflection Sheet documenting the assigned activity. This assigned activity is an opportunity for the student to make amends for his/her behavior and model a positive change in the world. Students who receive 2 detentions in a nine-week period will receive an “N” for conduct on the report card and will be ineligible for honor roll. A second detention will also warrant a meeting with the Guidance Counselor. Students who receive 3 detentions within one nine-week period will receive a “U” for conduct on the report card and will be ineligible for honor roll. A third detention will also warrant a meeting with the Guidance Counselor. Conduct grades also impact extra-curricular activities. (See details listed under Sports.)

### **Suspensions (issued by the Principal for major offenses)**

Suspension is the temporary removal of a student from his/her regular academic program. It is designed for a child and his or her family to make a serious and prayerful decision to completely change on-going disruptive behavior. Suspension from school is a severe disciplinary procedure and could be imposed for serious misconduct. This misconduct could include, but is not limited to, willful harm to another person, damage to the school or other property, possession of a weapon, alcohol, or drugs, and repeated disregard for school rules and regulations.

- 1<sup>st</sup> Suspension: Student will be suspended, receive a (U) in conduct, and will be ineligible for Honor Roll for the quarter in which the suspension is received. The student will not be allowed to participate in sports and extra-curricular activities for a period up to 10 school days following the suspension. Administration will consider additional consequences depending on the level of the offense.
- 2<sup>nd</sup> Suspension: Student will be suspended and will meet with the Disciplinary Review Board. The student will receive a (U) in Conduct and will be ineligible for Honor Roll for the quarter in which the suspension is received. The student will also be ineligible to participate in sports or extra-curricular activities for a period up to 20 school days following the suspension. The Disciplinary Review Board will review any subsequent suspension during a nine-week period.

## **Suspension Guidelines**

- All class assignments, quizzes, and tests will be made up by the student.
- At the end of the day, the student is responsible to find out what homework has been assigned.
- 3 points will be subtracted from each subject at the end of the quarter.
- Any student suspended will not be allowed to attend school events (i.e. dances, games) on any day suspended.
- Any 8<sup>th</sup> grader suspended during the fourth quarter will not be allowed to participate in the class trip.
- Parents needing an in-school suspension will be billed \$75 to cover the cost of a substitute teacher.

## **Disciplinary Review Board**

The Disciplinary Review Board is comprised of the Pastor, the Principal, a teacher selected by Administration, a teacher selected by parent/guardian of student, and the School Counselor. Meetings are held to help determine the underlying causes of behavior and to implement strategies for behavior change in order to increase the level of successful learning. It is proven that irresponsible behavior can decrease the student's range of future opportunities. The Disciplinary Review Board is convened to develop in students an accountability for their own behavior and the chance for home and school to work together in helping students to make the right choices in the context of behavior management.

## **Disciplinary Probation**

Based upon the student's past discipline record and recommendations made by the Disciplinary Review Board, a student may be placed on Disciplinary Probation for a period of time to be determined by the Pastor and the Principal. Further disciplinary issues may require expulsion from the school.

## **Expulsion**

The selling or possession of weapons, narcotic drugs or alcohol whether on campus or during any school sponsored activity, such as field trips, athletic events, etc. will result in immediate expulsion of the offending student(s).

Any threats or violence directed toward students, faculty, staff, or administration, whether on campus or during any school sponsored activity, such as field trips, athletic events, etc., will be taken seriously and could result in expulsion of the offending student(s).

Any explicit sexual activity, either alone or with another student whether on campus or during all school sponsored activities, such as field trips, athletic events, etc. will result in immediate expulsion of the offending student(s).

## **Academic Honesty**

Personal pride and integrity are essential to Holy Family's dedication to academic excellence. Academic Dishonesty involves giving or receiving any unauthorized assistance on homework, tests, quizzes, and/or projects. Cheating violates God's seventh Commandment, and will result in a grade reduction, notification to parents/guardians, and disciplinary action.

## **Threats and Violence Policy (Diocese of St. Augustine)**

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously.

A threat is an expression of intent to cause physical or mental harm regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

Students: If a student makes a threat, the principal at his/her discretion may suspend/expel the student from school.

If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student.

Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

## **Sexual Harassment Policy (Diocese of St. Augustine)**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike from Pre-Kindergarten through Twelfth Grade should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the Principal, his/her teacher, or guidance counselor.

The Principal should immediately investigate the incident. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

## **SPORTS**

### **Rules of Eligibility – Academic**

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. Coaches determine age eligibility for each sport. Students who wish to play on school sports teams are required to have the Diocese of St. Augustine sports physical form completed after June 1<sup>st</sup> and notarized. Parents will be notified of eligibility

- Major subjects are Religion, Reading/Literature, Social Studies, Math, Science, Language Arts, and Spanish for Grades 4-8. Students who drop to an “F” or two “D’s” in a major subject will automatically be ineligible for five school days beginning the day after the athletic director is notified or ten school days after report cards are issued.
- If the student does not meet the eligibility standards after the five/ten day period, they will be removed from the team
- Students who receive an “F” in a Resource class have ten school days to improve their grade, or else be removed from the team
- If a student receives a 2<sup>nd</sup> detention in a nine-week period (N-conduct), the student will not be allowed to participate in the next scheduled game.
- If a student receives a 3<sup>rd</sup> detention in a nine-week period (U-conduct), the student will be suspended from the team for at least 10 school days. It is the coach’s decision as to whether the student will remain on the team.
- All students shall be given equal opportunities to tryout for all teams and age/eligibility rules shall apply when a student is part of the squad.
- Coaches will pick students for ability to participate in various activities. The judgment of the coach will be final from the viewpoint of ability. The rules of eligibility will then be applied for each of the following evaluation periods.
- If a student is ineligible at his school and then transfers to another school, his/her ineligibility will be carried over to the next grading period at the new school.
- A student, by reason of lack of school attendance or improper conduct may at any time be declared ineligible by the Pastor or Principal.
- The Administration reserves the right to make a policy with stricter guidelines.
- Diocesan guidelines for attire must be followed.

### **All-Star Qualifications**

In order for a student athlete to be selected to represent Holy Family as an all-star for his or her respective team, the following qualifications will be taken under consideration:

- Play 85% of all games
- Attend 90% of all practices
- Stay eligible all season (this includes grades and conduct)
- Game performance
- Practice performance
- Seniority – the number of years on the team and/or grade
- Behavior on and off the court/playing field
- How the student represents Holy Family

## **After School Care for Sports**

Team members who wish to remain on campus in order to participate in a team sport that does not immediately begin after dismissal must be enrolled in our After School Care program. A parent note needs to be on file in the office by 2:00 pm if the team member needs to take advantage of After School Care. Unsupervised team members will be placed in the after school program and the appropriate fees will be charged.

## **TECHNOLOGY**

### **Internet Acceptable Use Policy (Diocese of St. Augustine)**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of internet use, our school and the sponsor of this internet connection will not be liable for the actions of anyone connecting to the internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

#### Internet Terms and Conditions of Use:

- All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
- The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
- Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number. Do not agree to meet with someone you have met online; report the incident to your teacher immediately.
- Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
- Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.

- Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students are not permitted to take pictures/video or tape recordings without prior approval of the administration and the teacher. No pictures from school-sponsored activities or students in uniform may be posted on any website or social networking sites.
- Students in Grades 3-8 using electronic books/readers must have a signed permission slip on file with the office. This form includes all the rules and consequences for violating these rules. (HFCS 2012)
- Teachers may not email students or join any social networking site as friends with students. Teachers and students may not text each other unless authorized by the principal. Students may not post pictures or messages that reflect negatively on Holy Family.

The school specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

### **iPad and eReader Policy**

Holy Family is dedicated to the appropriate use of student technology and following the stipulations of the Children's Internet Protection Act (CIPA), designed to protect minors from inappropriate internet content.

Technology resources at Holy Family are provided for the purpose of supporting the school's goal in promoting educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school/diocesan rules and policies including, but not limited to, those stated in this Handbook. It is understood that members of the Holy Family community will use technology devices and the school's network in a responsible, ethical, and legal manner at all times.

### **e-Readers (Grades 3 and 4)**

The love of reading is an important quality to instill in children and electronic books/readers can serve a useful purpose within the school setting to help achieve this goal. Holy Family, in the interest of supporting reading, sets forth the following guidelines for the use of electronic books/readers on campus:

- Parents must turn in an eReader permission slip to the homeroom teacher.
- Students in 3<sup>rd</sup> and 4<sup>th</sup> grades may only bring simple dedicated eReaders to school such as the Basic Kindle, Kindle Paperwhite, Kindle Paperwhite 3G, Basic Nook, Nook GlowLight, Nook SimpleTouch, Kobo, Sony PocketReader, Sony PRS Series, or like device. Only devices designed primarily to provide books in electronic form may be brought to school. Such devices must be used exclusively for reading. Direct questions about eReading devices directly to the Principal.
- Playing games, using the internet, talking or texting, taking pictures, or anything else that these devices may be able to do, is not permitted.

- Students in 3<sup>rd</sup> and 4<sup>th</sup> grades are not permitted to bring an iPad, iPad mini, Android, Kindle Fire, Nook HD, Samsung Galaxy Series, Asus or any other full featured tablet to use as an e-Reader.
- Students are permitted to borrow eBooks for personal enjoyment through the Holy Family Media Center if their device is equipped to do so.
- Smartphones may not be used as reading devices
- Students may use the devices when instructed to do so by the teacher or when they have been given the opportunity for self-directed reading.
- Parents are solely responsible for monitoring the books downloaded to make sure they are books appropriate for a school setting.
- If a student uses the device inappropriately or when not permitted to do so, the device will be taken and returned to the parent. Student may forfeit the privilege of bringing electronic books/eReaders to school for a designated period of time or permanently.
- The full responsibility for the device, its security and safety, rests with the student. Because the liability for the device rests with a single user, the student, the device may not be shared with other students/classmates.
- Holy Family is not responsible for loss or damage to such devices.
- The school reserves the right to search all electronics, including electronic books/readers that students have brought onto school property.
- The device must be labeled with the student's name.

### **School Controlled iPads (Grades 5 through 8)**

iPads are property of Holy Family Catholic School and should be used only for educational purposes. While teachers control content on the iPads at all times while at school, students attempting to defeat the security system for non-educational purposes will incur disciplinary action. Holy Family Catholic School retains sole right of possession of the iPad and related equipment.

- Receiving your iPad: Orientation training is provided before the distribution of the iPads in the classroom so that students will learn how the iPads will be used during classroom instruction. During the iPad Orientation, the media specialist reviews the Internet Acceptable Use Policy of the Diocese of St. Augustine for students to use the iPads during the school year. Students will be assigned an iPad number for their use in the classrooms and the iPads are bar-coded and checked out for the year through the media center
- Taking Care of the iPad: Students are responsible for the general care of the iPads. If there is a problem with the iPad, the student should notify the media specialist so that the technology assistant can evaluate of the equipment.
  - iPads must remain free of any writing, drawing, stickers, or labels
  - iPads must remain in their protective cases with the school logo.
  - iPads must never be left where there is a possibility of theft.
  - Students may not use "skins" to "personalize" their iPads.
  - Students may not share iPads or write anything on another student's iPad.

- Protective Cases: The cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean on the top of the iPad.
  - Do not place anything near the iPad that could put pressure on the screen.
  - Only if directed, clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
  - Do not "bump" the iPad into walls, floors, etc. as that will eventually break the screen.
- Passwords: All iPads are password protected. This password is kept on record with the technology department and may not be changed without school permission. Passwords should not be shared or communicated to other students and doing so is a violation of policy
- Screensavers/Backgrounds: A standard screensaver and background will be preset on the iPad and may not be changed by the student.
- Photos/Sound/Music/Games: Photo/Image storage on the iPad will be for school projects only. Students may not download music from iTunes or any other music sharing site. Music is only allowed on the iPad if provided by the teacher for educational use. Internet games are not allowed on the iPads. All software/apps must be school provided. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should supply a simple set of ear buds for use with lessons that have sound.
- School Management of Device: Holy Family consistently synchronizes the iPads to the school server. Students may not attempt to synchronize iPads or add apps through a personal iTunes account. The software apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times. The school runs multiple checks a day to ensure that students have not removed required apps and/or installed non approved apps. Administration retains the right to physically assume control of a student iPad at any time.
- Student e-Mail: Students are provided school email addresses only for the purposes of Google for Education, an educational iTunes account, eBackpack account and school controlled educational products such as Accelerated Reader and IXL. Student emails are set through the schools Intranet, not through the public internet – no emails leave the Holy Family Server. Students are prohibited from using the email addresses for communication, either to each other or to teachers. All school communications are handled through the Parent/Student portal and the teacher managed eBackpack web space. Students may not use their Holy Family email credentials for any personal internet services.
- Personal Reading: Students are permitted to borrow eBooks for personal enjoyment through the Holy Family Media Center. Students may also read electronic books from home on their school iPads. Other eBooks, cloud reading services or reading apps such as Kindle or Nook can be loaded onto the iPad by the technology coordinator through the media specialist. Teachers and the After School Care director have complete discretion to limit iPads for personal reading time.



- Cameras: Camera access is turned on and off at the teacher’s discretion for in-school use only. At this time, all camera access is turned off for 6<sup>th</sup> -8<sup>th</sup> graders leaving the building with school issued iPads.
- After School Care: Students enrolled in After School Care in grades 6-8 have access to their own school managed iPad during After School Care. The controls are passed from the classroom teacher to the After School Care director. Students who “Drop In” to After School Care do not have access to iPads due to system and personnel restraints.
- Procedures for re-loading software: If technical difficulties occur or illegal software (non-approved installed Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.
- Cost of Repair: Students will be held responsible for all intentional damage to their iPads including, but not limited to: abusive damage, inoperability and the like. Should the cost to repair exceed the cost of a new device, the student will pay for full replacement. Accidental damage, such as a screen crack, is covered under insurance. The first insurance repair is free and subsequent incidents are handled on a case-by-case basis.
- iPad Identification: Student iPads are barcoded for physical tracking and media center checkout. This identification must not be removed from the iPad.
- Acceptable Use: The use of Holy Family technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school, and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates the Diocesan Internet Acceptable Use Policy privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The School Code of Conduct shall be applied for student infractions.

Per the school’s right to amend this handbook, parents will be notified to any changes made to the iPad policies.

### **Wearables: Smartwatches, Physical Trackers, and Internet/Bluetooth Devices**

Because emerging wearable technology opens networks to security breach, un-restricts information access, and provides unmonitored resource connectivity, students are not allowed to wear any devices that connect to the Internet or use Bluetooth enabled connections. This includes simple (even non- LCD display) “Fit Bit” style trackers, Apple Watches and other wearable technologies as commercially available.

## **AFTER SCHOOL CARE**

### **Overview**

Holy Family is pleased to offer After School Care (ASC). This program is designed to provide a safe, enjoyable environment for your child/children. It operates from 2:30 pm to 5:45 pm See the school calendar for specific open and closed dates. Enrollment is open to students of Holy Family. A drop-in program is available. Parents must notify the school office in writing via e-mail by 11 am to use the drop in service. An \$8.00 per hour/per student fee must be paid at pick-up. After 2:30 pm, the main contact number for ASC is (904) 899-6050.

Parents may not wait at the ASC front desk to pick up students from paid enrichment programs such as Karate, Dance, et cetera.

### **Play and Learn (PAL)**

Parents of morning VPK students who desire a full day of pre-kindergarten can extend the day for their child in our PAL program. The program runs from 11:45 am to 2:30 pm and is staffed by our permanent certified PK staff. This structured program for morning VPK students extends learning activities designed for kindergarten readiness. Students in the PAL program may also stay for ASC (see below).

### **Student Pick-Up Fees**

It is very important that your child/children be picked up by 5:45 pm Late pick-ups will be charged an overtime rate of \$20.00 for the first 5 minutes and \$1 per minute thereafter, without exception. Repeated late pick-ups will lead to termination of ASC enrollment. Late fees are to be paid as they incur and should be paid to the After School Care Director at the time of pick up.

### **Discipline**

Good behavior will be expected of all children in the program. All Holy Family Parent/ Student Handbook policies apply in ASC. This is necessary to provide a safe and happy environment for everyone. In the event of any disciplinary action, parents and principal will be notified. If a child seriously undermines this philosophy, it can lead to expulsion from the After School Care program.

### **Activities**

The children will play, rest and have the chance to enjoy many individual and group activities that are educational and fun. The program is scheduled as follows:

- Roll Call
- Change clothes (if desired); they must be appropriate for weather.
- Students provide their own snack (beverage is provided)
- Study/quiet time (homework, reading, prayer, rest, etc.) Please bring beach towels: no folding mats.
- Organized play involving various activities (outside if weather permits).
- 5:20 pm is "settling down" time and toys are put away.

### **After School Clubs and Activities**

Students who wish to remain on campus in order to attend an after-school activity that does not immediately begin after dismissal must be enrolled in our After School Care program. Students must be signed out by a parent or pre-approved adult. Unsupervised students will be placed in after school care and the appropriate fees will be charged.

### **Homework During ASC**

Allotted times:

- Grades 1–2                      30 minutes
- Grades 3–4                      45 minutes
- Grades 5–8                      60 minutes

Students have some access at ASC to extra reading material or the family may choose to keep an extra reading book in the student's bookbag to read after homework is finished. The student (if homework is completed) makes this decision. The adult caregivers are not able to check the quality or completeness of homework assignments. Adult supervision is available for questions concerning directions for work and to maintain quiet. The responsibility for completion of assigned work remains with the student.

### **Personal Items**

Nothing should remain at ASC overnight and we require you to label student belongings with their name. The school accepts no responsibility for items brought from home. ASC provides board games, puzzles, art supplies and some homework tools (such as rulers or scissors). Students do need to bring textbooks, notebooks, paper and other materials required to complete their assignments.

### **Food**

Students need to provide their own snacks. Juice is available every day; other beverages may also be served. If your child is allergic to or you do not wish him/her to have certain foods, you must notify the ASC supervisor in writing.

### **Play Clothes**

These should be sent in each day if you do not wish your child to play in the school uniform. The P.E. uniform may be worn during ASC. Clothes should be clean and in good repair. Plain t-shirts or collared shirts are preferred; tank tops are not appropriate attire. All clothes should be appropriately sized for the child; neither very tight nor oversized baggy clothes are permitted. Shoes must completely enclose the feet; open-toed, open back or platform shoes are never appropriate on campus.

## **OPERATING POLICIES**

### **Bookbags and Backpacks**

The school is mindful of keeping the weight of books and supplies within reason so that students are not carrying excessively heavy bags to and from school. The school is also concerned

about keeping classrooms and hallways free of obstructions. Therefore, bookbags or backpacks should not be overly large. Wheeled bookbags are not permitted on campus.

### **Broad Loss/Crisis Plan**

The school staff has a plan to handle a crisis situation involving a student or staff member as well as a plan to handle a crisis when a threatening intruder may be on school grounds or in the school building. This plan is found in each staff member's handbook and is discussed during orientation at the beginning of each school year.

### **Carline**

To ensure the safety of all students, each vehicle must display the school issued carline sign and correct student name(s). Carline signs are sent home in the first Friday folder. Any vehicle without this sign must park and go to the main office to verify the release of students.

Parents must notify the school via note or email by 2:00 pm if alternate dismissal arrangements have been made for their student(s). In an emergency situation, please contact the main office at 645-9875. Students will not be released if the office has not received a notice of a dismissal change. Please do not use your cell phone while in car line.

Morning drop-off for PreK-8 is from 7:15 am. – 7:40 am. in front of the school building. Drivers should pull up along the orange/yellow cones and patrols will help students out of the car and into the building. Pre-Kindergarten walk-up is from 7:15 am.-7:40 am. PreK students may be escorted to the classroom by parents after they have signed in at the office.

At the 11:45 am. and 2:30 pm/2:50 pm dismissals, drivers should display their carline sign (one color for 2:30 pm line; another for 2:50 pm line).

- For the PreK 11:45 am. carline only: Parents will pull in front of the church, pass the rectory office, and circle around to collect their students from the gym door. The area directly in front of the school office will be blocked off during 11:00 am. – 1:00 pm in order to facilitate safe traffic to the Parish Hall for lunches.
- For 2:30/2:50 pm only: Pull off Baymeadows, forming a triple line of cars between Holy Family and Deermeadows Baptist churches. The carline volunteers will guide drivers into a single lane to pull up along the orange/yellow cones to pick up children. At no time should a driver leave his/her car.

Drivers should not park in the area across from the orange cones; if parking is necessary pull up all the way past the gym doors before parking. Students should only cross at the crosswalk in front of the gymnasium with the assistance of the patrols.

Carpools are encouraged to help alleviate traffic. Please be sure to contact the office to make sure each family is on the appropriate Emergency Cards. During the school year any additions/changes to carpooling must be reported to the school office.

### **Change of Vital Information**

For the safety or security of your child, please help us maintain accurate records. Notify the office if there is a change in your phone number, address, work numbers, emergency contact numbers, or custodial status. This information must be updated by the parent/guardian on the emergency card in the office.

Divorced or separated parents must file a court-certified copy of custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

The school abides by the Buckley Amendment. Thus non-custodial parents will be given access to the academic records and to information regarding academic progress unless there is a court order specifically stating denial of access.

### **Class Parties and Birthdays**

Parties are scheduled for various times throughout the school year to celebrate holidays and special occasions. Classroom parties are planned by the teacher and homeroom parent and occur more frequently in the lower grades where this activity is part of a student's socialization.

As part of their family service contribution, parents may be asked to help plan parties, help with parties or send refreshments. Most classroom parties will be held later in the day.

Birthdays are special for all students. Teachers, especially of younger students, have special birthday observations in their classes (a hat, bandana, line leader for the day, etc.) If parents would like for students to share a birthday treat with their classmates, they must have made prior arrangements with the classroom teacher. Parents may send in cookies, brownies, muffins or Rice Krispies treats with the student in the morning. Due to the thick frosting and food coloring, cakes and cupcakes should not be sent into Pre-Kindergarten and Kindergarten classes. Nothing that requires refrigeration is permitted. The teacher will then decide the best time to share the treat, typically snack time or lunchtime. No party favors, balloons, etc. may be used.

Invitations to birthday parties may not be distributed at school unless the child's entire homeroom is invited. If so, the teacher will be glad to hand out the invitations in the Friday folders. Since all are included, no names may be put on the invitations.

We realize that it is not always possible to include every classmate and suggest that you use the school directory to obtain needed phone numbers or addresses when this is the case. The school wants to spare the feelings of those not included.

### **Class Rosters**

The principal determines student assignment and considers several criteria when making class rosters. Parental requests are neither invited nor accepted regarding teachers or other students with whom you would like your child placed. While the school does not guarantee which teacher your child will have, we do guarantee a good education in each and every classroom in the school.

### **City Wide Emergencies**

Holy Family will follow Duval County Schools in emergencies such as hurricanes. Proper procedure for fire, tornado, bomb threat drills are posted in each classroom. Fire Drills are held monthly through the assistance of the local fire department. Other emergency drills are held throughout the year to familiarize students with safety procedures.

### **Communication**

- Electronic Mail (E-mail): Teachers and administrators respond to e-mail in a timely fashion. A response can be expected within 48 hours. Teachers' email addresses consist of first name initial followed by the last name @hfcatholicschool.com (for example, Mary Jones would be mjones@hfcatholicschool.com) unless otherwise noted by the staff member. Students do not use their email accounts for communication.
- Voice Mail: Teachers and administrators can be reached by voice mail by calling the school at 645-9875. Teachers are expected to check messages daily. A response can be expected within 48 hours.

Voice Mail should not be used for emergencies. In those cases, please call the main office and speak to the receptionist.

- Friday Folders: Each Friday, students take home packets containing important information. Folders should be returned Monday morning.
- Parent – Teacher Conferences – Scheduled conference days are listed on the calendar. Parents may arrange a conference with the teacher whenever it seems necessary. Please send a note, an e-mail or call ahead to arrange for an appointment. Teachers are available by appointment only and should never be called at home, nor should they be informally approached before school, during the school day, in the classrooms, at dismissal duty, etc.
- ParentPlus: Grades are updated and posted via the ParentPlus system every week. Parents who have questions regarding grades must put their questions in writing via email to the teacher. It is not acceptable under any circumstances for parents to approach teachers in person, especially outside of school, to discuss academic matters.
- Daily Email: The daily email or “blast” updates are sent from the school **communication** office. Contact **rslater@hfcatholicschool.com** if you are not receiving a daily email. Also contact the main office for details, questions, and suggestions.
- School Website: Parents may refer to our website <http://www.hfcatholicschool.com> as a resource for school information and classroom news. ParentPlus and eBackpack are available through the main page of the website
- Facebook: Celebrations of school news and events can be found at <http://www.facebook.com/HFCatholicSchool> or by liking us on your own Facebook account.

### **Family Service Hours and Volunteers**

Each family is expected to complete 20 hours of service each school year. Families that choose not to complete the required service hours will be charged \$20 for every hour that is not completed. Volunteer tracking forms are available on our web page and in the Main office. Voluntary participation beyond the 20 hours is greatly appreciated.

In accordance with the policy established by the bishops in Florida, any person who works or volunteers in schools or with children must be Live Scanned fingerprinted and complete a criminal background check. The background check must be completed every five years, but may be completed at any parish or school in the Diocese of St. Augustine. Additionally, staff or volunteers must also have completed the course *Protecting God’s Children*. Information about the course, including the dates and places it is offered, can be found either through the diocesan website, <http://www.dosafl.com>, or at <http://www.virtus.org>.

All visitors/volunteers to the school and family members are required to sign in and out at the school office each time they come on campus. Badges must be visible and worn at all times while on campus.

### **Fees**

In addition to tuition, Holy Family Catholic School assess a number of fees per year.

- Annual Fee: All students are assessed a yearly fee to defray costs for activities, special programs, technology and textbooks. While a budget does exist for these costs, tuition does not cover the cost of educating a child at Holy Family.

- iPad Lease Fee: Students in Grades 5-8 are assessed a yearly fee to lease an iPad from the school.
- Fundraising: Parents are asked by the PTO to participate in one major yearly fundraiser. Contributions through ticket sales or other means indirectly offset this requirement, which is fixed by the PTO board.

All specific questions about fees should be directed to the business office.

### **Field Trips**

Chaperones are selected by Holy Family for all fieldtrips. They are required to sign in and out at the school office prior to leaving on the field trip. Badges must be visible and worn at all times while on the trip. Chaperones must have satisfied the background check and fingerprinting requirements specified in the [Family Service Hours and Volunteers](#) policy.

Parents who have not been selected as chaperones may not attend field trips. Even field trips to public venues usually include a private tour for students and only pre-determined chaperones may participate. All students will be transported to and from the school in school contracted and diocesan insured vehicles.

### **Forgotten Items**

Any items left by students at home or in the car should be brought into the main office. Items will be placed on a pick-up table in gym foyer. Label the item with the child's name and grade and email the homeroom teacher to alert them that an item is waiting for pickup. Teachers will allow children to pick up these items at an appropriate time to prevent the interruption of classes and distractions to the students' learning environment. Parents are not called when a student forgets an item including lunch boxes, P.E. uniforms, homework or projects.

### **Homeroom Placements**

Making determinations for homeroom placement is far from an arbitrary process at Holy Family. From data beginning with teacher recommendations, test and placement scores, grades and skill scores and other information throughout the year, the entire administrative team works to achieve balance and equity in classrooms regarding gender, ability levels, learning accommodations, and discipline issues – along with teacher fit. Our philosophy at Holy Family is that every single teacher employed here commits to the same high standard of excellence and that co-teachers work together, in unison with parents as primary educators. For that reason, we ask that parents trust the school to do our job to determine class placements and refrain from making requests to have children placed with a particular teacher or moved to another homeroom.

### **Library Books**

Library books are to be treated with care and respect. Students will be required to pay for books that have been damaged in any way or lost while checked out to them. Books are to be returned to the Media Center when due. If the student has not finished reading the book, it may be checked out again. Damaged or lost library books must be paid for before report cards will be issued.

### **Lunch Program**

This year the lunch program is provided by an outside vendor every day.

- Tickets: Tickets are sold Mondays from 7:15-7:45 or you may place an order for tickets using the lunch order form in the Friday Folder. Tickets are sold in half sheets or full sheets and can be used on any day of the week. Tickets must be marked clearly with student name, homeroom, and entrée selection
- Order Deadline: Lunches are called into the vendors at 8:30, after this time, parents must make other arrangements.
- Snack Bar: Student can purchase a-la-carte items such as drinks and snacks every day. All items will be \$.50. Do not send any bills larger than \$1, change can not be made for any other denomination. Students are responsible for tracking their own change.

### **Lost and Found**

All articles of clothing, school supplies, and lunch boxes should be clearly marked with the child's name. Students are expected to be responsible for their own property and to turn in any found articles to the office. Lost articles are placed in a green bin in the gym foyer.

At the end of every quarter, the lost and found is cleaned out and unclaimed articles are donated to a charitable institution. The school is not responsible for lost or broken items.

### **Mass**

Parents are invited to join the school community for Mass which is typically held at 9:00 am on Wednesday mornings, First Fridays, Holy Days of Obligation, and important feasts.

Our typical Wednesday class schedule is called the Mass Schedule. If Mass is not on Wednesday, that day's class schedule will meet on Wednesday of that week. For example: on the week of a First Friday Mass, the Mass Schedule will be followed on Friday and the normal Friday schedule will be followed on Wednesday. The impact of this is that resource class days will shift and instructional time in all academic areas remains consistent. These changes are announced in advanced and reminders are included in the daily school email.

In order to help us teach students the routines of movement with the class, we ask that parents of students in Pre-K and Kindergarten wait until mid-September to have their children sit with them. For this weekly event, parents do not need to first sign in at the school office.

Parents who arrive before Mass has begun are welcome to have their children sit with them during Mass. Students sit with their "buddies" during Mass so space is limited where the classes sit. Be sure each teacher sees that you are taking a child from the class. No one other than a student's parent may remove a child from their class – teachers are responsible for the safety of the children in their charge and can only release a student to the student's own parent.

If Mass has already begun parents are asked to help us instill in your children a respect for the liturgy and the congregation by not disturbing the class to gather your child. Children should return to their class before leaving Mass.

Students will be asked to participate in Mass by serving, reading, singing, presenting the gifts or otherwise assisting during the liturgy. Parents are certainly welcome to come when their child is taking a special part in the Mass. Please note that neither flash nor video photography is appropriate during Mass. As always during Mass, cell phones or beepers should be turned off. Attending Mass with your child is a blessing that should not be disturbed by the noise of a phone or beeper.



## Messages and Deliveries

To prevent disruptions in teaching and learning, messages will not be sent or called to classrooms during the school day. Parents are asked to let their children know before school about after-school transportation plans or about doctor's appointments. If unavoidable changes or delays occur regarding who will pick up a child or when a child will be picked up, the student will be called to the office at the end of the day and given the message.

Deliveries to students are not permitted. Birthdays and other special occasions are appropriate times to celebrate at home, but flowers, balloons, cookies or other deliveries will not be accepted at the school.

## Safety

Your child's safety is of prime concern to all Holy Family faculty and staff. Your cooperation with the following practices helps us assure the safety of our students.

- Students should arrive at school no earlier than 7:15 am. Prior to this time there will be no adult supervision of students. Under no circumstances may a child be left at school without adult supervision.
- No person may use a cell phone while driving in the school parking lot. Parents are asked to refrain from cell phone use while waiting for pick-up so that attention does not waver while students are in proximity to motor vehicles.
- **Under no circumstances** should students be dropped off in carline before reaching the main doors of the school. Please drive down as far as possible past the main doors and wait for a student patrol or parent volunteer to accompany your child out of your car.
- Once school begins, a barricade is set for children to pass between buildings. **Under no circumstances** are parents permitted to move cones or barricades on the property, or negotiate vehicles through cordoned off areas of campus. Please park either on the east or west parking lot and walk up to the school office during school hours.
- Parents of Pre-kindergarten students may sign in to accompany their children into the classroom each morning between 7:30 – 7:45 am. and greet the teacher before leaving. As the Pre-kindergarten student becomes familiar with the routine, we encourage parents to drop the student off in the carline or have the student walk in with an older sibling. Research shows that confidence building is key to early childhood development.
- Students in grades K and up should enter the school building and report to the designated area of the hallway for their class prior to the bell. They are to wait against the hallways outside of the room for their teacher to unlock and open the classroom for the day.
- Any student who leaves school prior to the scheduled dismissal time that day must leave from the school office and be signed out by the parent.
- All children will have recess or break time when they will go to the playground, field, gym, or rest in classrooms, courtyard, Mary's grotto, Christina's garden, et cetera. Rules to help safeguard the students are established and enforced by the classroom teacher with the approval of the principal. Rules are appropriate to the age and grade of the student and are made with the safety of the children as the primary goal.
- No glass or sharp objects are allowed at school. Mirrors in lockers must be plastic due to safety concerns regarding breakage.

Each member of the Holy Family Catholic School community is asked to help ensure safety by immediately reporting to the principal or school office any damaged or loose fixtures and equipment as well as any actions or practices that may be unsafe.

### **School Dances**

It is expected that, prior to school dances, talent shows, etc., a song list with printed words will be submitted for review and approved by administration. Songs selected should reflect the school's mission statement.

### **Snacks and Lunch Foods from Home**

We ask that parents cooperate with teachers by sending only healthy finger foods for snacks, if the teacher has indicated that students will have a morning snack. Send nothing requiring spoons. Fruits, vegetables, dry cereal, and granola make good snacks.

Eating together should be a pleasant experience: courtesy and good manners are required. Children are expected to clean their own lunch area of papers and crumbs before leaving. Students are not allowed to share each other's lunches due to possible food allergies.

Parents are called for forgotten lunches when early notice is given to the office. Forgotten lunch boxes are to be left on a table in the school foyer. Label them with child's name and grade. Students may claim them from the table before their snack/lunch time.

Students may carry water bottles throughout the school day. All water bottles must be clear and students may not carry other drinks in their water bottles. A clear Nalgene style bottle is recommended.

### **Telephone Use by Students**

Students should not use the telephone during the school day. To help them learn responsibility, students should remember to bring necessary materials, lunches, P.E. uniforms and homework to school and will not be permitted to call a parent for forgotten items. If a student becomes ill or is injured the student will be sent or brought to the school office and an adult will call the parents if necessary.

After-school plans should be made in advance so that a phone call during the school day is not necessary. Should a school-sponsored scheduled activity be cancelled (for reasons such as weather) then students affected by the cancellation will be permitted to call from the office.

We discourage student's bring cellular telephones to school, especially smart phones which provide students unmonitored internet access. Any cell phones brought to school must be turned into the assistant principal's office at the beginning of the day and are picked up at the end of the day.

### **Textbooks**

Textbooks remain the property of the school. Students are obligated to treat them carefully. Textbooks must be covered at all times and the covers kept free of writing and marks. Contact paper and tape are not to be attached to the cover of non-consumable textbooks.

School textbooks are to be returned at the end of the year in good condition. Holy Family will charge full price for any book that is damaged or lost so that a replacement can be purchased. Damaged or lost book charges must be paid before report cards will be issued or records are transferred.

Additional textbooks are not available for parent checkout. If additional textbooks are needed, please contact the principal for information on ordering the books.

### **Toys**

Non-educational toys are not permitted at school. Students may not bring their personal toys to school unless a teacher makes a specific request.

### **Tuition Payments**

Tuition payments must be paid through FACTS. Tuition is due the 15<sup>th</sup> of each month June-March (10 monthly payments) or June-April (11 monthly payments). A late fee of \$25 will be applied for payments received after the 20<sup>th</sup>. FACTS is Holy Family's online management payment plan. FACTS offers convenient flexible payment options for families. It is a secure password protected parent portal. <https://online.factsmgt.com/signin/4J31N>

### **Visitors**

All visitors to campus must sign in and out electronically at the school office when arriving and leaving. Visitors may not enter the corridors or classrooms without a visitor's badge. After signing in they will receive a name badge identifying them as a visitor on campus. This policy includes those family members who are completing their Family Service requirement and also includes volunteers.

A family member or friend of the family who is not listed as an emergency contact can only visit a child with signed written permission delivered to the main office 24 hours prior to the visit. Any chaperone assisting a teacher for a classroom activity such as a party or field trip must have completed volunteer fingerprinting and Protecting God's Children training. Classroom parties are open to visiting parents by permission of the classroom teacher only.

For the protection of the students and to avoid the disruption of classes, visitors are not permitted to enter classrooms any school day between 7:15 am. and 2:50 pm without having the teacher's consent and signing in at the office to receive a visitor's badge.

## **Faculty and Staff 2016 - 2017**

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Mary Lynn Rall and Nettie Emerick- Parish Life Center Receptionists  
Tim Kennedy, Matt Hannigan, Doug Gray - Maintenance Staff  
Khint Lwei, Thana Jway - Custodians

*Be Merciful, Just as  
your Father  
is Merciful*

