

HOLY FAMILY SCHOOL
Parent/Student Handbook
2011-2012



4850 Pearl Avenue
San Jose, California 95136
Office 408.978.1355
Fax 408.978.0290
Extended Care: 408.978.6141

www.hfsj.org

Holy Family School is fully accredited by the Western Association of Schools and Colleges and by the Western Catholic Education Association



HOLY FAMILY SCHOOL
4850 Pearl Ave.
San Jose, California 95136
408.978.1355 • 408.978.0290 (fax)
Preschool 408.264.6204
www.hfsj.org

SCHOOL HOURS SCHEDULE 2011/2012

Preschool	8:45 - 1:00	
Kindergarten:	7:55 - 1:30	7:55 - 12:45 on Wednesday
First through eighth:	7:55 - 3:00	7:55 - 12:45 on Wednesday
School office	7:45 - 3:30	7:45 - 1:30 on first Wednesday of each month

INTRODUCTION

Holy Family School is located on parish grounds in the southwest area of San Jose. Holy Family School is part of Holy Family Parish which serves a very large Catholic community. The parish began in 1905 as an Italian national church located close to downtown San Jose. The parish moved to its present location in 1969. The school opened in the fall of 1986 for 200 students in grades K through 5. At that time, only kindergarten had two classes. Adding a grade each year, the first eighth grade graduated in June of 1990. The school was at full enrollment from the beginning and reached full capacity of two classes at each grade level in the fall of 1994.

MISSION STATEMENT

Holy Family School is a parish school rich in the tradition of Catholic education and committed to academic excellence. Our mission is to foster and to support the development of Catholic faith and identity while nurturing the whole child. In partnership with family, educators and the whole parish community, we strive to promote the spiritual, intellectual and social development of our students.

SCHOOL MOTTO

“Believe and Achieve”

PHILOSOPHY

We believe in providing an inclusive academic environment where the dignity and uniqueness of each student is valued.

We believe that in preparing our students to be lifelong learners, we honor families as the primary educators of their children, while teachers facilitate and complement the learning process.

We believe and are committed to sharing the Gospel message through prayer, liturgy, reflection, study and community service.

We believe in and strive to create a community, which allows a child to learn and grow while developing a social sense of responsibility for self and others.

SCHOOLWIDE LEARNING EXPECTATIONS RESULTS (SLEs)

When our students graduate from Holy Family they will have grown stronger in their spiritual, academic and personal lives.

As persons of faith our students will:

Discover the love of God through loving one another.

Foster Christian values – compassion, tolerance, justice and a respect for the dignity of life.

Participate actively in their faith development through sacraments, liturgical celebrations and a variety of prayer styles.

Demonstrate a personal faith relationship with God by living the Gospel values and teachings of Jesus Christ through justice based service and prayer.

Have a basic knowledge of the teachings of the Church and the ability to make good moral and ethical decisions based on their Catholic faith.

As lifelong learners our students will:

Explore and develop their own unique gifts, talents and interests.

Recognize the importance of a healthy lifestyle and the negative effect of drug and alcohol use.

Read for enjoyment and knowledge.

Have the ability to work cooperatively with others.

Articulate ideas clearly and creatively and communicate effectively through reading, writing and speaking skills.

Use technology to obtain, evaluate and communicate information.

Be prepared for the next level of education through critical thinking and problem solving skills.

As responsible citizens our students will:

Accept responsibility and consequences for their actions.

Exhibit the social skills and moral values needed for responsible citizenship.

Appreciate and respect the cultural diversity of our global community.

Exhibit good sportsmanship.

Grow in awareness and responsibility towards others and their community.

Develop strong character traits to strengthen self-esteem and build skills to meet life's challenges.

ADMINISTRATION AND OFFICE STAFF

Pastor	Rev. Hao Dinh
Principal	Gail Harrell
Vice Principal	Jennifer Lozzio
Volunteer Coordinator	Jackie Albin
Development Director	Nancy Melander
Daycare Coordinator	Lilly Hamilton
Athletic Director	Mario Tripiano
Admissions Director	Sheryl Citta
Facilities Manager	Leslie Bejar
Administrative Assistant/Registrar	Connie Schneider
Accounting Consultant	David Bruce
Accounting	Liz Hebert

FACULTY AND STAFF

Preschool Director	Rachelle Plasencia
Preschool Teacher	Emily Klemencic
Kindergarten	Tracy Medall
Kindergarten	Amy Loiselle
First Grade	Sally McMahon
First Grade	Gina Elkins
Second Grade	Katy Peretti
Second Grade	Kathryn Mendelson/Santina Bowers
Third Grade	Charlynn Rozzi
Third Grade	Marrienne Terry
Fourth Grade	Shelly Caron
Fifth Grade	Annette Petro
Fifth Grade	Peggy Dooley
Sixth Grade	Loretta Caskey
Sixth Grade	Barbara Hopkins
7 th /8 th Grade Math/8 Religion	Debbie Kuhs
7 th - Language Arts/ Religion	Beth Jameson
8 th - Social Studies/ Religion	Pam McGuire
8 th - Language Arts/ 7 Religion	Mary Beth Pala
5 th -8 th Grade Math	Nicole Rendler
Science 6 th , 7 th and 8 th	Philip Mariant
Technology	Laura Lebherz
Librarian/Web Master	Laurie Brant
Learning Lab	Mary Kelly
P.E. Fifth – Eighth Grade	Mario Tripiano
P.E. Preschool– Fourth Grade	Rhythm & Moves
Food Service	Nob Hill Catering
Facilities Maintenance	Phil Dewstone, Richard Trotter

INSTRUCTIONAL AIDES

K – Ms. Loiselle	Judy Baldonado
K - Mrs. Medall	Sherrlyn Lancaster
1 - Mrs.Elkins	Margaret Wiley
1 - Mrs. McMahon	Lidwine da Silva
2 - Mrs. Peretti	Hilda Salazar
2-Mrs. Mendelson/Bowers	Joanna Hersey
3 - Ms. Rozzi	Terri Lanoie
3 - Mrs. Terry	D'Nei Albergotti
4 – Mrs. Caron	Bob Swarbrick/Louella Dlima
Daycare Aides	Colleen Brown, Hycinth Rapp, Michelle Blair

EXTRACURRICULAR STAFF

Safety Patrol – 5th and 6th grade	Annette Petro, Barbara Hopkins
After School Sports Programs – 5 th -8 th Grade	Athletic Director Mario Tripiano
Music Program – K-5th Grade	West Bay Music
Chess Club – 1 st -8 th Grade	Academic Chess
Art Vista	Erika Amireh
Spanish – PS – 6th	Ines Mangan
Choir Director	Gina Thomas
Altar Servers – 5 th – 8 th grade	Susan Olsen
Ministry of Movement	Susan Olsen
Lego Robotics	Laura Lebherz

PARENT TEACHER GROUP BOARD MEMBERS

President	Debi Flora
Recording Secretary	Angela Hogate
Publicity	Cathy Aquino
Publicity	Kamla Ferro
Publicity	Esmi Navarro
Social	Annette Shulda
Social	Erika Amireh
Fundraising (Head)	Renee De La Cruz
Fundraising	Kendra Pacheco
Fundraising	Mary Knappenberger
Finance	Peggy Maloney
Parliamentarian	Michelle Bernson
Parliamentarian	Kerrie Lyons
Teacher Rep	Cathy Cloth
Teacher Rep	Barbara Hopkins
Principal	Amy Loiselle
Vice Principal	Gail Harrell
	Jennifer Lozzio

SCHOOL ADVISORY COMMITTEE MEMBERS

Members

Eric Espinoza
Debi Flora
Katie McKinley
Lisa Gasparovic
Susan Kloczl
Arwen Funk
David Verdugo
Michael Pacheco
Ale Ulloa
Adrienne DiVittorio

Ex Officio

Rev. Hao Dinh, Pastor
Gail Harrell, Principal
Jennifer Lozzio, Vice Principal
Nancy Melander, Development

ADMISSION POLICY

A student entering Preschool must be three years old on or before September 1 of that year and be fully potty trained. A student entering kindergarten must be five years old on or before September 1 of that year. A student entering first grade must be six years old on or before September 1 of that year. Exceptions may be considered and will be based in specific criteria of readiness and performance. The decision will be made only after consultation with the parents, teacher and Principal.

When selecting children for admission of Holy Family School, preference is given in the following order: siblings of current Holy Family School students; registered, active Holy Family Parishioners; registered, active Catholics of another parish; Catholics who are not registered, non-participating or non-supporting members of a Catholic parish and then non-Catholics.

All incoming students will be required to take readiness tests in math, reading and writing. The school requests test scores and report cards in advance of admittance from the child's previous school. The school may also require both parent and child to meet with an administrator.

Holy Family School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarships and loan programs or athletic and other school programs.

ATTENDANCE POLICY

Absences

Please notify the school office message recorder before 8:00 am at 978-1355 or email Mrs. Schneider at connie.schneider@hfsj.org on each day of a student's absence. When the student returns, s/he must bring a written note from his/her parent explaining the specific reason for the absence. A doctor's note is required to excuse medical appointments. If a student is absent for more than five consecutive school days due to illness, the school may request that the student's doctor provide written verification of the absence. Please be advised that we request parents to avoid making appointments for their children between 8:00 a.m. and 10:00 a.m. This is our Language Arts block and it is a critical curriculum time.

Absences due to illness or a family emergency are considered to be excused absences. The student will be allowed the same number of days absent to make-up any missed work, quizzes or tests. It is the responsibility of the student and/or parent to contact the teacher and coordinate arrangements. Homework may be requested, for absent students by contacting the student's teacher via the teacher's web page. Please refer to individual classroom standards for specifics on grading policies regarding make-up work. Teachers will not prepare lessons ahead of time. If a student is going to be out for an extended time, please discuss this with the individual teacher so arrangements can be made for work.

Absences due to vacations, athletic events, family visits and other similar situations are considered unexcused. We discourage these absences, due to the negative effect of such absences on the student's learning. The responsibility for making up work, quizzes and tests rests with the student and parent. Any work, quizzes or tests not made up may become zero grades. The teachers will not prepare lessons or work ahead and extra credit work will not be given.

If a child in first through sixth grade misses 15 or more days (excused or unexcused) within the school year, he or she may not receive grades and may be retained because of poor attendance. For junior high students in grades seven and eight, the number of absences (excused or unexcused) a student may miss per trimester is 6 days. Please refer to the Junior High Handbook for additional information.

Written permission is required to release a student to another parent/adult from school during the day for sporting events and any other functions. No student will be released to another parent unless a note is on file with the office.

Tardiness

Being on time is extremely important. It is an acknowledgment by both the parent and the student of the importance of the initial organization that takes place within each classroom. The faculty and staff ask that you take seriously the obligation to be on time.

All students in grades Kindergarten through sixth are considered tardy if they arrive after the 7:55 a.m. gathering time. Please refer to the Junior High Handbook for the seventh and eighth grade tardy policy. Late students must report to the office and receive a tardy/admit slip before reporting to class.

Tardy Policy

Each trimester, students in grades Preschool through eighth grade who receive four tardy slips will be notified by letter from the office regarding their assignment to that month's Saturday Community Care Day. If this does not correct the tardy problem, then another Community Care Day may be assigned to both the parent and student and a meeting with administration will occur. If an emergency occurs and the Community Care Day assignment has to be changed, please contact the school office. Only one change will be allowed. If a student fails to appear on the assigned Saturday, a one day suspension may be assigned. A \$25.00 fee may be charged for every Saturday school assigned after the first one. Each new trimester begins a new cycle.

If a student is late because of a doctor or dental appointment, please call the school office before 8:00 a.m. When returning from a doctor or dentist appointment, the student must bring a note from that office.

Students are expected to arrive on time for all of their classes during the school day. There should not be any dawdling, detours or congregating between classes.

Leaving the Grounds

No student is permitted to leave school grounds at any time during school hours or while in Daycare, nor is a student to be released from class without a signed note of permission from the parent, guardian or designated adult. If a student must leave during the day for an appointment, the parent should send a note to the teacher in the morning advising that the student will be leaving early. The parent must then come to the school office and sign out the student from the classroom for dismissal. At no time should a parent go directly to the classroom during school time.

When a student returns from an appointment, both the student and parent must come into the office with a note from the doctor/dentist. The parent must sign in the student and the student will be given an admit slip for class.

When the School Day Ends

Students in grades 1 - 8 are dismissed at 3:00 p.m. (12:45 on Wednesdays). Students in Kindergarten are dismissed at 1:30 p.m. (12:45 p.m. on Wednesday). Students in Preschool are dismissed at 1:00 p.m. and may be picked up between 1:00 p.m. and 1:30 p.m. before being admitted to Daycare. Students must be picked up by their parents or other designated adult within 15 minutes of dismissal from the pick-up areas of the parking lot. If the child remains on campus after that time, s/he will be sent to Daycare and parents will be billed from the time of dismissal. Severe consequences will occur for any students found hiding or going off campus. There is no pick-up in front of the Church.

Students, who remain on campus for scout meetings, after school sports, etc., must be under the direct supervision of the adult in charge or their parent. If not, they will be checked into Daycare.

BACKPACKS AND BINDERS

Backpacks are not allowed to have writing, patches or stickers on them. Binders should be kept clean and organized. No inappropriate language is to appear on any backpacks or binders. The administration and staff reserve the right to search backpacks or binders at any time throughout the year.

BICYCLES

Bicycles are to be stored in the racks provided and locked until dismissal. All bicycles must have a lock. Bicycles are to be walked on and off the campus. Students are not permitted to ride bicycles on school grounds. After two warnings the parent is called and the student loses his/her bicycle privilege for a period of time. Bicycles should never be left at the school overnight. The school will not be responsible for any bicycle left overnight or parked without a lock.

BIRTHDAY CELEBRATIONS

Student birthdays may be acknowledged in the classroom with a song, but treats (edible or inedible) may not be brought to school. Also, please do not send balloons or flower bouquets to school. These are a major distraction in the classroom. If they are sent, the item will remain in the office and the student may pick it up after school.

BULLYING BEHAVIOR

Relational Aggression, Bullying and peer-to-peer harassment are forms of aggression in which one or more children is repeatedly and intentionally intimidating, harassing or physically harming a victim who is perceived as unable to defend himself or herself. **Bullying** or **peer-to-peer harassment** behavior is any gesture or written, verbal, graphic or physical act. **Relational Aggression** is slurs, rumors, jokes, demeaning comments, drawing cartoons, pranks, hand gestures, threats or other written or oral actions-all meant to change how someone or others feel about the victim. Relational Aggressive behavior does not only come in the above said forms, it also comes in the form of a Bystander.

Consequences and appropriate actions will be taken for a student who commits one or more acts of peer-to-peer harassment, bullying or relational aggression. They may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student, in some cases, shall be unique to the individual incident. A consequence may and can be a referral to the school counselor or in greater incidents to law enforcement. Administration will not tolerate retaliation against any person who reports an act of peer-to-peer harassment, bullying or relational aggression. The consequences and appropriate action for a person who engages in retaliation shall be determined by administration after consideration of the nature, severity and circumstances of the act. Administration reserves the right to consider the lack of action by the Bystander and consequences and appropriate actions will be taken for the student acting as a Bystander.

HARASSMENT POLICY

Holy Family School believes in the sanctity and integrity of all persons: that we are created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and Holy Family School is committed to providing an environment free of harassment. Therefore, all students and employees of Holy Family School are forbidden from engaging in any harassing behavior, which is directed at any member of the community - adult, adolescent or child. This policy also extends to any visitor or guest on the school campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, if Holy Family School determines that harassment has occurred, it will take effective remedial action (up to and including dismissal) commensurate with the severity of the offense. In addition, appropriate action will be taken to deter any future harassment. Students or employees found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal. Administration reserves the right to consider the lack of action by the Bystander and consequences and appropriate actions will be taken for the students acting as a Bystander.

Complaint Filing and Investigation Procedures

Holy Family School encourages all individuals to report immediately any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. The following procedures must be followed for filing and investigating a harassment claim:

The individual should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Administration or to a teacher/supervisor who will report it to the Administration.

The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation will begin with a meeting of the person(s) accused of the harassment, the person(s) to whom it was first reported and the Principal. At the meeting, the nature of the allegations and the name(s) of the person(s) bringing the allegations will be presented. If appropriate, the accused student(s) will be suspended and/or the accused adult(s) will be placed on administrative leave during the investigation.

Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context and seriousness of the harassment and can include any appropriate form including immediate termination or dismissal.

If the complaint is against a person who is not a student or employee, the school will take steps, within its power, to investigate and eliminate the recurrence of the problem.

Harassment Definitions:

- **Verbal Harassment** – Epithets, derogatory comments, slurs and jokes or threatening words spoken to another person
- **Physical Harassment** – Unwanted physical touching or contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement
- **Visual Harassment** – Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures
- **Sexual Harassment** – Unwelcome sexual advances and propositions, threats or demands to submit to sexual requests, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances

Student Threats

All student threats to inflict serious harm to self or others shall be taken seriously. These threats can be spoken person to person or can be shared on the internet. Whoever hears or becomes aware of any threat made by a student should immediately report it to the administration. Our school will respond to any statements or behavior of a threatening nature, weapon possession and any behavior by individuals that might pose a threat to the well being of students, staff or others.

CHILD ABUSE

All school personnel are required by law to report suspected abuse to authorities. Child abuse includes sexual abuse, non-accidental physical injury and neglect. The responsibilities of school personnel are to identify incidents of suspected abuse, to comply with the laws regarding the reporting of any suspicions and to cooperate with any subsequent investigations.

CODE OF CONDUCT

The Youth Code of Conduct, created by the Dioceses of San Jose outlines expectation of behavior for all Catholic school students. It forms the philosophy and foundation of all school discipline.

COMMUNICABLE DISEASES

Parents must notify the school office immediately if your child becomes infected with a communicable disease, such as strep throat, chicken pox, pink eye or head lice. In the case of head lice, your child may not return to school until all nits are removed. You must bring your child to the school office for the purpose of inspecting his/her hair before returning to class. If your child has a fever or vomits at school, the child will be sent home and must remain home for at least 24 hours.

COMMUNICATION

Communication Flow

Communication regarding your child should be addressed to the teacher either by written note, email or by calling the school office and leaving a message for the teacher to contact you. Parent communication requests will be answered by teachers within 48 hours.

Parental concerns need to first be brought to the attention of the teacher or staff member involved. If the problem is not satisfactorily resolved within an acceptable amount of time, the matter may then be brought to the attention of the Principal. Questions regarding policies and/or procedures should be referred to the administration. The Pastor may be consulted only after the above procedures have been followed. Concerns may be submitted by using the Community Speaks form available in the school office or on the website.

Parent-Teacher Conferences

Parent-teacher conferences will be held in November for grades 1 through 8. Parents are notified in advance of the date and time the conference is scheduled. School is dismissed at 12:45 each day during conference week. Kindergarten conferences are held separately, during the month of February. Preschool conferences will be scheduled by the Preschool Director.

Electronic News & Notes on School Website

The school website will be updated weekly. Email blasts will be sent each Wednesday to notify parents regarding website update.

Change of Address, Telephone, Work

Please notify the school office if you have a change of address, home, work or cell phone number. Please use the form available in the school office or on the office's webpage.

Emergency Card

The emergency card contains contact information for school use in case of emergency. This information must be kept current at all times. Children will only be dismissed to a person named on this card. Please use the form available in the school office or on the office's webpage to update contact information.

Telephone Use

Students may use the office phone in the case of an emergency. Students are not permitted to use the classroom telephone without permission from and supervision by a teacher. Cell phones and other electronic devices are not allowed on school property. If found in the "on" or "off" position, the phone will be confiscated and kept for the remaining of the school year. Students who go to Daycare after school have access to the Daycare phones if a phone call needs to be made.

DISCIPLINE POLICY/SCHOOL RULES

Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment. Discipline is the student's ability to manage him/ herself within the limits set by school policies and procedures.

Conduct Referrals and Detention Notices

Conduct referrals will be given for violations or infractions of basic discipline rules. The goal is to provide an environment where students are free to learn and where staff and teachers have the right to educate the students while providing a safe environment. Interruptions, distractions or disruptions will not be tolerated. Conduct Referrals will be issued for infractions. Those infractions that warrant a Detention Notice will be noted on the Conduct Referral. The Conduct Referral and Detention Notice must be signed by the parent and returned to the Homeroom teacher within 24 hours.

After a student receives three (3) Conduct Referrals or three Detention Notices in one trimester, the student may be assigned an out of school suspension. If a classroom teacher issues three Conduct Referrals or three Detention Notices in one trimester, the student cannot return to the classroom until his/her parents attend a conference with the Principal and teacher where a discipline plan and further consequences will be discussed.

Conduct Violations

Potentially serious violations can be grounds for suspension or expulsion. This would include but not limited to:

- Profanity, vulgarity or abusive language – this type of language demeans the speaker and the community
- Lying, disobedience or lack of respect towards administration, staff members or peers
- Constant failure to fulfill sanctions, refusal to fulfill discipline measures or habitual criticism of school norms
- Fighting, causing bodily harm to another student or threatening physically another student, etc.
- Bullying, harassing, relational aggressive behavior

Detention

Detention will be held as determined by teachers. Parents will be notified if this student has been assigned. It will begin promptly at 3:05 pm in the assigned room. Students are to take care of all of their needs before they report to the detention room. No food or drink is allowed. Students are not to change their clothes before detention.

Dress Code Violation Slips

Holy Family School has established a uniform policy. The uniform code does not allow for individual differences. Students and their parents are responsible for adherence to the uniform policy. A Dress Code Violation Slip will report violations of the uniform dress code to the student and parent.

Classroom Discipline

Each teacher has a set of classroom rules to meet the needs of the individual class. Those rules are explained at the beginning of the school year, along with the consequences of violating them. Each student is also made aware of the general school rules stated here in the handbook. Parents are expected to be familiar with and support the policies and rules of the school.

Basic School Rules

- Students are expected to be respectful toward teachers, staff, yard supervisors, other adults and other students. Proper and respectful language and behavior are expected in the classroom and on the school campus at all times. Swearing or fighting will not be tolerated.
- Students must be in complete uniform each day. Only uniform sweaters, jackets or sweatshirts may be worn inside the classroom. Prior administrative permission must be given for a student to be out of uniform.
- Students are expected to be prepared for class, to complete assigned homework and to turn it in on time.
- Frequent tardiness or truancy is not tolerated.
- Students who arrive earlier than 15 minutes before school starts in the morning and/or stay at school more than 15 minutes after dismissal must go to Daycare.
- Students may not leave the school grounds during school or Daycare hours to go to nearby stores.
- Parents taking children out of school during the school day must sign them out in the school office. Students will be called from their classroom to meet the parent at the office.
- Students must behave appropriately on the play yard. Students may not throw things, litter or kick balls outside of the play yard. No student may leave the play yard to retrieve a ball without permission. Students may not use play equipment before school or for 15 minutes immediately after dismissal.
- Leaving assigned areas is not permitted. Students may not be in the bicycle area, the driveways, the parish office area, the Community Center, near the fences or the parking lot during the school day. In addition, students may not use the soda machine during school hours.
- Students may not play or loiter in the bathrooms or in the breezeway.
- The use, sale, distribution or possession of narcotics, controlled substances or alcoholic beverages is not allowed.
- Gang related conduct, including but not limited to symbols, graffiti, apparel, colors, hazing/initiations, hand signals,

etc. is not allowed.

- No hazardous materials or dangerous objects (weapons, matches, fireworks, stink bombs, etc.) may be brought to school at any time.
- Tape recorders, radios, balls, yo-yos, toy weapons, electronic games, iPods, cell phones, MP3 players and other personal or inappropriate items may not be brought to school. Cell phones will be confiscated and kept for the remainder of the school year.
- Gum and sunflower seeds are not permitted on school property.
- Students may not ride bicycles on school grounds. Bicycles must be walked on and off campus.
- Skateboards, roller blades, roller skates, heellies etc. are not allowed at school.
- Students will not be dropped off or picked up in front of the Church.

Discipline Policy

In general, disruptive behavior or violation of rules will be addressed by the teacher. The teacher may decide to notify parents by written note or by telephone. If the behavior continues or the infraction is serious, the student will be referred to the Principal or Vice Principal.

The administration reserves the right to impose the same punishment to a bystander as the perpetrator. The school reserves the right to search anything brought on campus by a student. The school reserves the right to search a student's locker. Any conduct detrimental to the school's reputation on or off campus may be punishable. No one person may use the school name or logo without written permission from the Administration or Pastor.

For the most serious interventions, such as, probation, suspension or expulsion, the administration will conference with the student and the parents. The Pastor may be consulted.

Probation

A student may be placed on academic or behavioral probation at any time during the school year. The terms of the probation are clearly stated to parents and the student in a conference with the teacher and the administration. A student's failure to abide by the conditions of the probation may lead to suspension or expulsion.

Suspension

A student may be suspended for a specific period of time for serious or continued misconduct such as pantsing another student, fighting or other violence directed in such a way as to inflict injury to another person. A student may receive either an in-school suspension, in which the student remains at school but is not in the classroom or an out-of-school suspension. In either case, parents are notified before the suspension period begins. A conference, which may include the student, parent, teacher and Principal or Vice Principal, will be required before the student may return to class. All assigned work must be completed prior to the student's return to class. Any assignments, quizzes and tests missed will receive a zero and cannot be made up. A student cannot participate in extra-curricular activities on the day of suspension.

Expulsion

A student may be expelled from school for misconduct of a very serious nature or for repetition of conduct for which the student has been previously suspended. Diocesan Policies will be followed.

Recommended Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the Principal may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations or programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

DISASTER PREPAREDNESS

Holy Family School has an earthquake/disaster preparedness program that includes a three-day supply of emergency food and water, as well as other disaster necessities, for every student and staff member.

In the event of a major earthquake/disaster, all church and catechetical staff will also assist with student care. Each classroom has an emergency pack containing separate emergency cards for each student, which contains out-of-state contact information. No student will be released to anyone other than a parent or a person designated on the emergency card; unless, a release to another person is imminent, then proof of that person's whereabouts must be given. Please use the form available in the school office or on the office's webpage to update contact information.

Lock-downs

In the case of an emergency, the San Jose Police Department may impose a "Lock-down" on the school. A public announcement will give the teachers and staff that signal to begin the safety procedures. Parents will not be called during the lock down. When given the "all clear" from the Police Department, the administration and staff will follow instructions as designated by the police. This procedure ensures the safety of all individuals on the property during emergencies. We ask parents to cooperate fully with the school's procedures. A follow up email will be sent regarding the details.

FIELD TRIPS

Field trips are a privilege afforded students for an educational purpose. A student may be denied participation if s/he fails to meet academic or behavioral requirements. A signed permission form is required for all field trips. School uniforms are worn unless otherwise advised. No parent may drive or chaperone a field trip unless they have cleared fingerprints through the Sheriff's Department.

Private automobiles will be used to transport students to and from fieldtrips. Drivers must provide a copy of a valid California driver's license, be over 25 years of age and provide a copy of their registration and insurance policy demonstrating 100,000/300,000 liability and collision insurance coverage for the vehicle used. In addition, a Field Trip Driver Information Form must be completed and on file in the school office before any parent may drive on a field trip. Drivers remain with the students as a chaperone and may not bring along other siblings.

In compliance with California state law, each student passenger over 60 pounds must wear a seatbelt. If under 6 years of age or under 60 pounds a child safety seat must be provided. In fairness to all students, drivers are instructed to refrain from providing treats in their car. Drivers are to refrain from making any unscheduled stops. Field trip drivers are to follow the prescribed route provided by the teacher.

HOMEWORK

The primary purpose of homework is to provide reinforcement for work that has been taught or to secure resource materials/information for work that will be presented. In addition, homework fosters the student's creativity and discipline through enrichment projects or research. The student also learns to work independently and to accept responsibility for completing a task. Diocesan guidelines indicate the average amount of time the typical elementary student should spend daily on homework: 20 minutes for first and second grade, 30-45 minutes for third and fourth grades, 45-60 minutes for fifth and sixth grades and 60-90 minutes for seventh and eighth grades. If a child is spending considerably more time on homework than indicated above, please notify the teacher.

All homework is listed daily on the teacher's webpage. Homework requests can be emailed directly to the teacher via the teacher's webpage. Homework may be picked up in the school office 24 hours after the request has been made.

INSURANCE

The Diocese of San Jose has an insurance policy, which covers every student enrolled in school for injuries received going to and from school and during school-supervised activities. This is supplementary coverage; the family's health insurance plan is the primary coverage. Should an injury occur, parents should request an insurance form from the school office within five days of the injury.

LIBRARY

Students may return library books during their library time or directly to the school office at anytime. All damaged or lost books will be charged to the responsible parent's tuition account. Book charges will include tax, plus \$5.00 to cover shipping and handling. All fees must be paid in full at the end of each trimester. Report cards will be held until the fee is paid in full.

LOST AND FOUND

All lost and found items are kept in the school office. Parents and students are able to look for lost articles before and after school. To help facilitate the return of your student's items, please label everything your child brings to school. At the end of each month all unclaimed items will be given to our Uniform Exchange and/or to a charitable institution.

LUNCHES

Hot lunch is available for Kindergarten through eighth grade. Many food choices and meal plans are available. Please contact Nob Hill Catering for questions, 650.596.8008.

Soda and candy are not allowed in student's lunches. Glass containers of juice or other beverages may not be packed in lunches.

If a student forgets his/her lunch, a parent may bring the lunch to the office, marked with the child's name and grade. The student should check the school office at lunchtime to see if their lunch has been dropped off. The student is responsible to pick up his/her lunch. Office staff does not deliver lunches to classrooms. Students may not call home for a forgotten lunch. They must notify their teacher that they do not have a lunch and other students will be asked to share their food. Lunch is eaten outside when it is not raining and in the classroom when it is raining. Students may not meet a parent in the parking lot

to pick up their lunch.

Please note: the office cannot heat up a child's lunch, provide spoons or forks or store food in the refrigerator or freezer.

MEDICATION

If it is necessary for your child to receive prescribed medication during the school day, it should be brought to the office in the prescription bottle with a signed note from the doctor specifying the time of day it is to be given and in what amount. At no time may a student keep prescription medication in his/her desk, belongings or lunch bag. This includes cough drops and cold medications, which the doctor may suggest for the student's use. Administration of Medicine by School Personal form is available from the school office or from the office webpage.

Bringing non-prescription medications such as Tylenol, cold tablets, cough medicine, etc, to school for your child is strongly discouraged. If your child needs these medications, please obtain the Administration of Medicine by School Personal form, which is available from the school office or from the office webpage. Upon completion, please return this form to the school office along with the medication. In addition, a note dated and signed by a parent, which includes instructions to school personnel regarding dosage and under what circumstances. As with prescription medication, at no time may a student keep non-prescription medication in his/her desk, belongings or lunch bag.

OFFICE HOURS

The school office is open Monday through Friday from 7:45 a.m. to 3:30 p.m. Parents may leave a message on the school's answering system during after school hours.

OPEN HOUSE

Open House is held once a year in conjunction with Catholic Schools Week at the end of January. Families are welcome to visit student's classroom and the Science Fair. A separate Open House will be held for prospective parents to visit our campus.

PARENT SERVICE HOURS

All parents are required to complete 40 hours of community service for two parent families and 20 hours for single parent families. There are various ways to fulfill these hours during the school day, on weekends or at home. Volunteer opportunities are published under the "Help Wanted" section of the school website. Service hours contributed to Holy Family Parish or to the catechetical department may also count toward the school requirement. A complete list of options and a record sheet are available on the website under Login, then parents, then volunteers. The tally sheet is to be turned into the volunteer coordinators office every March. If your service hours are not met, your child will not be able to re-register for the following year.

PARENT/TEACHER GROUP (PTG)

The Holy Family Parent/Teacher Group (PTG). The PTG coordinates social and fund-raising activities for the school in partnership with the Principal, Pastor and school board (SAC). The PTG consists of duly selected officers who hold monthly board meetings and schedule appropriately needed parent evenings.

P.E. CLOTHING

All students in grades 5th-8th are required to arrive at school on P.E. days dressed in the P.E. uniform. The required P.E. uniform is available from Merry Mart and consists of: navy sweatpants or mesh shorts with the Holy Family logo, a navy T-shirt with logo and tennis shoes with non-marking soles. Boys are advised to wear athletic supporters. Students in grade 8 have the privilege of wearing basketball warm-up pants instead of sweatpants. Beginning the second week of P.E. class no student will be allowed to participate without the proper uniform. Students are not permitted to call home for forgotten clothing.

P.E. uniforms are optional for students in grades PS-4. Girls who do not wear P.E. uniforms in grades PS-4 must wear shorts under their skirts on P.E. days. These shorts may not show below the uniform.

PROGRESS REPORTS

All students will receive a formal academic progress report during the first trimester.

RELIGIOUS EDUCATION PROGRAMS

Liturgies/Religious Celebrations

Students in grades Kindergarten through eighth attend a school liturgy once a month, including Holy Days. Please see the school calendar for exact dates and times. Each teacher will also conduct prayer services, Eucharistic liturgies and Reconciliation services for their individual classes.

Religious Instruction

Religion instruction encompasses all aspects of our total education program, integrating the Christian message to the life situation of the students. Students will learn through formal religious instruction with an emphasis on knowledge of Catholic doctrine. In addition, students are offered many opportunities to express prayer, both formal and spontaneous.

Sacramental Preparation

Sacramental Preparation is shared by school and Parish. Parents of students who are preparing for a sacrament are required to participate in the Parent Preparation Program of the parish. Students will receive their Confirmation and First Eucharist with the parish.

REPORT CARDS

Report cards are distributed three times during the school year: November, March and June. Report cards contain grades in academics, conduct and effort. Students who are absent for twenty or more days in any trimester will not receive a report card for that trimester. Grade percentages based on diocesan guideline are:

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

ROOM PARENTS

The Room Parent assists the homeroom teacher with classroom parties, activities, field trips and recruiting classroom volunteers. In addition, room parents will oversee money collected for parties, teacher gifts, staff luncheons and the Enchanted Evening Project. The PTG board will train room parents for each classroom. Room parents must get administration's approval before distributing any material to parents in the class.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) is an advisory body guiding the educational policies of Holy Family School and is subject to the rules and regulations that proceed from the Bishop through the Diocesan Superintendent of Schools. The following are some of the duties and functions of SAC:

- To recommend policies to the Principal and Pastor governing the operation of the school.
- To ensure that all operations of the school are consistent with the mission of the Catholic Church.
- To create better understanding and support of Catholic education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities.
- To assist the Principal in developing the annual school budget and to determine if it realistically reflects the general financial and physical needs of the school.
- To develop and review the school's long range (5 year) plan.
- To monitor and evaluate programs which were established as a result of its policy recommendations
- To evaluate its own effectiveness on an annual basis as well as the working relationship between the school Principal and SAC.

SCHOOL PARTIES

Each class is allowed two parties during the school year, usually Christmas and Valentine's Day or an end of the year party. A party fee is collected at the beginning of the school year to fund both parties. The Principal must approve any other parties. Student birthday party invitations may not be passed out at school unless the entire class is invited. In fairness to all, parents are asked not to send flower or balloon deliveries to a student in celebration of birthday or any other event. These items will be kept in the school office until the end of the day.

SCHOOL RECORDS

Records are available to all parents. Please call for an appointment so that an appropriate educator can be present to interpret data and test scores included in the files.

STUDENT COMMUNITY SERVICE HOURS

Students in grades six through eighth are required to satisfy ten (10) hours of community service per year. Acceptable service opportunities include unpaid (by money or credit) work that is performed within a school, parish or other non-profit organization. Refer to Community Service Hour guidelines for more details and requirement deadlines.

SNACKS

Students may bring a snack to be eaten during recess time. We encourage healthy food items. No glass containers are allowed on the school grounds. The office does not have spoons and forks available nor is there an opportunity for student to heat or refrigerate food.

SPANISH

Spanish for grades Preschool- sixth will be offered as a course during the academic day.

Spanish will be offered after school to students in grades 7– 8. Spanish will not interfere with after-school sports. Please contact IES with any questions.

SPECIAL/FREE DRESS

Special dress or non-uniform days may be given by the Principal or by the teacher with the Principal's approval. On special dress days students are allowed to wear clothing that is clean, modest, not torn and suitable for school. Logo T-shirts in poor taste, halter tops, tank tops or any tops that show midriff are not allowed. Baggy or sagging pants, biking shorts and short shorts are not allowed. There may be special theme days determined by the faculty; students are expected to follow the guidelines outlined. The administration reserves the right to send home anyone who comes dressed inappropriately.

SPORTS

After-school sports are available for both boys and girls in grades 5-8. Sports include volleyball, basketball, flag football, softball and track. Our teams compete with other Catholic schools in our division through the Diocese of San Jose Catholic League-East Division. This program encourages Christian sportsmanship and builds team spirit and school pride. A detailed athletic policy is given to each player at the beginning of each sport. There is a fee charged to play each sport. Students who perform unsatisfactorily in areas of classroom conduct, effort and homework may be declared ineligible to participate in any after school sports. Sports Probation may be assigned to any student for behavior or academic reasons.

STUDENT COUNCIL

Participation on the Student Council helps to develop Christian leadership and responsibility. The Student Council and faculty advisors sponsor various spiritual, social, community and fund-raising activities during the school year. Students in grades 5-8 are elected in May to serve the following school year. The requirements to run for office are as follows:

- No grade lower than "B" or 85% in any subject area including conduct, effort and homework for the office of President
- No grade lower than "B-" or 82% in any subject area for all other officers
- All officers must have and maintain a "B" 85% or better in conduct and effort
- Follow all school rules as indicated in the school handbook
- Not be on school academic or behavior probation
- Follow all dress code rules as indicated in the school handbook
- Re-registration for upcoming school year must be completed
- All tuition must be up to date
- Attend weekly Student Council meetings after school and all Student Council sponsored activities
- Failure to maintain the above standards can result in suspension from Student Council.

STUDENT SERVICES

Daycare

The Daycare program operates from 7:00 a.m. to 6:00 p.m. and is available to all students. Students may use this program on a daily basis or a drop-in basis. Homework time is provided for students, as well as indoor and outdoor activities. To reach Daycare, please call 978-6141. Daycare begins the first day of school. There is no Daycare the last day of school, either before or after school. Students must sign into Daycare and be signed out by a parent or guardian on the Emergency Card. Students who do not follow the procedures will be referred to administration. Daycare billing options are noted on the registration or re-registration form.

Illness at School

Students who become ill at school will be sent to the office with a note. Sick children will not be kept in the classroom. All children who have a fever or who are vomiting will be sent home and may not return for at least 24 hours. If symptoms appear to require that the child be sent home, the parent will be called and the child will remain in the office until picked up. The child must be picked in a timely manner. Students must be fever-free for twenty-four (24) hours before s/he may return to school. Parents will be notified of any communicable diseases. If a student has one of the diseases listed, he/she may not return to school until the guidelines are met.

Student Study Team

The Student Study Team is a program that helps determine what interventions are necessary for students who are having difficulty academically and/or behaviorally. The team consists of an administrator, the referring teacher, other teachers, a learning specialist, the parents and sometimes the student. Further information about this program can be obtained from the Vice Principal.

TESTING

Each year during September students in grades 2-8 take the IOWA Achievement Tests. Testing is conducted during the morning. Morning appointments for students should be avoided during testing week. First grade students test in the spring.

TEXTBOOKS AND TRADE BOOKS

Students are responsible for keeping books clean, covered and labeled. Do not use contact paper to cover textbooks books. Unless provided by teachers, families must purchase trade books according to the teacher's list. Students are expected to care for their own trade books. Families must pay for any textbooks that are damaged or lost. Damages include water damage, torn corners, separated spine, writing on or in the book, etc. Final report cards will be held until all fees have been paid,

TRAFFIC/PARKING

There is a very specific traffic flow pattern that all parents must observe in order for traffic to flow smoothly and to ensure the safety of the students. It is imperative that parking areas be observed and used correctly. There should never be any stopping in the traffic lanes of the parking area to drop off students. Cars may only stop to drop off students in the designated drop-off areas or by parking in a parking space. Any other stops in traffic flow cause a traffic jam and endanger student safety. A detailed map is posted on the school website. A copy of the traffic map can also be found at the end of this Handbook. It is expected that parents and students follow the instructions of the safety patrol and teachers on duty. Anyone not following directions or not cooperating with yard duty faculty will have a meeting scheduled with the administration. At no time, may parents park at Erickson School across the street from Holy Family.

Transportation and Supervision

See Field Trips

TUITION/FEEES

Tuition and fees are reassessed each school year and posted in April with rates for the following year. Parents are required to sign a Tuition Agreement form when re-registering which acknowledges tuition and fee schedules for the upcoming year.

There is an application fee for all new students and a yearly registration fee for all students, new and returning. The registration fee covers textbooks, insurance and testing. In addition, there is a graduation fee for eighth grade students which cover additional expenditures such as diploma, gown, programs, flowers and beach trip. Students may not participate in graduation activities, Student Council elections, receive a yearbook, report card or class assignments until all delinquent tuition and fees are paid in full.

Any family experiencing financial difficulty should contact the Principal or the Business Office. Financial Aid information is made available in December. The deadline for the process is February. Failure to fulfill tuition payment responsibility is cause to drop students from enrollment. Action is usually taken at the end of each trimester. All accounts are to be current by May 15th of each school year in order for the children to be registered for the next school year. Any outstanding tuition will result in the report card, yearbook, school records and diploma being held until the account is brought up-to-date. Parish Affiliation forms are available for parishioners who are active participants at the school and at the parish. The Principal and the Pastor must approve before an in-parish reduction is given.

UNIFORM/GROOMING

Uniform

Students are expected to be in school uniform at all times except on special/free dress days designated by the Principal. The administration reserves the right to ask a student to change what is considered inappropriate dress or grooming. Uniforms are worn by all grades, Preschool to 8th grade, throughout the entire school year, beginning the first day of class, excluding the last two days of school. Shirts and blouses must be tucked in at all times for all students. No baggy pants or shorts may be worn. Teachers will enforce the uniform policy. If a student is not in the proper uniform dress, s/he will receive a Dress Code Violation Slip. Three slips received in one trimester will result in a detention.

Formal dress consists of a white collared shirt or blouse, navy V-neck logo sweater and navy twill pants. Girls may choose to wear jumper/skirt, as designated by grade level. No students may wear walking shorts, P.E. uniforms or scouting uniforms on formal dress days. Formal dress is required for students in grades Preschool-eighth on days they attend Church and other days indicated on the school calendar.

Uniforms must be kept clean and in good repair. Holes are not allowed in pants, sweaters or sweatshirts.

Uniforms are available at The Merry Mart in Santa Clara. The girls' jumper and skirt must be purchased at The Merry Mart. Logo wear can be ordered through the Merry Mart website four times a year. Please check the school calendar for order deadlines. White shirts, navy slacks, walking shorts, shoes and socks can be purchased at Merry Mart or any other store as long as they look the same as The Merry Mart brands.

Students participating in Scouting may wear the complete Scout uniform on the day of his/her meeting only. Scouting uniforms are not to be worn on formal dress days.

Grooming

For boys: Hair must be clean and neatly groomed. No long hairstyles are allowed. Hair must not cover the ear or eyebrow or touch the shirt collar. In addition, completely shaved heads, carved letters, ponytails, bi-level or extreme bowl cut are also not allowed. Hair must be left in its natural color with no bleaching, dyes, tints or highlights.

For girls: Hair must be clean and neatly groomed. Hair must not cover the eyes and must be left in its natural color with no bleaching, dyes, tints or highlights.

* The school administration reserves the right to require a change in inappropriate hairstyles.

Additional grooming rules:

- No make-up is allowed at any time.
- Artificial, long and/or polished nails are not allowed.
- Necklaces may be worn, but only inside shirts.
- No bracelets may be worn.
- No hoops or dangling earrings are allowed. Only studs may be worn.
- No beaded braids may be worn.
- One small ring is allowed
- Hats are not permitted unless medically necessary
- Headbands are to only be solid school colors, blue, yellow or green and must be made of soft material. No ties, extra material or hair accessories may be worn.
- Eighth graders may request special dress code privileges that must be approved by the administration. Parents will be notified of these privileges when approved.

Uniform Requirements for Boys and Girls

Shirt: Kindergarten – 8th grade: Green polo knit with logo, White polo knit short or long sleeved, with or without logo.
Preschool:

Yellow polo

Pants: Navy cotton twill pants (no cargo type pants with pockets on pant legs)

Shorts: Navy twill walk shorts (no cargo shorts). Shorts must be above the knee.

Sweatshirt: Navy crew sweatshirt with school logo or gray crew sweatshirt with logo

Sweater: Navy V-neck logo sweater for formal dress (required).

Sweater Vest: Navy V-neck logo sweater vest (optional for formal dress)

Socks: Crew style only (3 inches above the ankle bone) - Navy or White only

Navy Logo Jacket: The only jacket that can be worn in the classroom

Navy Fleece Pullover: Can be worn in the classroom.

Navy Windshirt: Can be worn in the classroom.

Shoes and shoelaces: Tennis shoes may be any color except neon colors. Checkered shoes are permitted, however they cannot be slip-ons. No boots, sandals, thongs, high-heeled or slip-on shoes may be worn. No flashing lights or graphics. All shoes must have enclosed heels. All shoes need to be appropriately sized securely laced on the outside of the shoe. Shoelaces may not be replaced with any other color than the color with which the shoes were purchased.

Belts: Brown, black or navy solid colors only. No designs or studs.

Jacket: Any kind of appropriate jacket may be worn outside. Only the above-mentioned sweatshirt, polar fleece or nylon blue logo jacket and wind shirt may be worn in the classroom.

P. E.:

- **Grades PS-4:** (Optional) Navy gym shirt, navy nylon mesh shorts or sweat pants with school logo may be worn
- **Grades 5-8:** (Mandatory) Navy gym shirt, navy nylon mesh shorts or sweat pants with school logo and tennis shoes with non-marking soles.
- **Grade 8:** (optional) Navy nylon basketball warm-up pants.

Optional Uniform Items for Girls

Blouse: white blouse, short or long sleeve

Aberdeen Plaid jumper: Grades PS-4*

Aberdeen Plaid skirt: Grades 4-8*

*The length of jumper or skirt cannot be shorter than one inch above the knee.

Tights: White or blue only, no patterns--all grade levels

Socks: Knee socks may be worn for all grade levels--Navy or White only

PLEASE NOTE:

- No colored t-shirts may be worn beneath uniform shirts
- No insignias, emblems or logos on clothing, other than the school logo, may be worn
- No oversized uniform clothing may be worn

UNIFORM EXCHANGE

Used uniforms are available through the uniform exchange, which is held several times during the school year. Graduating students are encouraged to donate any uniform items they no longer wish to use. The dates and times of the exchanges are advertised in advance in News & Notes. Donated uniforms must be clean and in good condition.

VISITORS

All visitors to the school are required to check- in at the office before going anywhere on campus.

VOLUNTEERS

All volunteers, field trip drivers or chaperones must sign in at the office and wear a volunteer badge while serving in a volunteer position. According to Diocesan policy, all volunteers will be required to be fingerprinted. No parent may volunteer for the school until clearance is received from the Sheriff's department. Fingerprinting appointments are scheduled through the school office. **Any volunteer on campus must have signed and returned to the office a Volunteer Waiver Form.**

YARD SUPERVISION

When a student is not following the rules or is demonstrating unacceptable behavior, a yard duty supervisor will give the student a warning and inform his/her classroom teacher. If the behavior problem continues, the student may be benched. If further disciplinary action is needed, a conduct referral will be issued and given to the teacher to further address the situation. In cases where a child's behavior is a danger to him/herself or others, the student will be sent to the office immediately to be seen by the Principal or Vice Principal. There is zero tolerance for physical contact between students.

For minor injuries, students need to go to the yard duty supervisor first for an injury slip and then to the school office. For serious injuries, the yard duty personnel will determine the course of action. Students may not play, loiter, bring food or do homework in the bathrooms. Balls and play equipment from home, are also not allowed. There is designated play areas for grade levels. Students may not play in off-limit areas such as the driveway, the parking lot beyond the boundary cones, the bicycle area, the parish office area or in the Community Center.

Students may not come to the school office during the lunch and recess breaks unless authorized by a yard duty aide and given an office pass.

SIGNATURE PAGE

(PLEASE RETURN)

The information in this Handbook is important to you and your student to help ensure that your experience at Holy Family is a positive one. It is also important to the smooth, successful operation of the school that each parent be aware of the procedures for various aspects of school life.

We require that you read through this Handbook and discuss it with your student(s), then sign and return the form below. If you have any questions regarding anything in this Handbook, please call the school office at 978-1355 for clarification.

Please return this page to the homeroom teacher by September 7, 2011.

Also, please note that this page will be kept by each student's homeroom teacher and referred to when a concern or issue arises.

Student name: _____

Grade: _____ Homeroom teacher: _____

Family name _____

Please print _____

I/we have read the School Handbook and have discussed it with my/our children. I/we agree to abide by these rules and procedures.

Father's Signature

Date

Mother's Signature

Date
