



2021-2022

# PARENT/STUDENT HANDBOOK



## **Mission Statement**

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

## **Prayer**

*Loving God, Help me to reflect Christ in my thoughts, words, and actions. Amen*

## **Philosophy of Education**

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

## **Administrative Staff**

Fr. Ryan Hallford, Pastor, Holy Family School

Mrs. Alise Ashford, Principal

Mrs. Allison Owens, Assistant Principal

Mrs. Heather Willis, Guidance Counselor

Mrs. Annette Fitzgerald, Advancement Director



Dear Parents:

Holy Family School opened its doors 72 years ago under the direction of the Marianite Sisters of Holy Cross and the pastor of Holy Family Church and began a wonderful tradition of Catholic education in this community. This school is a vital and integral ministry of Holy Family Church Parish while also serving the needs of families and students in our surrounding communities.

Holy Family School community promotes academic excellence and service in a safe, caring Christ centered environment so that each child fully develops his/her potential. The Catholic identity of the school requires all school members to treat each other with dignity and respect and to model the gospel values of compassion, respect, and caring and concern for others.

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

This handbook contains our policies and procedures which ensure the smooth and orderly daily operation of the school. It is intended to assure effective communication between home and school. Careful reading of this handbook will foster understanding, cooperation, and support. The school administration has tried to anticipate as many circumstances and problems as possible. However, as new situations arise, the principal has the authority to use his discretion in decision-making and/or to amend the handbook if necessary. Please read the handbook carefully before signing. Please discuss its contents with your child, stressing the importance of his/her cooperation. Having done this, please print and sign the form stating that you have read the handbook and agree to be governed by its provisions. These signed forms are to be returned to homeroom teachers the first week of school.

We must work together to strengthen our school, to continue the vision of the Marianites and to promote the school's successes in a positive supportive manner.

God Bless,

Alise Ashford  
Principal



## INTRODUCTION

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

If a parent feels that there is a legitimate concern, they are encouraged to express the concern to the appropriate personnel, (prior to posting on social media) in a manner that is discreet, respectful, supportive, and confidential. Discretion should also be used in the wording of messages that are hand-carried by students, as well as in telephone, texts, e-mail, social media posts and conversations regarding school matters with school personnel or other parents. This policy also applies to parental participation at all activities, functions, and events of HFS whether as a spectator, sponsor, coach, etc.

Failure to abide by the regulations set forth in this handbook by students and parents, may result in the parent's restriction from participation in all activities, functions, and events at HFS, and/or their student's dismissal from HFS.

Per the Catholic Diocesan Attorney:

- *Holy Family School will follow the ongoing guidance of the U.S. Center for Disease Control and Prevention ("CDC") and the Louisiana Department of Health ("LDH") regarding health-care issues generally, and particularly with respect to the Covid-19 virus and schools. All members of the Holy Family School community (including without limitation - faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LDH guidelines (as well as those issued by the school), policies, and procedures at all times when they are physically present on Holy Family School's campus or participating in a school-related activity.*
- *Parents are responsible by enrolling their children in the school to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.*

## ADMISSION POLICIES

The principal of HFS is responsible for the implementation of the established admissions policies. The administration of HFS reserves the right to make a valid judgment for acceptance or denial of a student based on a potential student's success at school.

The following criteria is followed:

- Active contributing members of area church parishes verified through *identified offertory giving (IOG)*
- Siblings of current students in good standing



- Children of current faculty
- Children of alumni
- Current students in good academic, disciplinary and financial standing
- Students in good academic and disciplinary standing from other schools
- Non-Catholic children whose parents allow them to participate in the school's religious education program other than the reception of the sacraments.

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

- Board of Health Certification of Birth
- Certification of Baptism
- Updated immunization records (Holy Family School does not accept waivers)
- Social Security card
- Academic records (latest report card, last year's full report card)
- Standardized test scores and/or special needs testing (Academic, Gifted)
- Legal certified court documents regarding custody situations.

State age requirements:

- Students entering PK must be four years of age on or before September 30
- Students entering K must be five years of age on or before September 30
- Students entering 1<sup>st</sup> grade must be six years of age on or before September 30

All new students are accepted on a probationary basis in order to determine if HFS can meet the needs of the student. At the end of the first semester probationary period, a conference will be held as needed. Full and open disclosure of records and academic, medical, and behavioral history is required. Failure to do so may result in the immediate dismissal of the student from HFS. HFS may not be required to meet any special conditions or accommodations not disclosed at registration.

HFS abides by the provisions of the Buckley Amendment with respect to rights of non-custodial parents. In the absence of a court order to the contrary, school will provide non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## **AUXILIARY SERVICES**

### **ADVISORY BOARD**

The Advisory Board shares in a consultative way the responsibility of the pastor and principal in the operation of the school. Final decisions regarding school matters are made by the pastor and school administrators. Meetings are held six times a year. The right of parents to address the Advisory Board is limited to any person whose petition has been properly presented and included in the agenda in advance of the meeting.



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

### **AFTER CARE SERVICES/EXTENDED CARE**

HFS provides extended care services for HFS students on the days that school is in session. Students may be registered on a full-time or part-time basis; there is no daily rate for Bear Care. There is a registration fee of \$40.00 for each family and is due on August 15<sup>th</sup>. Full-time registration for Bear Care is 3-5 days per week and tuition is \$140 per month. Part-time registration for Bear Care is 1-2 days per week and tuition is \$80 per month. Full-time and part-time rates are prorated during December. Bear Care is available immediately after school until 6pm. Students who are left after 6pm will be charged a \$20 late fee which must be paid at the time of pick-up. Any unpaid fees will be forwarded to the bookkeeper and an additional \$5 late fee will be assessed. Details concerning the specifics of the program can be obtained by contacting the Bear Care Director, Mrs. Pat Crocker at 344-4100 or [pcrocker@hfspa.com](mailto:pcrocker@hfspa.com). A handbook is provided for parents at the beginning of each year.

If a student must attend Bear Care due to an emergency, or because they were not picked up in the carpool line due to unforeseen circumstances, a \$20 fee will be charged and must be paid at the time of pickup. Any unpaid fees will be forwarded to the bookkeeper and \$5 late fee will be assessed.

Earliest pickup time for bear care will be 3:15. No students will be released to parents/guardians before that time.

Tuition is due on the 1<sup>st</sup> of each month, and late after the 10<sup>th</sup> of each month. Students who owe tuition after the 15<sup>th</sup> of each month will not be allowed to return to Bear Care until all past due tuition is paid. There is a \$50 late fee added to tuition paid after the 10<sup>th</sup> of each month (except August).

Students that are 30 days behind on tuition payment for Bear Care services will be dismissed from the program due to non-payment and are unable to return until payment is made in full. If there is a balance due to Bear Care after school is concluded for the year, payment is due to the school, not Bear Care at that time.

### **GUIDANCE SERVICES**

Holy Family School has a full-time guidance counselor who serves as a part of the administrative team and is also a resource person to teachers and parents. Guidance services are available when a child demonstrates special academic, social or emotional needs. Appointments with the counselor can be made confidentially through contacting the counselor.



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

### **LEARNING ACCOMMODATIONS**

Students with educational evaluations may be afforded academic accommodations, including but not limited to, extended time on tests and preferential seating in the classroom. Major adjustments including those that require additional cost may be considered beyond the school's ability to provide service and, thus, might not be incorporated into the student's educational services.

Requests from parents for completion of evaluation forms must be made directly to the Holy Family School Counselor, who will return such forms directly to the evaluator. Likewise, the final evaluation report must be submitted directly to the Holy Family School Counselor in order for the evaluation to be reviewed by the school for possible accommodations in academic services.

A full and current educational evaluation must be completed by a clinical psychologist or clinical psychiatrist at the parents' expense, or through the West Baton Rouge Parish Pupil Appraisal Office in order for a child to receive any academic accommodations. Educational evaluations must be conducted every three years after initial evaluation in order for services to be continued. Once a student has a current evaluation on file for which accommodations are made, the effectiveness of the accommodations will be reviewed annually.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association's main purpose is to provide service to the school through the coordination of parent volunteer activities. Activities include but are not limited to: grandparents' masses and receptions, staff appreciation activities, vision and hearing screenings, school photograph days, fund-raisers and holiday parties and treats (elementary students will have parties and middle school students will be given end of the day treats). At the discretion of administration and the Home and School Association, decisions will be made and relayed regarding parents contributing money towards a teacher gift/class party. In these instances, donations will be collected by the room mom. Parents are not to collect money for any of the above listed events from students for any reason.

### **SCHOOL FOOD SERVICE**

Cafeteria services are provided through the federal government and the Diocesan School Food Service Programs. The school's food service manager is responsible for seeing that federal and diocesan guidelines are followed regarding food selection and preparation. PreK students are required to participate in the lunch program unless there is an extenuating circumstance, and it is approved by the principal. All students in grades K-8 are encouraged to participate. Students are issued an ID number at the beginning of the year and are checked in each day in the lunch line.



Periodically, balance statements are completed by the cafeteria manager and sent home with students. The August payment is due at the end of the first week of school. The remaining payments are to be made by the fifth of each month beginning in September with the last payment due no later than April 5. Checks are made payable to the HFS Cafeteria. Current meal prices are posted on the diocesan website. Cafeteria payments may be made online. If there is a balance due to the cafeteria after school is concluded for the year, payment is due to the school, not the cafeteria, at that time.

In compliance with Diocesan policy, students are not permitted to charge meals or extras. When an account is past due, parents will be called and required to settle the account immediately. Parents may apply for free and reduced lunch fees each year through the cafeteria manager's office or during the year if an emergency arises. If a child is allergic to certain food or milk products, a doctor's note and diagnosis is to be submitted to the cafeteria manager and the school office the first week of school. Parents are NOT to communicate these allergies to their children for relaying to the cafeteria manager. For the safety of all children, especially children with allergies, NO peanut butter or nuts are allowed on campus at any time including those food items made in facilities using peanut products. Please be reminded that all classroom parties must be peanut free as well.

Breakfast is served daily from 7:10-7:30am.

Lunch visits from parents/relatives of all students are encouraged. Visitors must have exact change for the cost of the lunch on the day they are eating lunch at school (adult price is \$5.00) All visitors must check in at the office after arriving on campus and receive a visitor badge that must be worn while on campus and then returned to the office before leaving.

According to Diocesan Food Service guidelines, NO fast food or drink is allowed in the cafeteria, anywhere on campus, and cannot be brought or bought on a field trip. Additionally, if your child brings lunch to school, the drink in their lunchbox cannot be a soft drink.

### **PARENT TEACHER CONFERENCES**

Parent conferences may be called as needed throughout the school year.

Parent-teacher conferences may be initiated by either the teacher, the parent, or a member of administration. There will two scheduled parent-teacher conferences (Fall and Spring) in which students will not be present at school. The Fall conference will be mandatory for all parents. The Spring conference will be for specific students and those parents will be contacted to come in.

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





## **PARENT COMMUNICATIONS**

Communication with parents is very important to the school staff. Every effort will be made to answer phone calls or emails within 24 business hours. Although communication is very important to us, we ask that parents NOT call or email teachers or school staff at home/cell or discuss school business in public places in the community.

A message can be left for each teacher with the school secretary.

Parent newsletters are published on the school's website, as well as eBlasted out, on a weekly basis. Information about upcoming school events, special days, and other important information is contained in the weekly parent newsletter as well as the Holy Family website and Facebook page. It is the responsibility of the parent to read the newsletter each week.

Primary communication from administration to parents will come in the form of e-mail blasts. Other means of communication include phone blasts via SchoolMessenger, Holy Family School Facebook page, and Google classroom.

Parents are to inform the administration and classroom teachers concerning students with physical or mental health conditions which require special consideration or any family emergencies, illness or death which might seriously affect the child's performance at school.

Arrangements concerning after school activities are to be made at home before your child leaves for school in the mornings. In emergency situations which require a transportation change, parents are to call the school office before 2pm (if 1<sup>st</sup>-8<sup>th</sup>) and before 1:30 (if PK/K) so that the child can be notified during end of day school announcements. Unless written permission or a call from a parent is received, the child will be sent home on the appropriate bus or to the assigned carpool location (the regular way of getting home each day). In order to maintain smooth dismissal procedures, *parents are not allowed to check out students after 2:00 pm from the front office.*

Parents will remain in their vehicles and call the office to check out their child. Their child will then be escorted outside to the vehicle by a staff member.

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

## **SOCIAL MEDIA**

Sending or posting negative or inappropriate messages about the school by teachers, parents, or students is forbidden. This includes but is not limited to student-to-student texting, personal websites, Facebook, Twitter, Snapchat or other social media.



The posting on any website, social media, email, or other message system or transmission of images or information in any format related to the school, its staff, or students, that is defamatory, abusive, pornographic, or which could be construed as threatening or disputing, the character of another person or Holy Family School is prohibited.

### **TRANSPORTATION SERVICES**

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

As stated above, children who are going to be checked out of school early, parents are required to send written notification to school with the student when a scheduled early release is necessary, and the check-out must occur before 2:00 pm. The students should give the note to their homeroom teacher to be sent to the office. If no written communication has been sent and the person is not listed as a parent or emergency contact on school records, the parent will be contacted prior to the student being called from class or released.

Students will be called to the office to be dismissed. If a student must leave before the end of the last class period of the day, it is the student's responsibility to take home the necessary books and to obtain homework assignments.

### **TIME AND TALENT PROGRAM**

Our goal is to promote community, commitment and service to the school and parish. Therefore, each family is required to provide 16 hours of school service each school year, *4 hours of which must be worked at the Bear Fair*. All time and talent hours performed after May 1 will be credited to the next school year.

**\*\*Note for 2021/2022 school year:** if a fall Bear Fair is held, the hours worked that will be required by parents will be TBD.

School administration and the HFS Advisory Board recognize that there may be an unforeseen emergency which prevents the family from meeting this requirement. If this happens, parents must pay a Time and Talent assessment fee of \$300 (or \$25/hour) by May 1<sup>st</sup> for the required 12 hours of service.

If parents or guardians do not show up or make prior arrangements for their 4 hours of required Bear Fair time an additional \$400 (or \$100/hour) assessment fee will be charged to that family.



Opportunities for service include:

- Parent workdays (2 Saturday half-days equaling 8 hours)
- Student retreats
- Athletic events (contact Bart Saia - bsaia@hfspa.com)
- Field trip chaperones (with prior child protection clearance)
- Service on committees (Advisory Board, Home and School, Finance Committee, etc.)
- Cafeteria volunteer
- Library volunteer and helping with Book Fair
- Electrical work donated
- Landscaping and maintenance throughout the year
- Preparing food for teacher luncheons or special events during the year
- Volunteer substitute teacher or coach (with prior child protection clearance)
- Volunteer help with technology (IT help)
- Plumbing and maintenance work (painting, carpentry, general maintenance throughout the year)
- Papa Bears (contact Jason Kolb jkolb@coburns.com or Cody Hunt chunt@dow.com)
- Various projects throughout the year

Parents are responsible for completing the online submission of work they have done for hours. On the HFS website, under 'parent/student portal' and then 'time and talent form', there is a link where hours must be logged. ONLY after they are logged online do they show up as complete to the Time and Talent coordinator. To promote a sense of community through volunteering the administration and advisory board offer incentives: those working more than 50 hours will be recognized and honored at an appreciation reception/event at the end of the year.

Parents with children also in Pre-K3:

For Pre-K3, you will be required to work the 4-hour workday with Pre-K3 and will do the rest of your hours with the big school (including bear fair).

Parents with children only in Pre-K3 will need to work the full 16 hours with Pre-K3.

### **FUNDRAISING**

Every year, Holy Family School holds a "Free Tuition Raffle". This is a wonderful fundraiser and has had extreme success over the past few years. The 1<sup>st</sup> place prize is a one-year free tuition for one student or \$3,000 cash. 2<sup>nd</sup> place prize is a ½ year free tuition for one student or \$1,500 cash. Finally, the 3<sup>rd</sup> place prize is \$500 cash. Many families have successfully won these prizes thus far and it is an incredible way to support Holy Family School. Each family is required to sell 1 book of 6 tickets. Each ticket is valued at \$25.00 (for a total of \$150). This is **MANDATORY**. If you do not sell your book of tickets, you will be responsible for purchasing them. Failure to sell or purchase your book of tickets will result in \$150 being billed to the parent/guardian.



## **TUITION ASSISTANCE**

Through the generosity of the Saucier Family Memorial Fund, HFS is able to help struggling families with tuition assistance. Requests for assistance should be made before April 1<sup>st</sup> or when a crisis makes it necessary during the school year. If the need arises, contact the principal or bookkeeper. Forms are available on the HFS website under the Parent/Student portal and are due April 1<sup>st</sup>. Parents will be notified by May 15<sup>th</sup>. Assistance is awarded based on need, volunteer activity at school and church parish, and stewardship in church parish life.

\*Students may only receive one type of scholarship per year (Ava Jacob, ACE, LAS).

## **TUITION AND FEES**

The tuition rate and all fees are determined each year by the Holy Family School Advisory Board and the Holy Family School Finance Committee. Please be conscious of the details concerning financial obligations per calendar year as well as church parish involvement that are essential to this plan. HFS is an integral part of the parish and because the parish subsidizes the school in various ways, parents are expected to contribute to the life of the parish through regular contributions of time, talent, and monetary offerings (Identified Offertory Givers or IOG) using church envelopes or direct deposit.

The registration fee, and all other fees, are payable at the time of registration and according to diocesan policy, are not refundable. Late fees will accumulate at \$50/month if paid after the due date.

Tuition is paid in accordance with a pre-paid tuition plan. Parents have the option of paying the total cost in advance or by using the tuition loan plan through Gulf Coast Bank and Trust.

No fee may be included in the tuition loan agreement and fees are non-refundable.

**Gulf Coast Bank and Trust** will notify the school and the parents if loan payments are NOT paid on a timely basis. Any parent or guardian who has not resolved a delinquency within 30 days will be contacted by mail or telephone/email in an attempt to resolve the delinquency or to make other arrangements.

If a loan is delinquent more than 30 days, the balance is required to be paid, plus the accrued interest in full. If tuition is 30 days late, no grades will be posted online for the student. If tuition is 60 days past due, the student will not be allowed to come back to school until the loan is caught up. After 90 days, if the loan is charged back, it must be paid in full of cash or money order for the rest of the year. The account will be brought before the administrative team for review. If payment is not made, students will not be able to remain in school until payment is made in full. Students may be dismissed at the discretion of the principal for nonpayment.

All tuition, fees, and balances (including time and talent unworked hours fee/ Bear Fair payment due for not working assigned 4 hours, and unsold raffle ticket fee) must be paid in full by May 1<sup>st</sup> each year in order for the student to receive a final report card. Holy Family reserves the right to withhold records for non-payment



of tuition and fees. Report cards will not be issued until all exams have been completed and grades have been recorded. Records will not be forwarded to another school at the end of the year until all financial obligations have been met. If balances are not cleared, your child will not be allowed to attend school the following school year.

If tuition must be refunded for any reason the refund schedule is as follows:

Between June 1 <sup>st</sup> and August 1 <sup>st</sup>	50%
Before November 1 <sup>st</sup>	25%

After November 1<sup>st</sup>, no tuition will be refunded.

Dropping your child from Holy Family School, without good cause (per the discretion of the principal), will result in inability to reapply.

### **REFERRAL TUITION DISCOUNT PLAN**

Holy Family School has a referral tuition incentive for families that refer other children and families to the school. If a family refers a new child to Holy Family and the child stays the entire following school year, the referral family will be given \$300. If two families refer the same new family, each of the referring families will receive \$150. The maximum amount of referral incentive money that is allowed is \$300 per new family. If a current Holy Family family refers two (2) new families, they would receive \$600 total, if both children stay for the duration of the following school year.

### **FOURTH CHILD TUITION DISCOUNT POLICY:**

In the event that a family has four children enrolled at Holy Family School at the same time in grades ranging from PK4-8<sup>th</sup> grade, the fourth child's tuition will be free of charge. If, at any time, there are less than four children enrolled at school at the same time (ex: one graduated from 8<sup>th</sup> and started high school), the "fourth free tuition" will not be in effect for that school year. However, it can pick back up the next year if there are again four enrolled all at the same time (example: there is a fifth child that begins school the next year even after the 8<sup>th</sup> grader graduates).

### **VISITORS ON CAMPUS**

All persons arriving on HFS campus for personal or business matters are to report directly to the school office. Visitors will sign a logbook, recording purpose and time on campus and be issued a visitor's badge. Visitors are to sign out as well. Unidentified persons on campus should expect to be questioned and ID'd. The Diocese Office of Child and Youth Protection requires that all adults that may come in contact with a child have a background check screening done through the Louisiana State Police. The additional requirements are listed on the Diocese of Baton Rouge website.



## ACADEMIC POLICIES

Students are expected to perform to the best of their ability. They are required to have minimally passing grades before advancing to the next grade and/or to remain in the school.

If at any time, the principal determines that HFS can no longer meet the needs of a student, a conference will be held with the parent(s) and that student will be asked to withdraw from HFS.

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

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

A minimum of 500 points in grades 1-5 are required each nine weeks, which may be any combination of tests, homework, class work, projects, assignments, quizzes, or participation. The max amount of points that a quiz can be worth is 25 points.

### **Middle School 8<sup>th</sup> Grade Exam Exemption policy:**

\*\*Please see Middle School Handbook

The standard grading scale of HFS follows diocesan policy and is as follows:

**A= 93-100%    B= 85-92%    C= 75-84%    D= 67-74%    F= 66% and below**

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

S= Satisfactory    N= Needs Improvement    U= Unsatisfactory

**Progress reports** are issued at the mid-point of each grading period. Progress reports are issued online to students in first – eighth grades.

**Report cards** are issued four times per year. Report cards for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks are sent home with the students in a grade report envelope. A parent signature is required, indicating that parents have received the report card. The signed envelope should be returned to the homeroom teacher the next day. If a student fails to return the envelope to school, students are required to purchase a new envelope. Fourth nine week's report cards are mailed to the student's home address at the end of the school year, provided all financial obligations to the school have been met.



Students are expected to take tests on the day scheduled. These dates are posted in 1<sup>st</sup>-8<sup>th</sup> grade classrooms, and students are required daily to record assignments and test dates in their planners which are provided by the school. Students who are repeatedly absent on test dates may face disciplinary action. In addition, standardized achievement tests (ACT Aspire) are administered to students once in the fall and twice in the spring semester.

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

### **Homework – Middle School**

\*\*Please see Middle School Handbook

**Academic Dishonesty** (cheating and plagiarism) are forbidden. A student's work and grades are to be their own. Any student found in violation of classroom or school policies for student work will receive a failing grade on the assignment, test, project, etc. Disciplinary action will be taken as stated below.

- 1<sup>st</sup> occurrence – The student will receive the highest F possible on the assignment and 25 points deducted from weekly conduct (middle school) or an F in conduct (elementary).
- 2<sup>nd</sup> occurrence – The student will receive a 0 on the assignment, 25 points deducted from weekly conduct (middle school) or an F in conduct (elementary), and in-school suspension.

### **End of Year Retention Policy**

At the end of the year, in order to determine a final average for successful completion, in a given subject, a student must receive a minimum 67% average after averaging all 4 nine weeks, including exams in middle school.

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

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

- In Kindergarten, administration reserves the right to retain a student if their yearly academic performance does not prove they would be successful moving on to 1<sup>st</sup> grade.
- In grades 1-5, the student receives a final grade of F in reading or math OR if the student receives a final grade of F in 2 subjects (reading, math, religion, english language arts, spelling, science, or social studies)
- See 'Middle School Handbook' for 6<sup>th</sup>-8<sup>th</sup>



## **ACADEMIC AWARDS**

Academic awards are presented to students at the end of the year awards ceremony for accomplishments throughout the year in a number of areas. These awards vary and are selected by the administration and teachers based on the criteria established for each award. End of the year academic awards are determined by grades and conduct in each of the 4 nine weeks. Therefore, if a student earns a C in any *subject area or conduct*, the student is NOT eligible for end of the year awards.

Each nine weeks, students are recognized for their academic achievements and their good behavior. Nine-week awards will include conduct grades.

## **ACCEPTABLE USE POLICIES**

### **PHOTOGRAPHS AND VIDEOTAPING:**

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

The media sources used by HFS include, but are not limited to: *The Westside Journal*, *The Catholic Commentator*, *The Advocate*, Holy Family Church parish bulletin, web pages, social media, and other news agencies which may be but are not limited to recorded media through WAFB, WBRZ, WVLA or other media sources.

Additionally, at times classes and events may be recorded or available for specific limited live viewing. These may include but are not limited to teacher observations, guest speakers, special events, and other needs of the teacher. Students may at times be viewable on camera visually, and/or through audio.

By signing the HFS School Handbook acceptance form, you grant permission for images, photographs, video, work, etc. to be used in the above referenced manner. If you choose not to grant permission, please send written notification to the principal. Written objections from parents on the use of photographs and images must be received by the principal the first full week of the current school year, or within one week of the student entering HFS. Please keep in mind that it is possible some images, photographs, videos, and work may be taken and published in advance of receiving your objection, therefore we encourage you to submit the objection as soon as possible.

Pictures of the students are also included in the yearly yearbook. It will be assumed parents desire their child to be included in the yearbook unless specifically indicated in the written objection sent to the principal.

At times students may be on video surveillance through the security cameras on campus and on buses. This video surveillance will have very limited viewing abilities as determined by the principal.





## **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

### **Statement on Technology:**

It is the mission of Holy Family School Technology Department to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. We will support, enhance, and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences and must promote higher student achievement and a deeper understanding of their Catholic faith.

This Acceptable Use Policy (AUP) contains standards that foster our mission and goals. The policy is reviewed yearly and may be updated to reflect any new technology and to address issues identified in the previous year. Each year, all students and parents must read and agree to abide by these standards. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary actions and a loss of technology privileges and may face legal prosecution. The administration reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. Updates to this policy will be published to the Holy Family School Website.

### **Scope of Use:**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to disciplinary measures.

The types of electronic and digital communications referenced in this Acceptable Use Policy includes, but is not limited to, social networking sites, cell phones digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

For purposes of this policy, the term devices includes but is not limited to cellular telephones, personal and school issued computers, laptops, chromebooks tablets, iPads or similar devices.



## **Privacy:**

All electronic resources owned/issued by the school remain the property of the school unless otherwise agreed to in writing. The individual has no reasonable expectations of privacy. The school retains the right to monitor all electronic resources in any manner it sees fit.

Any persons using school owned/issued technology devices or school created student account are expected to use all technology resources in a considerate, ethical, moral and legal manner.

Any school owned/issued device may be collected and/or inspected at any time, including via electronic remote access.

All school owned/issued technology devices and information stored on them, as well as school created student accounts, are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. School administration reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, and/or stored on the school owned/issued device or while using a school issued student account.

Any person who violates this policy or any applicable local, state, or federal laws is subject to disciplinary action. Disciplinary action may include but is not limited to a loss of technology privileges, suspension, or dismissal from school and may face legal prosecution.

## **General Computer and Internet Usage:**

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to: storage, network communications, equipment, apps, and software. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

Technology devices and resources usage is a privilege, not a right. By using such devices and resources, parents and students agree to the following terms:

Students are not allowed to install third party applications on the school owned device which may interfere with the education process (e.g., games) without specific instruction from their teacher.

Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet including willfully introducing a computer virus, worm, or other harmful program.

Student use of the school's network and internet usage must be consistent with the mission and educational goals of the school. Misuse includes any internet conduct on or off campus which negatively affects the reputation of the dioceses and/or school and the educational goals of both. This includes but is not limited to messages sent or posted that suggest harassment, racism, sexism, and inappropriate language and/or



symbols. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.

Additionally, any student who fails to immediately make known to a teacher or an administrator at the school that they received a message which suggests harassment, racism, sexism or has inappropriate language and/or symbols will be considered to be misusing technology.

Perusing, accessing, or viewing obscene or pornographic material or using profanity in communication is expressly forbidden.

If a student has access to network resources or internet access, they will not disrupt network users, services, data of the school, data of another student, or equipment, either on or off campus. On campus Holy Family School will provide reasonable network/internet access. Off campus it is the responsibility of the student's family to provide internet access.

Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. This includes the use of a proxy. If a student notices a security problem, the student must notify administration immediately.

The internet contains certain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain this material, nor import, transmit and/or transfer any of this material to other computers. While on campus Holy Family School will use reasonable measures to limit student access to sites of inappropriate nature. While off campus and using a school owned/issued device, or while using a school created account, it is the responsibility of the student's family to filter and/or monitor the materials that are being accessed using the device.

Students or parents should not email, post to websites, blogs, social media or otherwise transmit electronically any images, photos, or videos of school employees. Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.

Use or posting of information related to the school, its staff, or students, use of images of the school in any part, the school logo, initials, or seal in any form on the internet or in any form of electronic communication without the specific written permission of the principal is prohibited. The posting of such information on any website, social media, bulletin board, chat room, email, or other message system without permission, or the posting or transmission of images or information in any format related to the school, its staff, or students, that is defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

Students will not provide their password(s) or share another student's password with any other student or nonstudent. Students may not change their password as issued by a teacher or the technology director. Students may not use another individual's account or log onto the internet or network as anyone else. Discipline actions may be taken by the school administration for any student that is found to have accessed another student's account.



Posting personal messages without the author's consent is forbidden. This includes but is not limited to personal websites, Facebook, Twitter or other social media.

Sending or posting anonymous messages is forbidden. This includes but is not limited to personal websites, Facebook, Twitter or other social media.

Students shall observe Copyright Laws and Fair Use Guidelines. Copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.

The school internet or school owned/issued devices may not be used for financial or commercial gain.

Students will not communicate the address, phone number or other personal information of themselves or any other individual to any person or company on the internet or through email without specific instructions from their teacher.

While at school, using any technology device students are required to access the internet using the school's Wi-Fi or when directed by a teacher, may connect using a school issued ethernet cable. Students are prohibited from connecting to secondary Wi-Fi devices such as a cell phone and/or other external devices without permission from the Technology Director or Principal. Children's Internet Protection Act (CIPA) laws require schools to filter internet access to students and block inappropriate content from being accessed while on campus. This includes internet tethering and mobile hotspots that enable (3G or 4G) access on the school issued laptops.

The intentional destruction, deletion, or disablement of school installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging to the school are prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.

Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.

Purposeful or preventable damage to school issued or owned devices is prohibited. The student/guardian may be responsible for any repair or replacement costs. The school has the discretion to suspend the user's technology privileges and/or take disciplinary action, in addition to financial action.

A student whose behavior or repair record indicates careless use or abuse of technology resources will be referred to administration for possible disciplinary action. Administration has the right to restrict or terminate technology resource access at any time to protect the integrity of the network, device, and/or prevent misuse.

Holy Family School may use monitoring software on any school issued/owned device. This software may allow teachers, the technology director and administration to view the activity occurring or that did occur on that device. This software may include but is not limited to Google products, Classflow, GoGuardian and Jamf.

#### **Email and Communication Use:**



Holy Family School students will be issued what is formatted to look like an email address for the specific use of logging into chromebooks. However, the function of emailing will be disabled for most students. The sharing of documents to other accounts within the hfspa.com domain may be enabled.

At the discretion of the principal and technology director, with signed permission from parents specifically acknowledging the use of email, and after proper student training, some students may be issued a school email account. This account will be a password protected login for the network, school email, and other communication resources to the students. If created, this email is to be used for school related emails only and is not to be given out to others without specific instruction by the teacher. The student should expect no privacy with the account as Holy Family retains the right to monitor the sending and receiving of email in any manner it sees fit.

All communication sent or received serve as a representation of the diocese and school, as such, communication exchanged via the internet or email must not damage the reputation of the diocese or school.

All email communication between a student and faculty, staff, coaches must be exchanged through the school-hosted email account.

Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.

Students are prohibited from attempting to access or otherwise use another student's email account or chromebook login.

Students will not use network resources or internet access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos and videos, or broadcast messages via the school's network or email system.

The Dioceses of Baton Rouge and/or the Holy Family School technology director and administration reserves the right to access student email accounts. This includes but is not limited to access of the student's email account for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data or files.

School employees may share any information obtained in a search of student email accounts with law enforcement as deemed necessary by the school administration.

Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.

### **Application and Programs:**

Students will have logins to various accounts for multiple applications and programs.



These applications and programs include the Google Suite of Education which gives them access to applications and programs including but not limited to Chrome, Google Docs, Google Slides, Google Drive, and Jamboard.

Students may also have logins created for them for other applications and programs including but not limited to Gizmos, IXL, First in Math, Brain Pop, Tinkercad and Scratch.

At the discretion of the technology director, teacher or principal additional logins to other applications or programs may be created for the student.

### **Student Device:**

At times students will be issued a device to use in class and occasionally to use at home. When a device has been issued out for a student to use, they are responsible for the care of that device.

The student may not remove or interfere with the serial number or any other identification tags. Students may not attempt to remove or change the physical structure of the device, including but not limited to the keys, screen cover or plastic casing.

While on or off campus students must take reasonable precautions to avoid any damage to any device issued out to them. They should always carry the device with two hands or in a protective case. They should use extreme caution with any liquid around the device. They should use care to be sure nothing is closed within the device; no heavy objects are placed on top of the device and that they gently place the device on appropriate surfaces.

At the end of the school day, it is the student's responsibility to ensure any device issued out to them is plugged into the charger or that the homeroom teacher is aware of the students need to bring the device home for the night. The device must return to campus the next day the student is on campus or when requested by the technology director or administration.

Students who bring home devices must take extra precautions while the device is off campus. This includes but is not limited to being sure it is not left in any area of extreme heat or cold (such as a car) and ensuring it is not left in an unsecured location,

If a student has a problem with a school issued device the teacher and/or the technology director should be contacted. If the problem is discovered while off campus an email should be sent to the technology director.

If a student discovers damage with the device, they should contact the technology director as soon as possible, but within 24 hours. If the damage is deemed to have been preventable or willfully done students/guardians may be financially responsible for the replacement of the device (including charger) at actual retail cost. These charges are not applicable to the same adjustments as any school fees.

In cases of theft, vandalism, and other criminal acts, the technology director or principal must be contacted, and a police report must be filed by the student or parents as soon as is practicable, but within 24 hours of being discovered. The police report must be presented to the school administration.



### **Contacting Teachers:**

Students should not place calls to teacher's personal cell phones or home phones. Additionally, students should not attempt to contact teachers through any social media.

Parents should first attempt to contact teachers through their school email or by calling the school. If a teacher needs to be reached using the teacher's personal cell phone, we ask that you be respectful of their time and call during acceptable waking hours.

### **Cellular devices:**

Holy Family School recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during school activities. This however is a privilege.

All communication devices may not be displayed and must be turned off and stowed away throughout the academic day and during school activities. Students are required to place their cellular device in the location specified by their homeroom teacher. The device is to remain in the homeroom for the entire school day. Students who fail to turn their device into the designated location may face disciplinary actions.

Students may only use communication devices while on campus and during school activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor.

Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement.

Any other specific rules about cellular devices that are included in this handbook supersedes the information in this section.

### **Wearable Technology:**

Smart watches, fitbits or other wearable technology have specific policies based upon the student's grade level.

Middle School students may bring smart watches, fitbits or other wearable technology to school. However, the students will not be permitted to use the device while on campus. The device should be turned off as soon as they arrive on school grounds and not turned on again until off school grounds. Additionally, the student is specifically required to turn their wearable technology into their homeroom teacher (along with their cell phone, if applicable) at the start of the school day. Furthermore, the student is not permitted to connect the wearable technology to the school's internet. Students who are in violation of this policy may face discipline actions and the device may be held in the office until a parent is able to come to campus to pick up the device.

Students in 5<sup>th</sup> grade and below may not wear or have a smart watch, fitbit or other wearable technology on campus. If a student brings a wearable technology device to school, it may be held in the office until a parent



is able to come to campus to pick up the device. If a student continuously violates this policy and brings or wears a wearable technology device onto campus the student may have discipline action as determined by the administration.

### **Acceptable Use Policy Updates:**

This policy may be modified as technology advances or as deemed appropriate by the technology director or administration. Any updates to this AUP will be updated to the handbook posted on the Holy Family School website.

### **ANTI-TOBACCO POLICY**

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

Additionally, no person may smoke or carry a lighted/unlighted cigar, cigarette, pipe or any other smoking object or device (including electronic cigarettes and vaping tools) on the grounds of any public or nonpublic elementary or secondary school. This includes before, during and after school activities on or off the campus of Holy Family School. Failure to abide by this prohibition may lead to disciplinary action.

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

### **DIOCESAN SUBSTANCE ABUSE POLICY**

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

An illegal drug is any drug, the possession of which is prohibited by federal, state, or local law. An illegal drug on school grounds or at any school-related function mandates that the parent and civil authorities be notified immediately and appropriate action, which may include but is not limited to, suspension, expulsion, or arrest, will be taken. This also includes drug paraphernalia, look-alike drugs, and imitation products of any kind.

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





## STUDENT POLICIES AND PROCEDURES

### ATTENDANCE

Students are expected to be on time and present for all school days throughout the year. HFS requests that parents make every effort to schedule doctor and dental appointments, haircuts, vacations and other appointments outside of school hours whenever possible. If a student is to be out of school for extenuating circumstances, the principal should be notified in writing. If possible, please notify the principal a week prior to the absence so teachers can be notified and arrangements for assignments and makeup work can be made.

In the case of an excused extended absence, the principal and teachers will work with the students and parents to decide on a course of action for completion of work. If student is recuperating from surgery, injuries, or extended illness, a doctor's release of treatment must be presented to the principal. Forms of release of liability from the diocesan attorney may be obtained from the principal and signed before the student can return to school and participate in any physical activity, including recess and PE.

When a student is absent from school, parents are asked to call the school office before 9am. Requests for homework should be made at this time. Assignments will be available for pickup at after care (Bear Care) after 3pm until 5:45pm. Students who are ill must be free of fever (100 or higher) or any symptoms (nausea, vomiting or stomach flu) for 24 hours. Some conditions may require doctor's permission to return.

Students may NOT attend after-school events or athletic practices if absent or sent home sick from school. If absent from school the day of a game, contest, competition (athletic or academic) the student will not be allowed to participate. If a student is absent on a Friday, students are not allowed to participate in athletic events that weekend.

A student who has been absent from school must present a doctor's excuse and/or written explanation from his/her parents when returning to school.

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

#### **4.4.2 Minimum Attendance for receiving Academic Credit (Referenced from the Diocese of Baton Rouge Administrative Manual)**



*To receive credit for courses completed, students in Catholic Schools in the Diocese of Baton Rouge will satisfy minimum attendance requirements as specified in Nonpublic Bulletin 741, Louisiana Handbook for Nonpublic School Administrators.*

*Daily schedules and school-year calendars are established by principals before the school year begins. Instructional minutes, as defined in NonPublic Bulletin 741, must be calculated to ensure adherence to the minimum requirement contained in that bulletin. Partial instructional days may be combined to fulfill the state's requirement for minimum minutes of instruction as well as 178-day requirement of the diocese.*

**In addition, elementary/middle school students cannot be absent MORE THAN 15 DAYS (excluding excused doctor visits) to receive credit for the year.**

**\*\*\*Doctor's excuses must be turned into the school office within ONE week of the missed school day, or they will not be counted as a valid excused absence and will be marked as unexcused.**

*As indicated in NonPublic Bulletin 741, principals have discretion in the cases of extenuating circumstances regarding absences and the awarding of credit. Principals must consult with the Catholic Schools Office Superintendent on any exceptional cases before granting credit to students who have missed an excessive number of school days.*

### **TARDINESS**

Prompt and regular attendance is considered essential for success at HFS. Students are allowed to be on campus starting at 7:10 am. No child should be allowed to exit any vehicle and come onto campus before that time and without staff knowledge and supervision. All students are to be on campus by 7:30 am when announcements begin. Students who enter the campus after 7:30 am or after announcements are considered tardy and must report to the office accompanied by their parent/guardian for an admit slip before going to class. While morning assembly is held from 7:30-7:35am, students are still considered tardy after announcements and prayer begin. Consistent tardiness may be subject to disciplinary action. Students who are tardy to class are a disruption to the morning routine, especially if tests are being given. Consequences of extended tardiness include but are not limited to: additional time and talent hours being required after 10 unexcused tardies, probationary period after 15 unexcused tardies, student being dismissed from HFS after more than 25. This policy will be strictly enforced at Holy Family School.

### **EXTRA-CURRICULAR ACTIVITIES**

HFS encourages students to take part in extracurricular, academic, service, social, religious and athletic activities which are designed to develop responsibility, cooperation and success, as well as to broaden student perspectives and experiences.

The following is a listing of the activities offered at HFS:

- ❖ Choir
- ❖ Diocesan Quiz Bowl
- ❖ Youth Legislature



- ❖ Louisiana Student of the Year Program for 8<sup>th</sup> Grade
- ❖ Student Retreat Team
- ❖ STEM club
- ❖ Boy/Girl Scouts
- ❖ Athletics
- ❖ Beta Club
- ❖ 4-H Club
- ❖ Math Team

## **ATHLETICS**

The athletic program at HFS provides competitive sports including cross-country, football, basketball, track, volleyball, baseball, softball, and cheerleading. The program coaches, sponsors, participants, and parents are directly accountable to the athletic director and the school principal. Before the athletic seasons begin, parents must register and pay fees before the first practice date.

Holy Family students are offered athletic opportunities which are organized for inter-school competition and are extracurricular. The purpose of the athletic program is intended not only to provide wholesome physical activity experiences but also to develop strong Christian character. Students who represent HFS should always show good sportsmanship at all onsite and offsite locations.

Student athletes must realize that participation in extra-curricular activities is a privilege. The enjoyment of this privilege is dependent upon the student's academic and behavioral responsibilities. The school reserves the right to suspend or revoke participation in practices and/or games based on academic and/or behavioral problems. Any student can be suspended or dismissed from a team sport if their behavior does not follow the HFS policies stated in the parent/student handbook. The principal has final decision concerning these matters.

According to school policies located in the parent/student handbook, students must maintain at least a 2.0 GPA in core subjects (religion, English, mathematics, social studies, reading/lit, science and conduct) to participate in any sport. This policy applies to all students in Grades 4-8 and eligible 3<sup>rd</sup> grade students. Students who do not maintain a 2.0 GPA on date of report card distribution will be able to finish the current sport season but will not be allowed to begin the next sports season until they receive a progress report in which a 2.0 GPA is met.

\*For example: If a child's report card reflects a GPA below a 2.0 in core subjects during basketball season, the child will complete the basketball season but will not be able to begin baseball/softball season until they receive a progress report that reflects the 2.0 requirement.

The school has expectations over and above the 2.0 policy. It needs to be made clear that students who repeatedly fail to complete homework assignments or who are repeatedly receive disciplinary actions may be directed to meet with the Athletic Director and Principal which may result in suspension from extra-curricular activities even though the 2.0 average has been earned. **Students who are suspended (in or out of school) will be put on probation for first offense for the remainder of the current sport season. If the**



**student receives a second suspension, the student will be suspended for one game from the team he or she is participating in at that time. A third suspension will result in student not being able to participate in any sport for the remainder of the current sports season at the Principal and Athletic Directors discretion.**

Physical exams are mandatory for participation in HFS athletics. All physical forms must be filed out by the child's physician and turned in to the Athletic Director. A copy will be kept on file in the student's health records at school.

### **SELECTION OF COACHES**

The selection of coaches is a critical consideration if the program is to be a success. Coaches are chosen by the athletic director and approved by the principal and athletic committee. Coaches of all sports in the CSAA who accept the responsibility to coach agree to follow the mission of the school and its programs. All coaching staff must submit to a criminal background check and must complete a child protection seminar. All coaches are required to follow applicable codes of conduct. The athletic director and/or principal may suspend or remove coaches for inappropriate conduct at any time.

### **PARENTS OF ATHLETES**

Parents may **NOT** interfere in the responsibilities of the coaches.

Parents play an important role in their child's sports experience and should model good sportsmanship. They are the guiding force behind their child's attitude. Parental participation is necessary but parental cooperation is essential. However, if in the opinion of the administration, parent behavior seriously interferes with athletic process, a parent may be banned from practices and contests and/or the student may be denied participation in Holy Family athletics.

### **Parents Code of Conduct**

Parents should:

- (1) Observe the regulations and policies of Holy Family School and the CSAA.
- (2) Remember that children participate in sports to have fun and the game is for the students.
- (3) Show respect and courtesy, and demonstrate positive support, for all students, teams, coaches, officials, and fans at each practice or contest and demand that their child does the same at all times.
- (4) Accept the authority of the coach to determine strategy and student selection. Parents should not coach their child or other team members at a practice or contest. Should the parent desire to talk to the coach, it should be done at a mutually agreed upon time and place.
- (5) Assist their child in maintaining academic and discipline standards.
- (6) Help their child meet his/her obligations to the team and coaches.
- (7) Ensure that their child attends all scheduled practices and contests. If the child is not able to make a scheduled practice or contest, advise the coach in advance.
- (8) Ensure that their child gets to practices and contests on time, is properly dressed, has the necessary equipment, and is picked up after the practice or contest on time.



- (9) Supervise other children under their care at the practice or contest.
- (10) Inappropriate comments directed towards either your child's team/coach or the opposing team/coach are prohibited.

Confrontations at athletic events are to be avoided. All concerns/complaints relating to a particular sport, athlete, or coach should be directed to the athletic director. The principal and athletic committee will be contacted by the athletic director if deemed necessary. Parents who have a concern/complaint about an opponent's team, player, or coach, must contact HFS athletic director, who will discuss with the principal. Parents are NOT to contact the principal or athletic director at other schools.

Failure to abide by these set rules and regulations will lead to the parent being banned from HFS athletic practices/games.

Student athletes must be supervised at all times. If practice does not begin immediately after school or parents are not prompt in picking students up from practice, students will be sent to Bear Care and charged a fee for attendance.

### **PLAYER REGISTRATION & FEES**

Each sport season (fall, winter, and spring) has a mandatory registration, at which time parents or another adult representative must register the child for each sport. Fees are to be paid the night of registration. If the child's parent or adult representative are unable to attend the scheduled registration night, registration form and fees must be turned in to the Athletic Director before the first scheduled practice date. No child may participate in a sport if payment is not made. The fee schedule is as follows:

- ❖ Cheerleading \$80.00 plus camp fees, clothes, shoes and choreographer fees
- ❖ Cross Country \$80.00
- ❖ Football \$100.00
- ❖ Baseball \$80.00
- ❖ Basketball \$80.00
- ❖ Volleyball \$80.00
- ❖ Track \$80.00
- ❖ Softball \$80.00

The maximum fee for athletes participating in multiple sports is \$200.00 per child per year.

### **ATHLETIC UNIFORMS**

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

Uniforms are to be washed and returned to the parish hall on the date chosen by the athletic director which will be published in the newsletter and given to the coaches to advise the parents. **UNIFORMS ARE NOT TO BE RETURNED TO SCHOOL OFFICE.** Due to the cost of uniforms, it is imperative that players return uniforms by the specified date to avoid a fee and inability to play the next sport.

### **MEDICATIONS**



Medications are *NEVER* to be in a student's possession at school. An Epi-pen/asthma inhaler that is required by a physician for severe allergies should be kept in the school office. Paperwork from the doctor must be filed in the school office and the administration must be notified each year before school begins. Prescription as well as over-the-counter medications, eye drops, cough drops, or pain relief medications are NOT to be kept with students. With a doctor's note and directions, medicine may be kept in the office. Backup over-the-counter medications, creams, etc. will be available in the school office for students. Should the need arise, parents will be contacted for approval and administration of needed medications will be done by school staff.

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

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

## **STUDENT SPECIAL DAYS**

### **EARLY DISMISSAL DAYS**

Throughout the school year, the school incorporates early dismissal days for students in order to allow designated time for staff development/parent-teacher conferences. Bus transportation is available on *most* early dismissal days. Other early dismissal days may be announced by the administration.

### **FIELD TRIPS**

Field trips are privileges afforded to students; no student has a right to attend a field trip. Students will be issued the standard field trip permission form to be filled out by the parent/guardian prior to any field trip. Forms and any fees for the field trip must be returned to the teacher before any child may leave the school grounds for a field trip. Telephone calls will NOT be accepted in lieu of written permission. Faxed permission forms can be accepted.



Parents who are attending field trips as chaperones (if needed) are supervising the students. Therefore, school policy states **NO SIBLINGS** are allowed on field trips. In addition, parents must have completed requirements of child protection in order to chaperone students. The Diocese of Baton Rouge requires that all adults charged with the care of students at school-sponsored activities complete a background check and be cleared through the Office of Child and Youth Protection; there is time and cost associated with completing these requirements, so parents who choose to do so in order to serve as chaperones will be credited one (1) service hour. Forms to complete this process can be found on the HFS website. Parents cannot attend a field trip as a visitor, in order to accompany only their own child, or in a capacity other than that of a chaperone, therefore **ONLY** parents who have completed these requirements are allowed to attend field trips. ***If the parent then decides to attend on their own, they, along with their child, will not be allowed to attend any future field trips for that academic year and there will be no future field trips for that grade level.*** Please remember this is for the safety of our children. Students who receive two “C’s” or one “D” or one “F” up to 10 school days prior to the field trip will not be allowed to attend the field trip. Appropriate dress is expected of chaperones; walking shorts, capri pants or jeans are acceptable! Parents who chaperone field trips will receive service hours. The number of service hours will depend on the time spent on the field trip. Parents must log these hours themselves on the HFS website under “Time and Talent Hours Form”.

### **MASS AND ASSEMBLY**

Each student is personally responsible for representing HFS in a manner that reflects the school as a whole. Student behavior should be respectful at all times, reverent in church, and courteous in assemblies. Attendance in school Mass, school events and assemblies is a requirement of attending HFS. School Masses are held each Thursday at 8am as well as the celebration of special feast days throughout the year. Parents and family members are welcome to attend our weekly Masses.

### **RETREAT DAYS**

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

### **MIDDLE SCHOOL RELIGIOUS SERVICE PROGRAM**

\*\*Please see Middle School Handbook

### **BIRTHDAY PARTY INVITATIONS**

Birthday party invitations may be distributed at school **ONLY** if all members of the class receive an invitation.



## **STUDENT REGULATIONS AND EXPECTATIONS**

### **STUDENT DISCIPLINE**

HFS discipline policies are based on our Catholic values, gospel values and our code of acceptable Christian behavior. The discipline code of HFS is based on respect for the dignity of all while living out our mission of reflecting Christ's presence in our daily thoughts, words, and actions.

HFS staff believes in promoting self-discipline, respect for self and others, authority and providing an environment conducive to learning. Discipline is an important responsibility of adult guidance and not a form of punishment. Our discipline plan focuses on positive behavior and not negative behavior and provides for opportunities for a second chance to correct poor choices or negative behavior.

Students at HFS are expected to be respectful, courteous, responsible, charitable, and good stewards, using their God-given gifts and talents to the best of their ability. One of the most important tasks of teachers and parents is to enable students to become familiar with, commit to and abide by reasonable limits of behavior.

Directions given by any staff member, including office personnel, cafeteria workers, custodial workers, and duty teachers, must be followed with courtesy. Parent volunteers and bus drivers are due the same courtesy and obedience as school staff and administration. At NO time, should any student prevent or disturb the learning experience of another student, or engage in any conduct unbecoming a student in a Catholic school. Doing so will result in disciplinary action.

HFS has a universal set of rules/expectations for everyone on campus. Branching off of the acronym "BEARS", these are as follows: Belief in God and Self, Engagement, Attention, Respect, and Safety. These rules will be posted in every classroom and office around campus as a daily reminder.

### **DIOCESAN POLICY**

Parents and students are to be aware of the following policies on discipline found in the Diocesan CSO Administrative Manual:

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

### **DISCIPLINARY ACTIONS**





Consequences for infractions to school and classroom rules are determined by both the classroom teacher and the administration, depending upon the severity and frequency of behaviors. For serious infractions, the administration may recommend or require interventions such as behavior management activities, psychological and/or academic evaluation, and/or counseling. In order to meet the wide range of needs of students in a PK4-8 school setting, consequences and interventions may differ at the early childhood, elementary and middle school levels.

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

- ❖ **In School Suspension:** Students will attend ISS with a teacher throughout the days assigned. Classroom work assigned and provided by the classroom teacher(s). ISS will result in loss of athletic privileges. Additionally, three (3) ISS's will result in an out of school suspension.
- ❖ **Suspension:** Students may be suspended from school for a number of days depending on the severity of the violation. Students will not participate in extracurricular activities or school related events during the suspension. The student is marked absent and is responsible for makeup work and tests upon return.
  - If a student is suspended (in or out of school), the student may not attend school-related functions for a designated time period, depending on severity, to be determined by administration. If the suspension occurs on a Friday, the student will not be allowed at school-related functions held on the weekend. Please refer to the "Athletics" portion of this handbook for guidelines related to punishment in regards to athletic events.
- ❖ **Disciplinary probation:** This offers a student the opportunity to improve their behavior before being asked to leave HFS. Student conduct will be monitored closely during this period and will be reviewed at the end of the nine weeks. Probation occurs after a suspension and may last anywhere from one nine weeks period until the end of the school year.
- ❖ **Expulsion:** Student is permanently dismissed from school. This is a last resort to protect students, staff and school property, and to ensure an orderly and effective environment. A student may be recommended for expulsion at any time during the probation period. However, for serious offenses, a student may be expelled after a single violation.
- ❖ **Students can face a variety of other consequences that include but are not limited to a guidance referral, evaluation, conference, counseling, probation, loss of privileges and or school services.**

Since it is impossible to cover all incidents, the school reserves the right to set consequences for non-listed offenses as they occur. The following are the **most common offenses that if displayed one or more times can result in disciplinary action:**

- Uniform violations
- Disruption



- Disobedience
- Disrespect
- Defiance
- Irresponsibility
- Dishonesty
- Inappropriate behavior or language (verbal, and/or online through social media)
- Harassment (verbal, and/or online through social media)
- Horseplay

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

- Forgery
- Theft
- Cheating
- Fighting
- Possession of weapons, dangerous instruments, or illegal substances\*
- Possession of restricted substances (tobacco – including vape, alcohol, electronics)
- Obscenity
- Vulgarity in speech, behavior or written language (written or online)
- Defacement or vandalism of school property
- Threats of violence to self or others (verbal or online)\*\*
- Harassment (verbal, and/or online through social media)

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

\*\*Any threat of violence written, verbal, implied, or electronic will result in immediate action by the school administration. First offense will result in school counseling. Second offense will result in a mandatory doctor (pediatrician or psychologist) evaluation and note. The doctor must state in writing that the student is not a threat to themselves or others to be allowed to return to school. A conference with the principal will be required upon the student's return to school.

The grade level for implementation of this policy will begin in 2<sup>nd</sup> grade. Students in grades PK4-1<sup>st</sup> will be mandated to see the school counselor to discuss this issue. The action taken for any threatening situation, regardless of grade level, is subject to reconsideration by the principal, depending on circumstances.



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

Although statements or acts are made in anger or in a joking manner, we must take aggressive action to protect all individuals involved. Safety for our students, staff and our school are of the utmost importance and our highest priority. **Parents are urged to caution their children against making statements or committing acts of a threatening nature.**

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

**Student Conduct in Early Childhood:** Teachers in grades PK4 and kindergarten will use individual classroom management plans and conduct cards. In the early childhood classes, the focus is on positive behavior, not negative behavior. Teachers focus on positive behavior modification rather than negative behavior. Depending on the severity of the offense, the principal or administration reserves the right to call parents to pick up the child from school. When the severity or frequency of infractions is deemed sufficient, the student may be dismissed from HFS.

**Students in grades PK4 and kindergarten:** Teachers use a classroom color chart to indicate behavior assessments for the day. The colors are as follows:

Pink = you really stand out!

Green = ready to learn!

Yellow = think about it!

Red = oh no!

We are now using the “stop light” system in which there are less colors to go through throughout the day and the meaning is relatable for both children and parents in relation to traffic lights. Pink represents your child’s behavior being above and beyond for that day.

**Student Conduct in Elementary (grades 1-5):** Teachers will use individual classroom management plans and conduct cards. Students in elementary classes are expected to be responsible and are being challenged to make good decisions. Teachers at this level focus on respect for self, peers, and authority; courteous



behavior, good manners, thinking of others, Christian values and integrity. Conduct grades are determined daily and weekly.

Students are required to have their conduct card signed by a parent/guardian each day; students lose one letter grade for not returning the signed conduct card. At the end of the week, daily letter grades are averaged, and students receive a letter grade only each week for behavior.

The scale is as follows:

A= excellent behavior

B= clip move (reminder of expectations needed)

C= clip move (student/teacher conference required)

D= clip move (no recess and parent phone call or note required)

F= clip move (no recess and conference with administration required)

#### **Student Conduct in Grades 6-8:**

\*\*Please see Middle School Handbook

**School officials reserve the right to inspect any and all lockers at any time.** A school administrator may search students, their lockers, and belongings, including but not limited to handbags and book bags if the following situation occurs:

- The administrator has reasonable belief that contraband, illegal substances/objects, or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.
  - The search of a person is conducted with a minimum of embarrassment and a respect of privacy to the student(s) in the administrator's office.
  - If necessary, a whole class search may happen by and under the principal's discretion.

#### **Harassment, Hazing, Bullying** (Diocesan policy 4.9.2.7)

*To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge prohibit harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, or bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written or electronic communication.*

*Each school shall establish policy and procedure regarding the identification, reporting, investigation, and disciplinary action taken for reported allegations of harassment, hazing or bullying involving members of the*



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

**Definitions:**

**Harassment** is annoying or unpleasant behavior toward someone including but not limited to threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to one another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement.

**Sexual Harassment** involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.

**Hazing** is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purpose of maintaining membership in any organization, club, athletic team, or other group. Culpability includes hazing practices mandated or voluntarily entered by any party.

**Bullying behavior** is the **repeated harassment and targeting of another person or group of persons with the intent** to cause emotional, physical, or psychological harm. Cyberbullying and any other form of harassment using any form of technology is included and will be addressed.

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

The policies set forth in this handbook are not exhaustive. The principal and/or administration reserves the right to amend these policies at any time for any reason; in addition, the principal and/or administration has the discretion to take action and/or issue disciplinary consequences in any circumstance not specifically detailed herein but deemed inappropriate in any way or in violation of the established values of Holy Family School.

If any provision of this handbook is deemed ambiguous by any person, the interpretation of that provision shall be that of the principal and/or administration.



**Students are Holy Family School students at all times. School officials may discipline a student who engages in conduct inside or outside of the school, including in-person, online and/or social media behavior that is detrimental to the reputation of the school.**

**Parents and family members of HFS students who engage in conduct inside or outside of the school, including in-person, online and/or social media behavior, that is detrimental to the reputation of the school, staff or administration, may be banned from school and any school function with the possibility of their child being dismissed from HFS.**

## **SCHOOL AND PERSONAL PROPERTY**

### **DELIVERIES TO SCHOOL**

Students are NOT permitted to have, receive, or give personal items at school. Gifts, invitations, flowers, outside lunch, balloons, etc. are not to be delivered to or distributed at school. However, students are permitted to distributed birthday invitations to all members of their class at school and have birthday celebrations at school as long as it is pre-approved by the classroom teacher and principal. Parents may send or drop off store bought treats for their child's class birthday celebration, up to 5<sup>th</sup> grade.

**Students are NOT allowed to call home for "forgotten" items, including assignments.** Students will not be called from class to get items dropped off in the office for them.

### **ELECTRONICS AND VALUABLES**

Students in PK4-5<sup>th</sup> grade are NOT allowed to have cell phones or any other electronic devices at school.

For grades 6<sup>th</sup>-8<sup>th</sup>, please see "Middle School Handbook"

Students are NOT to have in their possession items of value including money, jewelry, credit cards, etc. While we are a Catholic school, items can be misplaced, lost or stolen. **The school is not responsible for missing or stolen items.**

### **STUDENT LOCKERS**

Lockers are provided for students in grades 5-8. Lockers are the property of HFS and are provided at no cost to the students.

### **TEXTBOOKS**

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



Textbooks are property of HFS and must be returned.

### **CAMPUS SAFETY**

In an effort to maintain safety throughout the school campus, Holy Family is completely enclosed by a gated security system. The only entrance for visitors is at the gate at N Jefferson.

## **TRANSPORTATION**

### **SCHOOL BUS REGULATIONS**

Students who ride WBR bus transportation must be aware that this is a privilege and with that privilege come expectations and responsibilities.

Students are expected to follow all school bus rules and regulations and respect the bus drivers. Students who fail to meet behavior criteria while on buses will be subject to disciplinary action, including but not limited to, temporary or permanent suspension from the bus.

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

The student is expected to:

- Cooperate with the driver and listen to the driver's instructions at all times.
- Stay seated at all times and remain quiet.
- Be on time and cross the road cautiously when waiting for or leaving the bus.
- Refrain from standing when the bus is moving.
- Refrain from eating or drinking on the bus.
- Refrain from damaging the bus in any way.
- Use the emergency exit only for emergencies.
- Students arriving by car prior to 7:10 am should remain in the car until the duty teacher opens the gate at 7:10am and NO earlier.

### **MORNING ARRIVAL**

Carpool transportation should arrive to school **no earlier than 7:10 and no later than 7:30**. Students are NOT allowed to be unattended on the school grounds before 7:10 am. All students should be on campus by 7:30 and are considered tardy after 7:30.

Parents who drive their K-8<sup>th</sup> grade students to school in the morning are to drop off students ONLY at the N. Jefferson Ave. gate next to the church. PK4 + siblings will be dropped off and picked up in front of their



building on Kentucky Ave. No student is to be dropped off at the bus site by the cafeteria or at the Sixth St. or Kentucky Ave. sites. Students who walk or ride bicycles to school are to use sidewalks and obey all crossing guard instructions when entering the campus. Bicycles must be locked and kept in the bike rack during the school day.

Parents/families picking up students in carpool MUST have a provided Holy Family sign posted in the front windshield of the car to identify the family and children. The sign includes the name(s) of the student(s) printed clearly in black lettering, large enough for carpool duty teachers to read. The sign must remain in the car window the entire school year. This helps with identification as well as the smooth and orderly procedure for carpool. If you were not given a sign or need an extra sign, please contact the office.

### **DISMISSAL**

PK4 students and older siblings should be picked up on Kentucky Ave. in front of their buildings.

K-8<sup>th</sup> carpool students will be picked up on Jefferson Ave. except on rainy days. Only parents of PK3 students with an older sibling are allowed to pick up students from the yard or deck. Students without PK3 siblings will not be dismissed to or loaded in any other area except the carpool line. Students will not be allowed to meet vehicles or drivers in places other than the assigned area for their grade level. Failure to comply with this presents a safety hazard for our students, parents, and faculty. The principal has the right to make exceptions to this policy as seen fit.

Duty teachers will supervise bus dismissals; students will only board their assigned buses, except with written permission to do otherwise signed by the principal or administrative staff. Students waiting for buses will remain seated quietly until their bus arrives. Those dismissed to the carpool line on Jefferson Ave will sit quietly and wait to be called.

When parents are involved in school business such as meetings, they are asked to park in the parking lot located at the parish hall and cross only where the crossing guard is located.

### **RAINY DAY ARRIVAL AND DISMISSAL**

#### **Arrival**

On rainy days, cars will enter the campus from Kentucky Ave. and proceed all the way around to the covered walkway by the middle school building. Depending on where you end up in line, students will get out and take the quickest and safest covered route to their classroom (main building, around middle school building). Kindergarten students will be taken to their classrooms by duty teachers or administration. PK4 students will drive in and pull up at the PK4 building where a PK4 staff member will unload those children and take them to their classrooms. Parents will follow the flow of traffic, making a loop in the courtyard, to the exit by the church on Kentucky Ave.

All students will report to their classrooms with their teachers.





In the event that you have children in multiple grade levels, they should all be dropped off together and then proceed to their prospective classrooms.

No student being dropped off by a parent may be dropped off in the bus line.

### **Dismissal**

For rainy day dismissal, follow the same instructions. Be sure to have name cards in the front windshield of the car so duty teachers can call for a child. Older siblings will be asked to join younger siblings in the main hall for rainy day carpool. Should you have children of multiple grade levels, including elementary, please pick them all up together. Carpool will be dismissed a few minutes early on rainy days for safety and convenience.

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

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

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

Parents are not allowed to park their cars and walk to campus to pick up their children. Parents must drive through carpool to pick up their child.

### **UNIFORM POLICY**

The following uniform suppliers are our only providers for school uniforms: Don's Sportsman, Inka's Uniforms and School Time.

The administration and staff ask that parents familiarize themselves with the uniform policy and monitor students' cooperation with dressing appropriately and correctly each day. Supervision of the various degrees of compliance will be left to the discretion of the principal. Parents will be notified in a timely manner if there are any additions to the standard pieces of the uniform.

Uniforms are to fit properly and be in proper condition. All uniform pieces must be purchased from specified vendors only. Holy Family School will sell winter outerwear later in the fall when weather begins to change. Uniforms must be worn as designed and appropriate at all times. Uniforms must be in good condition at all times. Uniforms must not have holes, tears, rips or faded spots, etc. Uniforms not in good condition must be replaced immediately.



**UNIFORM FOR PK AND K**

<b>GIRLS</b>	<b>BOYS</b>
Plaid skort Plaid smock (only from School Time) – to be worn with bloomer modesty shorts	Navy shorts or pants with elastic – <b>NO BELTS</b>
Navy banded shirt with logo ( <i>only sold in pique fabric going forward</i> ).	Gray cotton shirt with logo Gray dri fit shirt with logo (only from Don’s)
Velcro tennis shoes (no lights/skates) <b>(white, gray, navy, black or combination of these solid or patterned colors)</b> <b>***Please note this will be enforced and <u>NO</u> neon, light blue, pink, camouflage, etc. designs will be acceptable NO hi-top tennis shoes</b>	Velcro tennis shoes (no lights or skates) <b>(white, gray, navy, black or combination of these solid or patterned colors)</b> <b>***Please note this will be enforced and <u>NO</u> neon, light blue, pink, camouflage etc. designs will be acceptable NO hi-top tennis shoes</b>
Tennis shoes with <b><u>Velcro Only</u></b>	Tennis shoes with <b><u>Velcro Only</u></b>
ONLY <b><u>White</u></b> ankle socks or <b><u>White</u></b> no-show socks	ONLY <b><u>White</u></b> ankle socks or <b><u>White</u></b> no-show socks
<b><u>Footed Navy</u></b> tights for winter or navy stockings – <b><u>NO Leggings</u></b>	
Girls in all grade levels have the option of wearing gray slacks <b>ONLY</b> purchased through <b>School Time</b> . There is a <b>logo</b> that is stitched onto the pants to ensure that all gray slacks are the same. <b><u>These slacks can be worn throughout the school year.</u></b> Otherwise girls must wear their uniform skorts.	
Girls in all grade levels have the option of wearing grey sweatpants/HFS beanies <b>ONLY</b> purchased through <b>Inka’s</b> . There is a <b>logo</b> that is placed onto the pants and beanie to ensure that all items are the same. <b><u>This is only an option from November to February.</u></b>	Boys in all grade levels have the option of wearing grey sweatpants/HFS beanies <b>ONLY</b> purchased through <b>Inka’s</b> . There is a <b>logo</b> that is placed onto the pants and beanie to ensure that all items are the same. <b><u>This is only an option from November to February.</u></b>



Winter outerwear is a zippered gray fleece with logo, a navy blue sweatshirt with HFS logo, or all-weather gray jacket with logo. The fleece will be offered only through School Time with the HFS Logo. The all-weather gray jacket, as well as the navy sweatshirt will be offered at the beginning of the year. Regular Navy Sweatshirts will not be allowed. Other winter adjustments for early childhood and elementary students may be made if needed.

**Inside & Outside – ANY approved Holy Family outerwear may be worn. Non-approved large coats may be worn on very cold days but must be removed once inside. Reference above paragraph for approved outerwear.**

**UNIFORM FOR GRADES 1-8**

GIRLS	BOYS
Plaid skort Plaid jumper (grades 1-5 – only from School Time) – to be worn with monkey bar buddies modesty shorts. **Jumper can be worn with or without the navy banded uniform shirt.	Navy pants or walking shorts
Navy banded shirt with logo ( <i>only sold in pique fabric going forward</i> ).	Gray cotton shirt with logo Gray dri fit shirt with logo (only from Don’s)
ONLY <b><u>White</u></b> ankle socks or <b><u>White</u></b> no-show socks	ONLY <b><u>White</u></b> ankle socks or <b><u>White</u></b> no-show socks
<b>Tennis shoes (white, gray, navy, black or combination with shoestrings of those solid or patterned colors)</b> <b>***Please note this will be enforced and <u>NO</u> neon, light blue, pink, camouflage, etc. designs will be acceptable</b> <b>NO hi-top tennis shoes</b>	<b>Tennis shoes (white, gray, navy, black or combination with shoestrings of those solid or patterned colors)</b> <b>***Please note this will be enforced and <u>NO</u> neon, light blue, pink, camouflage, etc. designs will be acceptable</b> <b>NO hi-top tennis shoes</b>
<b><u>Footed Navy</u></b> tights for winter or navy stockings – <b><u>NO Leggings</u></b>	Black belt
Girls in all grade levels have the option of wearing grey sweatpants/HFS beanies <b><u>ONLY</u></b> purchased through <b><u>Inka’s</u></b> . There is a <b><u>logo</u></b> that is placed onto the pants and beanie to ensure that all items are the same. <b><u>This is only an option from November to February.</u></b>	Boys in all grade levels have the option of wearing grey sweatpants/HFS beanies <b><u>ONLY</u></b> purchased through <b><u>Inka’s</u></b> . There is a <b><u>logo</u></b> that is placed onto the pants and beanie to ensure that all items are the same. <b><u>This is only an option from November to February.</u></b>

Winter outwear is a zippered gray fleece with logo, a navy-blue sweatshirt with HFS logo, all-weather gray jacket with logo or letterman’s jacket (Only available 4<sup>th</sup> grade and up). The fleece will be offered only through School Time with the HFS Logo. The all-weather gray jacket, navy sweatshirt, as well as the letterman’s jacket



will be offered at the beginning of the year. Regular Navy Sweatshirts will not be allowed. Other winter adjustments for early childhood and elementary students may be made if needed.

**Inside & Outside – ANY approved Holy Family outerwear may be worn. Non-approved large coats may be worn on very cold days but must be removed once inside. Reference above paragraph for approved outerwear.**

#### **Accessories:**

- Jewelry should be simple, religious medals or crosses, for girls and boys
- Girls may wear stud earrings (one in each ear lobe); no dangling earrings for safety
- Navy, school plaid, white, or gray bows purchased from Home and School may be worn. Headbands may be brown, black, gray, navy. Tortoise shell clips or barrettes may also be worn (same colors as above)

This uniform is a dress uniform, so it is worn every school day, including Mass or diocesan visits during the year.

#### **CASUAL DRESS DAY GUIDELINES**

It is not permissible at any time to wear athletic shorts, jerseys, exercise wear, strapless or spaghetti strap blouses, dresses or t-shirts or shirts that expose the midriff. No suggestive or offensive wording or pictures, advertising for alcohol, drugs, tobacco, firearms, gambling or political or campaign slogans and affiliations are allowed. No tight fitting or clinging tops or bottoms.

All regulations for uniform code and accessories are to be followed on casual days unless otherwise directed by the principal.

#### **GROOMING AND UNIFORM CODE**

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

#### **GENERAL GROOMING**

- Girls should keep hair clean and cut neatly and hair should not cover face or eyes (no distracting or excessive hairstyles or hair colors). Hair must be the *child's natural* color.
- Boy's hair should be kept clean, cut short and neat; hair should be above eyebrows, ears and collar of shirt
- Hair should not be dyed or bleached, and hairstyles should not be excessive (including Mohawks)



- Daily personal hygiene required for all students

### **UNACCEPTABLE GROOMING/UNIFORM**

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

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

### **LICE**

Any student found to have positive evidence of head lice/nits will be excluded from school and the school bus until he/she has been effectively treated with a medicated lice shampoo and ALL NITS (eggs) have been removed from the hair.

Students will be excused from school the day they are sent home and the next day only. All other days missed will be unexcused absences from school.

Proof of treatment must be given to the school office upon readmission to school and the staff will check students to be sure that the hair is free of all lice and nits before readmitting them to school. Students must be accompanied to school by parent, guardian, or responsible party prior to readmission; they will not be allowed to ride the bus.

A second case of lice with the same child within a nine weeks period will be referred to the West Baton Rouge Parish Schools Office to be checked by a nurse supplied by WBRPS. Note: an appointment will need to be made with WBRPS and a note from WBRPS will be needed to return to school.

If any provision of this handbook is deemed ambiguous by any person, the interpretation of that provision shall be that of the principal.

### **EMERGENCY PROCEDURES**



Safety of our school community is of utmost importance to the administration and staff of HFS. Therefore, during the year emergency drills or lockdown procedures are practiced.

At the beginning of each school year, parents are asked to complete an emergency form that will be used for multiple purposes, including any necessary contact from the school to the parent and in the event of emergency dismissals due to weather conditions, crisis, hazardous conditions, etc. It is **imperative** that parents notify the office in writing of any change of physical or mailing address, email address, telephone number or a new work number.

Some emergencies require immediate evacuation of the total school population from the school site. Other emergencies may call for a change of location while remaining on campus. Yet others may require an emergency dismissal. We are directed to follow the directions of the local Emergency Preparedness Office in WBR and local law enforcement officials. Our Crisis Management plan for the school is designed to handle all emergencies. Please know that the safety of your children is our number one priority. **PARENTS WILL NOT BE ABLE TO CHECK OUT THEIR CHILDREN IN CASE OF AN EMERGENCY. PARENTS WILL BE NOTIFIED OF THE LOCATION OF CHILDREN AND STAFF.**

A Crisis Management Plan is in place to address various crisis situations. Students and staff are instructed in emergency procedures throughout the year and practice emergency drills as needed. Parents should tune into local news stations/channels, or websites and social media for up-to-date information and instructions. Parents are **NOT** to try to pick up children or phone the school during crisis procedures. An e-mail blast or phone message will be sent as soon as possible to parents.

If the decision to evacuate is made, students will be taken to a place of safety and will be fully supervised. If the problem is temporary in nature, students will be returned to class once the all-clear signal has been given. If students are unable to return to the school campus, parents will be notified through an emergency broadcast, if available. Authorities will alert parents through school personnel when and where student may be picked up and when it is safe to do so.

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

In the event of an intruder on campus, lockdown will be called by any staff member at any given time. Students will remain in lockdown with staff until an all clear is called by administration, police, or emergency officials.

## **Holy Family School Crisis Team**

### **ADMINISTRATIVE STAFF:**



Principal – Mrs. Alise Ashford

Assistant Principal – Mrs. Allison Owens

Guidance Counselor – Mrs. Heather Willis

**FACULTY:**

Celeste Bolotte (Fire Alarm)

Jennifer Gueho

Annie Cagle

Jenna Landry (Fire Alarm)

Pat Crocker

Alison Thibodeaux (Fire Alarm)

Kayla Vincent

**OFFICE STAFF:**

School Secretary – Mrs. Mona Bass

Maintenance – Mrs. Michelle Frazier

Maintenance – Mr. Denny Deville

**General Emergency Procedures**

Holy Family School Emergency Procedures Guide is a plan designed to handle specific emergencies which may arise at school. Each set of procedures is contingent upon the type of emergency. However, no plan can guarantee that this is the most appropriate response to the particular crisis. It may be necessary to adjust parts of the plan as the need arises. Students and staff will be given specific instructions by the Principal or her designee. It is imperative that everyone reacts CALMLY and QUICKLY in order to ensure safety for all staff members and students.

**BASIC INFORMATION**

1. A Command Post will be set up in the office, if evacuated.
2. Information about the emergency will be disseminated to teachers via intercom or cell phone. The office will receive information through the Diocese, television, internet, or West Baton Rouge parish Office of Emergency Preparedness.



3. The secretary will be assigned to the telephone to receive and transmit information. Assigned staff will transport student medicines, and emergency information, while the Assistant Principal will transport emergency bag, if needed to evacuate.
4. All personnel with no assigned duties will report to the Command Post for assignments/duties.
5. An evacuation map will be included in staff emergency folders as well as one that will be posted in classrooms.

### **PROCEDURES FOR CLASSROOMS**

1. The teacher in charge of the class shall check their class list to be sure that everyone is accounted for.
2. Check and secure all doors and windows.
3. All outside ventilation should be turned off even for tornadoes.
4. All students should be SEATED and QUIET in order to hear all information or directions.
5. The teacher or person in charge shall remain with students at all times.
6. Paper towels, bottled water and emergency supplies will be stored in the Convent and dispensed or carried to appropriate areas, as needed.

### **FIRE AND OTHER EMERGENCY DRILLS**

Fire and other emergency drills are discussed with staff during August in-service. An escape plan is posted in each classroom and practice drills are conducted monthly at various times of the school day. Children are instructed to proceed to certain areas on campus if an emergency occurs when they are not in a classroom. Guidelines for drills are discussed at the beginning of the year with students on the opening days of school with age-appropriate discussions.

#### **Emergency procedures:**

1. Students are to be escorted from the classroom or building in an orderly manner to the designated area as specified on the school evacuation map. Students are to leave behind all personal belongings.
2. Teachers are the last persons to leave the classrooms. Doors are to remain unlocked during evacuation.
3. Office staff is the last to exit the building and will check all rooms. The Assistant Principal will bring the teacher sign-in binder (a list of staff), and the crisis management binder (emergency cards for parental contact).
4. Any teacher not assigned to teach at the time of a drill or emergency will monitor walkways and keep students calm and quiet.
5. Teachers are to bring roll books and cell phones. Check attendance upon arrival at the assigned area. Contact the principal/administrative staff if someone is missing.
6. When the signal to return is given, teachers will accompany students back to class in an orderly manner and again check attendance to ensure that all students are present.





7. Students at all grade levels will be instructed as to what to do if they are separated from the class/in the library, cafeteria, or bathroom.

## **WEATHER**

### **Tornados**

1. Move away from windows – along walls or into halls.
2. Main Building – Everyone move to main hallway.
3. Middle School Building – Upstairs students move downstairs to designated areas. Downstairs students remain in classrooms. Everyone moves to walls; stay away from windows.
  - a. Upstairs 5<sup>th</sup> grade will go downstairs to 4<sup>th</sup> grade classrooms.
  - b. 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> will go to cafeteria.
4. T Buildings
  - a. Music – Move to main building hallways through 1A classroom. If building is damaged, move children away from the damaged area to designated safe space and remain there until ALL CLEAR is given.
  - b. Technology and Bear Care - Remain in building seated on floor of interior walls.
  - c. Office staff, Art, and Intervention in Convent building – sit on downstairs floor of convent hallways.
  - d. Pre-K4 – Sit on downstairs floor of Convent hallways.
5. Assume “Tornado Tuck” position with students unless directed otherwise from principal.
6. Keep children calm and reassured. Prayer can be useful to calm students along with songs that are soft in nature and low in volume.
7. Teachers should have a copy of their class roll with them at all times.

### **In case of a serious emergency which warrants evacuation by bus from the school:**

1. Notification will be given by the principal or his designee of the school’s Crisis Team.
2. Bus driver will be notified by WBR.
3. Homeroom teachers will check all classrooms.
4. Maintenance personnel will check restrooms.
5. Any staff members in Convent building will be certain that Convent is clear before leaving.
6. All classes after leaving the buildings shall assemble at the assigned area (Parish Hall, Marian Hall, WBR Community Center or pavilion).
7. Roll shall be called by teachers after arriving to make certain everyone is accounted for. Report anyone missing to the Principal or her designee.
8. In case of serious injuries, 911 will be called and Medical Triage will be set up at a designated site with appointed staff members.



**Sheltering in Place** provides refuge for students, staff, and public within school building during an emergency. Shelters are located in areas that maximize the safety of everyone. Safe areas may change depending upon the emergency. T-buildings will come inside for warnings. Please follow the Tornado Evacuation Plan above.

### **CHEMICAL, VAPOR RELEASES OR OTHER HAZARDOUS MATERIALS**

1. **When announcement is made to move to the church**, move students to safety immediately. **Be sure that you bring your class roll and emergency student contact info, as well as an emergency bag and water, if available.**
2. Follow emergency instructions and routes. Seat students according to plan (in areas where seated for Thursday Mass) and have students remain quiet.
3. Teachers will use class roll book to check roll and report any student who is missing.
4. Outside doors should be sealed immediately when everyone is in place.
5. All outside ventilation should be turned off.
6. All students should be seated and remain quiet in order to hear any pertinent information.
7. Water, paper towels, and other supplies will be brought to church by the Assistant Principal.
8. If necessary, damp paper towels will be passed out to students and staff to be placed over the nose to breathe through.
9. **REMAIN IN CHURCH UNTIL THE ALL CLEAR IS GIVEN.**

**Evacuation** provides safety to all students and staff in case of a bomb threat, bomb, or weather emergency, if time permits.

### **PROCEDURES FOR CUSTODIANS/MAINTENANCE**

1. Will turn off all air handling units and all main electrical breakers located in both buildings.
2. Will seal with tape and towels all outside doorways, including office and lounge, if necessary.
3. When assignments are complete, will return to the Command Post for further instructions.

### **PROCEDURES FOR CAFETERIA PERSONNEL**

1. The Cafeteria Manager, or her designee, will be responsible for securing the cafeteria.
2. All equipment will be turned off. The location of all main controls, main electrical breakers and gas valves will be known by all cafeteria personnel.
3. After securing cafeteria, the Manager/Assistant Manager shall report to the school office or evacuation site.
4. Cafeteria workers shall report to the evacuation site or the main building.

### **BOMB THREAT**

1. Once roll is taken, teachers will move their classes quickly and quietly to the Community Center or other designated site following designated routes.



2. Doors of classrooms should be left open.
3. Once students arrive in the Community Center, they will be seated in lines.
4. Everyone will remain in the Community Center until and ALL CLEAR has been given or emergency officials have indicated that students may be released.
5. In case of injuries, a first aid station will be set up in the Community Center and manned by appointed staff.

## **LOCK-DOWN/SHELTERING IN PLACE/EVACUATION**

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons in the school building.

1. Intercom announcement of “current school year theme” will be an alert.
2. Close classroom doors and windows. Lock doors, if possible.
3. Close blinds in classroom.
4. Move all persons away from windows and doors.
5. All outside ventilation should be closed.
6. Allow no one outside of classrooms until ALL CLEAR signal is given by the Principal or until Law Enforcement, Fire Official, or Emergency Preparedness Official evacuates your room.
7. All students should be seated and remain quiet in order to hear any pertinent information.

## **INJURY OR ILLNESS RESPONSE**

*The procedure for serious injury or illness on campus is as follows:*

### **TEACHERS**

1. Remain calm, assess situation.
2. Clear area around student/adult-have others leave the area.
3. DO NOT MOVE THE INDIVIDUAL!
4. Inform the office immediately – state the name of the injured, the injury and the location.
5. Ask the office to pull the emergency card contact sheet to give the information to EMS.
6. Remain with the injured student/adult until EMS arrives.
7. Give emergency card contact sheet to EMS when they request information about individual.

### **OFFICE**

1. Call 911.
2. Call parent for students/emergency contacts for staff.
3. Send emergency card contact sheet to teacher/staff at the scene.



\*\*Holy Family School's Asbestos binder is located in the school's main office.

## **MIDDLE SCHOOL HANDBOOK**

### **INTRODUCTION**

This section of the Parent/Student Handbook is an addendum that is specifically for students attending Holy Family School in 6<sup>th</sup> – 8<sup>th</sup> grade, heretofore referred to as “Middle School”. This section is meant to expand upon the academic and discipline policies and procedures which are unique to Middle School students. These policies and procedures are not meant to replace or override current policies and procedures, but rather to note the differences in certain academic standards, expectations, and discipline policies. All other portions of the Parent/Student Handbook including, but not limited to Admissions, Athletics, Auxiliary Services, Tuition and Fees, and Acceptable Use Policies are as written in the previous section of this handbook.

### **OVERVIEW AND ADMINISTRATION OF MIDDLE SCHOOL**

Holy Family Middle School is made up of six major subjects: English, Literature, Math, Religion, Science and Social Studies. Electives include Physical Education, Technology, Library, Guidance, and Music. Art is a paid elective with a maximum number of students. Each Middle School student will be assigned to a homeroom. Homeroom teachers are responsible for absenteeism reporting and discipline documentation. **SUBJECT TEACHERS ARE RESPONSIBLE FOR NOTIFYING PARENTS OF ALL ASPECTS OF THEIR CHILD'S ACADEMIC PERFORMANCE.** Questions about assignments, homework, or grades in a specific subject should be addressed to the **SUBJECT TEACHER**. Teachers will answer any question within 24 hours.

The Principal and Assistant Principal are the final decision makers as it relates to discipline policies and academics with all Middle School students. Parents should notify the subject teacher first if there is a concern with a student's academic performance in a specific subject and then notify the administrative team if they seek additional guidance. Parents should notify the student's homeroom teacher if there is a concern with a disciplinary action taken and then notify the administrative team if they seek additional guidance. The homeroom teacher will notify a parent via e-mail if their student receives more than 15 conduct points off during any given week. If a student receives an in-school suspension or an out-of-school suspension, a parent will be notified immediately.

### **ACADEMICS**



This section of the Middle School Handbook is meant to address all aspects of academic performance and expectations for students in grades 6<sup>th</sup> – 8<sup>th</sup>.

### Grading Scale

The standard grading scale of Holy Family School follows diocesan policy and is as follows:

**A=93-100%    B=85-92%    C=75-84%    D=67-74%    F=66% and below**

### Progress Reports and Report Cards

Middle School follows the same progress report and report card issuance dates as the rest of the school.\* Please refer to the main section of the Parent Handbook for other guidelines and policies as it relates to progress reports and report cards.

*\*Exception: 8<sup>th</sup> grade students follow a different schedule for final exam study guides and final exams, as well as other assignment deadlines in April and May due to graduation. If your child is an 8<sup>th</sup> grade student, the 8<sup>th</sup> grade homeroom teacher will notify you of these deadlines and exam dates.*

### Homework

All Middle School homework is given a specific due date by each subject teacher. Some due dates are weekly, and some are the next day. ALL homework is required to be turned in by the due date. Homework that is not completed or turned in on time will result in a zero grade for that specific homework assignment. Parents MAY NOT email, fax or bring homework to school. Subject teachers reserve the right to extend a homework deadline based on special circumstances with an automatic deduction of points. **BEYOND A SPECIAL CIRCUMSTANCE APPROVED BY THE SUBJECT TEACHER THE OTHER ONLY SITUATION WHERE HOMEWORK MAY RECEIVE AN EXTENSION FROM THE PREVIOUSLY ASSIGNED DUE DATE IS WHEN A STUDENT IS ABSENT. SEE THE SECTION LABELED “ABSENTEE” BELOW FOR A DETAILED EXPLANATION OF THE HOMEWORK POLICY WHEN A STUDENT IS ABSENT.**

### Google Classroom

Google Classroom is an on-line teaching tool that allow teachers to post assignments, links, videos, homework, and other classroom lessons. Students will utilize Google Classroom when instructed by their teacher. Students may also be instructed to use Google Classroom in making up work the student may have missed. Google Classroom is accessed by using student assigned usernames and passwords that will be issued at the beginning of the school year.

### Headmaster



Middle School teachers utilize the school's online grading system, Headmaster. This system is available to all parents of students in grades 1-8 and is located on the HFS website. Parents are provided with a username and password for access to grades online. All middle school grades are usually posted within 48 hours of the assignment, test, quiz, or project. Some projects or assignments which are more complex, or which have multiple steps may take longer than 48 hours to post. Middle School teachers assign a variety of graded work including, but not limited to class participation, homework, independent study, projects, group work, quizzes, tests, IXL, religious service hours, exam study guides, exams, and accelerated reader tests.

- ❖ In grades 6-8, a minimum of 700 points are required, which may be any combination of tests, homework, class work, projects, assignments, quizzes, or participation. The max amount of points that a quiz can be worth is 25 points.

## **IXL**

IXL is an on-line learning platform that allows students to practice Math, Science, Social Studies and ELA (English) subject problems at their own pace. Each nine weeks, students in Middle School will be required to obtain 150 points **in each subject area**. Students will be graded in IXL based on the number of problems they complete. IXL login information will be assigned to each Middle School student at the beginning of the school year. Your student's subject teacher will enter their IXL grade at the end of each nine weeks.

## **Accelerated Reader**

All Middle School students are required to read books approved by the Literature Subject teacher each nine weeks. The Literature Subject teacher shall provide a list of approved reading for each grade level at the beginning of each nine weeks. Students are also required to complete a summer reading selection upon entering 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade. Accelerated reader tests are administered through the Holy Family School Library. Students must complete both the reading and the testing of the selected book BEFORE the end of the nine weeks in order to receive a passing grade in Accelerated Reading. Students will receive the highest grade achieved based on all testing attempts that nine weeks.

## **Textbooks and Materials**

Each Middle School subject requires a variety of materials to ensure that your student is able to obtain success. Textbooks are administered on the first day of class at the beginning of the school year. Subject teachers in Middle School will also give students their requirements for what material the students need to bring to class each day. Parents may refer to the subject syllabus which will be handed out at Open House in order to see what each subject teacher requires for their class. Students are responsible for maintaining their textbooks and materials and insuring they are returned, undamaged, on the last day of full instruction prior to exams. Students who do not arrive in class with the proper textbooks and materials will receive a deduction in conduct points. Please refer to the discipline policy and conduct card section of this handbook for details about the point deductions.



## **Tests**

Each subject teacher in Middle School will administer test and quizzes, sometimes on a weekly basis. No more than TWO major tests will be administered on the same day in Middle School. This does not include quizzes, homework, assignments, or projects. Tests will be a combination of true/false, multiple choice, matching and essay. From time-to-time teachers may use a “Scantron” form to administer and grade tests.

## **Science and Social Studies Fair**

The annual Social Studies and Science Fair are a part of the Middle School curriculum, therefore all students in 7<sup>th</sup> grade are required to participate in the Social Studies Fair and all 8<sup>th</sup> grade students are required to participate in the Science Fair. These fairs are held simultaneously in the month of February. Students who do not prepare a teacher approved project will receive a grade of zero for that assignment grade.

## **Exams and Exemption from Exams**

8<sup>th</sup> grade students may be eligible for exemption from a final exam in May in any subject if they meet **ALL** the following guidelines:

1. An “A” average or higher in that class for the entire year – final calculated average before exams.
2. An “A” in conduct for the spring semester, with no MORE than one “C” and no “D” or “F” in conduct for any week during the spring semester.
3. No more than 5 tardies or 5 unexcused absences from school for the spring semester.
4. No in-school or out-of-school suspensions for the entire school year.

**ONLY 8<sup>th</sup> GRADE STUDENTS ARE ELIGIBLE FOR EXEMPTION FROM FINAL EXAMS.**

## **End of Year Retention Policy**

At the end of the year, in order to determine a final average for successful completion, in a given subject, a student must receive a minimum 67% average after averaging all 4 nine weeks, including exams in middle school.

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

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

- In grades 6-8, the student receives a final grade of F in English or math OR if the student receives a final grade of F in 2 subjects (English, math, religion, science, or history)



An 8<sup>th</sup> grader who does not meet the requirements for promotion may NOT return to HFS to repeat 8<sup>th</sup> grade. Any request for review of a student’s grade must be submitted in writing by the parent to the teacher within one week of the posting of the student’s grade.

### ABSENTEEISM

Please notify both the office and your student’s homeroom teacher when your student will be absent. All make-up work for an absent student will be posted on Google Classroom. Students are responsible for making

Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Monday

up any tests, assignment, or homework they miss due to absenteeism.

**STUDENTS HAVE TWO DAYS TO MAKE UP ANY TESTS, ASSIGNMENTS, PROJECTS OR HOMEWORK. ANY STUDENT**

**WHO FAILS TO MAKE UP THEIR WORK WILL RECEIVE A GRADE OF ZERO FOR THE MISSING WORK. BELOW IS THE TABLE OUTLINING WHEN MISSING WORK IS DUE.**

Day Absent                      Missing Work Due

**\*If absent several days missing work is due 2 days from the last day of absence.**

### MIDDLE SCHOOL RELIGIOUS SERVICE PROGRAM

#### Overview

Students in grades 6-8 are required to complete service hours as a part of their religion class. These service hour expectations are explained by the Religion teacher at the beginning of the school year and are highlighted in the Religion Syllabus, which is handed out at Open House. Forms are online on the school’s website. Students are responsible for downloading the forms, completing them and turning them into their Religion teacher by the specified due date EACH NINE WEEKS. Failure to complete Religion service hours will result in the student receiving an “F” for the service hour assignment.

#### Activities Allowed for Service Hour Credit





The following are approved duties and activities in order to receive service hour credits:

- \*Assisting the Elderly.
- \*Volunteering at School or Church
- \*Working at a non-profit organization.
- \*Community Involvement

Any activity or duty which falls outside of the categories listed above **MUST BE APPROVED** by the Middle School Religion teacher to receive service hour credit.

### **Additional Service Hours As A Result of Suspension**

In addition to required service hours, students who receive an in-school or out of school suspension anytime during the school year will be required to complete additional service hours during the nine weeks in which they received the suspension. Please see the Discipline Policy and Conduct Card section of this portion of the handbook for further explanation.

### **UNIFORM AND GROOMING POLICIES**

Uniform and grooming policies are clearly outlined in the main section of the Parent/Student Handbook. Middle School students will receive point deductions on their conduct card for the following infractions:

- Makeup, including nail polish.
- Body piercings or tattoos\*
- Non-school approved attire (see pg. 44 & 45)
- Professional or college team jackets
- Camouflage jackets, coats, trench coats, flannel, or denim
- Dyed or bleached hair
- For middle school boys – any type of facial hair or hair that is NOT kept clean, cut short and neat. Boy's hair **MUST** be above the eyebrows, ears, and collar of the uniform shirt.

\*Girls may have a single lobe piercing with stud earrings only.

### **ELECTRONICS AND VALUABLES**

Students in grades 6-8 are allowed cellphones at school but they must remain OFF and turned in to the teacher during the beginning of homeroom. Phones must be turned off when students arrive on campus and placed into their backpacks until they are turned into the homeroom teacher. In addition, phones may not be taken out of backpacks or turned back on until students have left campus for the day, unless an unforeseen circumstance arrives where they cannot use the school telephone. **Failure to comply with these requirements**



**will result in confiscation of the phone and loss of privileges and/or disciplinary actions.** Parents may retrieve the confiscated item the same day the violation occurs for the first offense. If the phone or device is confiscated a second time, the students will receive a two-day in school suspension and will not be able to have a phone at school for the rest of the school year. Electronic devices are NOT to be brought to school sponsored events or used during any event (award ceremony, dances, field trips, etc.)

Each student in middle school will have a school issued Chromebook that will always remain on campus including evenings and weekends when it will be charging.

### **Wearable Technology:**

Many of our students are currently wearing smart watches such as Apple watches, FitBit's, etc. to school. We are observing that students are receiving texts, and sometimes calls, on their watches during the school day. We have made the decision to treat student smart watches in the same manner as cell phones. Students may wear their watches to school, however, upon entering the campus, they must turn them into the homeroom teacher and keep them there until school has ended and they leave the campus.

## **DISCIPLINE POLICIES IN MIDDLE SCHOOL**

**Student Conduct in Grades 6-8:** In 6<sup>th</sup>-8<sup>th</sup> grades, the quarterly report card grade and conduct is determined through the use of weekly grades which reflects a child's ability to follow classroom and campus rules for one week. Students begin each week with **100 points**. For each broken rule, points are subtracted from the weekly total. Should there be a situation where a child's conduct grade is unsatisfactory, a call will be made to the parents to further explain what occurred. At the end of each nine weeks, the nine weekly grades are averaged together into one overall conduct grade that is reported on the individual report card.

Conduct grades are calculated on the same scale as academic grades. Every week, any teacher can deduct points on a student's conduct card for misbehavior. The conduct card will be sent home every Friday to be signed and returned. The following list represents the most common conduct card infractions and the points deducted for each infraction. This list is not intended to be an exhaustive list, and teachers may deduct conduct points for reasons other than those listed here:

Dress Code violation- 5 points

- (socks, belt, ID, non-school approved clothing including sweatshirts and HFS athletic attire.)

Talking

- During teacher instruction - 5 points \*
- During morning announcements and afternoon announcements - 5 points \*
- During a test -10 points
- During Mass -10 points

Not following directions -5 points\*

Chewing gum/eating in class- 5 points \*



Arriving late for class (transition times)- 5 points \*

Lack of Materials- 5 points \*

Behavior that is disruptive to other students and/or the teacher – 10 points

Minor Infractions automatic -15 points

Includes, but is not limited to:

- Horseplay
- Running on the Balcony
- Dropping items off the Balcony
- Minor Disrespect (eye rolling, talking back to a teacher, disrespectful attitude)
- Leaving class without permission
- Disrespectful to peers (name calling, inappropriate comments)
- Misusing materials (i.e., breaking pencils, writing on desk, writing in textbooks)
- Mishandling teachers' personal property.
- Possession of electronic devices including cellphones and smart watches. (see electronics and valuables pg. 57-58)
- Loss of, failure to return, or destruction of conduct card.

Major Infractions will result in automatic -25 points off, an office referral, and immediate parent contact.

Includes, but is not limited to:

- Academic Dishonesty (cheating, copying homework)
- Lying
- Destruction of School Property
- Obscene language/profanity
- Threats (in person, online, etc.)
- Gesture of physical contact/violence (ISS)
- Major Disrespect

When a child receives an automatic OSS, parents will be notified immediately to pick up their child, and students will receive an automatic F in conduct.

### **Reasons For Automatic OSS**

- Physical contact/violence towards another student or teacher
- Threatening a teacher
- Possession/Use of illegal substances\*
- Possession/Use of stolen property\*
- Possession/Use of a weapon\*
- Possession/Use of a vaping device\*
- Any other infraction deemed by administration to constitute Automatic OSS.

**\* Authorities may also be contacted.**



\*After one warning the following points will be deducted if the student repeats the same infraction.

- 1<sup>st</sup> infraction – 5 points
- 2<sup>nd</sup> infraction – 10 points
- 3<sup>rd</sup> infraction – 15 points

\*Upon each referral, administration will determine number of points taken off, as well as disciplinary actions (ISS/OSS, etc.)

Loss of points between 15 – 29 in a week will result in loss of recess.

A loss of 30 or more points in a week will result in an immediate in school suspension (staying at bear care in the afternoon from 3:00-5:00 working on assigned tasks).

If a student has three ISS in a 2-month period, their next suspension in that same 2-month period will be an automatic OSS.

The severity or frequency of infractions will determine the action(s) taken for each offense.



## **HOLY FAMILY SCHOOL PARENT-STUDENT HANDBOOK HOME / SCHOOL CONTRACT**

According to Admissions Requirements set down by the Diocese of Baton Rouge (Section 4.3.2.), “Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent/guardian and/or the rules of the school covering all areas of the student’s development as stated in the school’s philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent student handbook and school communications.”

Catholic schools operate under contract law. The handbook is the printed contract between the parents of minor students and the school or between the adult student and the school. It is required that parent/guardian and their child sign a statement that they and their child agree to abide by the policies, rules, and regulations set forth therein. By signing this statement, parents and students agree to be governed by the rules and regulations stated in the handbook. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student’s removal from the school.

In developing the rules and policies for Holy Family School, the administration has tried to anticipate as many circumstances as possible. The administration will have the authority to use their discretion in whatever circumstances the handbook rules do not precisely address. The administration also reserves the right to amend the handbook, if necessary.

The following is a parental agreement stating you have read the Holy Family Parent-Student Handbook and you agree to be governed by the rules and regulations stated in the handbook.

In addition to the parent’s signature, middle school students must sign below showing they understand they are responsible for following the policies of Holy Family. Parents of all students should review and explain all policies and procedures to their children.

### **Parents, please initial your recognition of the following policies:**

Holy Family requires that each family perform 12 hours of Time and Talent service during the school year. Families who do not make the required service hours will be charged a \$25 per hour (up to \$300) for each hour not worked. Payment for these hours will be due May 1st. \_\_\_\_\_ I have read this policy.



Holy Family requires that each family perform 4 hours of service during the annual Bear Fair. Families who do not make the required service hours will be charged a \$100 per hour (up to \$400) for each hour not worked. Payment for these hours will be due May 1<sup>st</sup>. \_\_\_\_\_ I have read this policy.

Holy Family requires that each family sell a minimum of 1 book of 6 raffle tickets. Each ticket is valued at \$25. Families who do not sell the required amount of tickets will be required to purchase them/pay the fee (\$150.00). Payment for this will be due May 1<sup>st</sup>. \_\_\_\_\_ I have read this policy.

I understand that my child will be issued a device for technology usage. They are responsible for the care of this device and will be held financially responsible for any intentional damages or damages outside of normal wear and tear at the cost of the device or an equivalent replacement. \_\_\_\_\_ I have read this policy.

**BOTH INITIAL AND SIGNATURE PAGES AS WELL AS TECHNOLOGY AGREEMENT POLICY MUST BE RETURNED BY:**

**MONDAY, AUGUST 16, 2021.**

As a parent/guardian, I have read the Holy Family Parent-Student Handbook and understand that I must cooperate with the school and adhere to the policies, procedures, and regulations contained in the policy handbook. I also understand that I am accountable for all the policies and regulations contained therein, including the policies and procedures listed in the Technology Acceptable Use Policy. I further understand that for the good of the entire school community, the Holy Family administration may, from time to time, deem it necessary to establish special requirements regarding my child’s continued enrollment at Holy Family School. I agree to abide by these decisions. This agreement must be signed by both parents/legal guardians with whom the student resides.

\_\_\_\_\_  
**Parent Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Parent Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**



*As a student of Holy Family School, I understand that I am accountable for the policies and regulations contained in the Holy Family Parent/Student Handbook.*

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**Student's Printed Name**

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**Date**

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**Student's Signature**



## Holy Family School 2021-2022

### Technology Acceptance of the Acceptable Use Policy Agreement Form

The mission of the Technology Department at Holy Family School is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership skills. The Technology Department will support, enhance, and optimize the learning process for all our students through technology. It is our desire to have technology readily accessible for all students PreK-8<sup>th</sup> grade.

It is important that we work together as a team so all students can have a positive technology experience. As such, we ask that you take the time to have a discussion with your child about technology so we can ensure everyone understands the expectations and responsibilities of a safe technology experience. Additionally, we ask that you also take the time to fully review the Acceptable Use Policies found within the Parent/Student Handbook.

Furthermore, we wish to specifically outline a few aspects of the Technology Acceptable Use Policy to further ensure we all have the same understandings. This agreement form compliments the policy in the handbook rather than replaces it.

#### By the parent/guardian initialing below, you understand and agree:

\_\_\_\_\_ All electronic devices owned/issued by the school remain the property of the school and must be returned to the school at any point as requested by the technology director or school administration. Any device which is not returned to the school may require the parent/guardian to purchase as a replacement at retail cost and/or may involve further disciplinary or legal actions.

\_\_\_\_\_ All school owned/issued technology devices and information stored on them, as well as school created accounts, are property of the school and are subject to the policies set forth by the school administration and are subject to supervision and inspection. There is no expectation of privacy when a school owned/issued device or school created account is being used. The teacher, technology director or administration may monitor any electronic devices in any manner it sees fit, including remotely.

\_\_\_\_\_ Students are expected to use the technology in a manner consistent with the mission and educational goals of the school. Any misuse of technology may result in disciplinary actions for the student.

\_\_\_\_\_ Purposeful or preventable damage/loss to school issued/owned devices is prohibited. The student/parent/guardian may be responsible for any repair or replacement cost. A student whose behavior or repair record indicates careless use or abuse of technology may be referred to administration for possible disciplinary action.

\_\_\_\_\_ I have read the Technology Acceptable Use Policy in the Parent Student Handbook and I understand and accept these policies and procedures. I have also had an age-appropriate discussion about these policies with my child and will assist the school in helping him/her understand both the benefits and dangers of technology usage. I hereby release Holy Family School, its administration, technology director, teachers, and staff from all claims of any nature arising from my child's use of the school issued/owned resources.

**Parents/Guardians, please sign below indicating you understand and accept the policies as outlined above as well as in the Technology Acceptable Use Policy of the Parent Student Handbook. Students, please sign below agreeing to adhere to the policies.**

**Parent/Guardian Printed Name:**

**Date:**

**Parent/Guardian Signature:**





**Student Printed Name:**

**Date:**

**Student Signature:**

**Homeroom Teacher:**