

## VISION STATEMENT

Holy Family Catholic School will create a strong spiritually centered community expressed through the great commandments of loving God and loving neighbor. It values the collaboration of all members of the community: pastors, parents, alumni, students, administration, faculty, and staff. By modeling respect for all, the school invites all members of the community to actively participate in a faith-filled campus life.

Holy Family will create a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly practiced. Committed and qualified faculty will emphasize high academic achievement while exploring the quest for wisdom.

Holy Family commits itself to providing a safe, financially stable school where students are nurtured, respected, and encouraged to become service oriented members of the local community. Holy Family creates a positive atmosphere that heartens the human spirit, values the whole person and supports family values.

## MISSION STATEMENT

Holy Family Catholic School, rooted in the teachings of Jesus Christ, models the virtues of love of God, neighbor, and respect for all. The school, supported by the entire community, cultivates a passion about and provides the foundation for academic and life-long learning in a safe, nurturing, and challenging environment.

## CORE VALUES OF HOLY FAMILY CATHOLIC SCHOOL

Holy Family Catholic School:

- Fosters a live relationship with God and a respect for all as expressed through community (love of God, love of neighbor, love of self)
- Lives the teachings of Jesus Christ
- Cultivates respectful communication among all members of the school community, that is, parents, teachers, students and parish members
- Teaches the whole child (spiritual, emotional, intellectual, physical, and psychological aspects) and provides opportunities for growth
- Creates a challenging and inspirational learning environment
- Creates occasions for success and understands the possibility of failure to promote creativity, confidence, and the willingness to learn in students

- Encourages professional development for teachers which reflects high standards of life-long learning
- Provides for financial stability of the school.

## STATEMENT OF SCHOOL PHILOSOPHY

We, as educators of the students of Holy Family Catholic School, hold, as primary, a belief in God.

We continuously strive to work toward a deeper understanding of each student as unique.

We encourage the development of a positive self-image in all members of our school community.

We recognize and support the role of parents as primary educators of their children.

We guide our students to become spiritually, academically, socially responsible and well-rounded members of society consistent with Church doctrine and with regard to the pertinent documents on Catholic Education.

We encourage students to lead a full, meaningful life in Christ and recognize the value of Christian Community. Our teaching is based on our continuously updated understanding of the teachings and traditions of the Catholic Church.

### A. The **religious goals** of Holy Family Catholic School:

- Develop in each student, the knowledge of a loving God.
- Develop within each student, an appreciation of the Mass, Sacraments, Scriptures, Service, and Prayer as vital and beautiful expressions of Christian life.
- Guide each student in developing religious values including the realization that actions of love toward others are a means of expressing God's presence in self and others.

### B. The **social goals** of Holy Family Catholic School:

- Encourage the social skills of communication with others in a responsive and positive manner.
- Form in the student a social conscience and awareness of the need for social reform.
- Recognize and respect ethnic and cultural diversity.
- Emphasize the family as a unit of society where love, understanding and respect are fostered.

### C. The **intellectual goals** of Holy Family Catholic School:

- Expose each student to a sequential and challenging curriculum of studies leading to the ability to make appropriate decisions in life situations.

- Work with each student in seeking knowledge as its own motivation and reward, developing creativity and establishing good study habits.
- Help each student reach his/her full potential in the attainment of knowledge.

**D. The physical and psychological goals of Holy Family Catholic School:**

- Help each student develop and maintain a healthy and positive self-image and instill an awareness of responsibility for one's own actions.
- Promote physical fitness.
- Foster good sportsmanship.
- Provide health education and health screenings.

**E. The cultural goals of Holy Family Catholic School:**

- Develop an appreciation of the arts.
- Encourage creative expression to enhance the curriculum.

## NON-DISCRIMINATION

Holy Family Catholic School adheres to a policy of non-discrimination. Holy Family Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Holy Family Catholic School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, tuition assistance program, athletic and other school administered programs.

## SAFE SCHOOL PROVISION

Every student has the right to attend a school which is safe and secure. To promote safe and secure schools, Holy Family Catholic School is weapon-free. Any student found in possession of a weapon on school grounds or at school-related activities, and verified by a school employee, will be recommended for immediate expulsion. (Weapons consist of any item(s) used to threaten, harm or attack another person or to destroy property. Firearms consist of any device which expels a projectile through a barrel by force of an explosion or combustion, and any instrument which expels a projectile (e.g. BB, pellet, darts, paint ball, etc.) by means of gas or air pressure, or spring action)

## KEYLESS ENTRY SYSTEM

The foundation of a safe school plan suggests that all external doors remain locked during school hours. In an effort to provide a safer and secure campus, Holy Family Catholic School uses an electro-magnetic locking system on the main entrance doors for Buildings A, B, and C that surround the common courtyard. Proximity cards are used to control access to these buildings. **Because of the Safe School Provision, ALL parents and visitors must report to the office, sign in and receive a proximity card before proceeding elsewhere on the campus. Visitors must also sign out before leaving the campus.**

## CLASSROOM VISITS

Making an appointment for a classroom visit is necessary. Appointments may be made through the school office or by contacting the teacher directly. Parents must never disturb the class-rooms to see their children or a teacher during school hours. If a parent needs to drop off an item, it is to be clearly labeled and left at the office.

## EMERGENCY PROCEDURES

Regular fire drills, lockdown drills and evacuation from the school building are reviewed routinely. HFCS does have a crisis plan. In case of a serious crisis, all students, staff, and visitors will exit the premises and proceed to Immaculate Heart of Mary Church (IHM), 790 - 26 ½ Road, 242-6121. If the crisis plan is implemented, HFCS will use a communication service to notify parents using home, work, and/or cell phone numbers. The recording will instruct parents that we must close the school early and give instructions on where to pick up your child(ren).

## DAILY SCHEDULE

Kindergarten - 8<sup>th</sup> Grade      8:00 a.m. - 3:00 p.m.

## LUNCH

Middle School 12:15 p.m. Lunches are \$2.75.

## ARRIVAL & DEPARTURE TIMES

Playgrounds are supervised for ten minutes before the morning bell. The grounds are supervised for ten minutes after dismissal time. Please be prompt. **Children are to be taken to Falcon's Nest/Teen Center by their parents if they arrive at school more than 10 minutes before school begins.** When the supervising teacher leaves the playground ten minutes after school dismissal, students are taken to Falcon's Nest/Teen Center. No children will be left unsupervised on the school or church grounds.

### Morning Drop-off and Afternoon Pick-up

**If you are arriving on time,** students may be dropped off/picked up without parents having to park. Faculty will be at designated areas to help guide students.

**6<sup>th</sup> – 8<sup>th</sup> Grade** students should be dropped off and picked up at the coned area using the NORTH PARKING LOT. Parents please enter and exit from H Road. (If you have children in more than one section, your older child may be dropped off/picked up with your younger child.)

**No parking is permitted in front of the school at any time during school hours.**

## TARDINESS

Students who come late must report to the school office to pick up a "Tardy Slip." Please refer to the Detention Plan which governs problems with repeated tardiness. **Being on time is very important if your child is to learn promptness and if the teachers are going to run their classrooms in an orderly and effective manner. Your cooperation is expected.**

### Absenteeism/Required Excuses

Parents should report an absence immediately by leaving a message on the **school's attendance line: 242-9510.**

**Excused Absence** - An absence due to a student's illness, for the purpose of having a medical, dental or vision service rendered, for personal counseling, or attendance at a funeral is considered excusable.

**Unexcused absence** - vacations, oversleeping, car problems, missing the car pool, baby-sitting, or working are NOT considered valid reasons for being out of school.

***Parents must understand that when students are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not obliged to anticipate school work or to provide the same for the child. When convenient, teachers may cooperate. Personal absences are unexcused absences.***

Often, a student will know in advance when he/she will be absent. In this situation teachers may provide homework, but only if requested by the parent and/or child.

**MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE COLORADO STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.**

## MEDICAL APPOINTMENTS/EARLY DISMISSAL

If at all possible, medical appointments should be made outside school hours. If necessary, we ask that you send a note to the office the day prior to the appointment. Parents come to the office (not to the classroom) for the student.

## MEDICATION

The Catholic School Office, in conjunction with the Colorado State Health Department, dictates the medication policy for our school. It is vital that all parents and students follow this to provide a safe environment for our students and stay within legal requirements.

**No student is permitted to carry any type of medication on their person during school (exception: self-carry asthma inhalers).** This includes all over-the-counter medications (acetaminophen, ibuprofen, cough drops, etc.) as well as prescription medication. **Please see the Parent-Student Handbook for more information on medications.**

## TELEPHONE USE/MESSAGES

The office staff is busy during the day and will not accept telephone calls from parents to inform students of rides home, medical appointments, etc. Messages need to be taken care of with the student before they

leave for school in the morning. We are neither equipped nor staffed to deliver messages to students. Parents may leave messages on a teacher's voice mail (teacher extensions may be found in the HFCS Phone Directory). The office staff will call home if a student is ill and needs to be picked up.

The school phone is a business phone and not to be used by the students unless they are given permission by the administration or faculty. Students may not call home for forgotten homework, or to arrange after-school activities.

## CELL PHONES

Cell phones may be brought to school or a school activity under the following conditions:

1. Cell phones must be kept in the OFF position from 8:00 AM to 3:00 PM. In the event of a school-wide emergency, use of cell phones at such a time interferes with/interrupts communication among responding law enforcement.
2. Cell phones may not be used for game playing, text messaging, internet, listening to music, picture taking, email access, gambling or making purchases of any kind.
3. No harassment or threatening of persons via the cell phone is permitted.

Students who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. **Phones may be confiscated.**

## GUIDELINES FOR STUDENTS

Each student must recognize his/her rights and responsibilities as an active participant in our faith community.

### The student has the right:

- To a learning experience that reinforces a Catholic system of values.
- To be given the opportunity to learn the essence of the Catholic principles as a foundation.
- To have the opportunity to attain a high level of academic excellence.
- To be given the means to express creative potential and individuality.

- To be afforded the opportunity to participate in his or her role as a Christian citizen and as a potential leader in our faith community.

### The student has the responsibility:

- To be Christ-like in word and deed.
- To cultivate a recognition of the dignity and value of each person.
- To respect the rights and property of parents, teachers and fellow students.
- To attain in his or her studies a level of excellence that is to the best of his or her ability.
- To conform to the school's Christian Behavior Code.
- To develop an attitude of reverence to God, His church and all human beings.

## CONDUCT - CHRISTIAN BEHAVIOR CODE

At Holy Family Catholic School, we recognize the importance of educating our students in Christian values. How students treat each other and adults is as important as their academic achievements.

### Does the student...

- Use his/her talent for the good of others (is humble)?
- Forgive self and others (is merciful)?
- Tend to calm situations down (is a peacemaker)?
- Show kindness to students, staff and parents (is kind)?
- Demonstrate patience with self and others (is patient)?
- Share with others (is generous)?
- Pull for others (is supportive)?
- Support classmates, the school family and God (is loyal)?
- Express a positive outlook (is hopeful)?
- Trust others (is trusting)?

### Student, you must...

- Make a sincere effort to learn.
- Complete all assignments to the best of your ability.
- Submit assignments when required.
- Conform to classroom standards of behavior.
- Follow the rules of the school.
- Obey staff and yard duty monitors. Defiance will not be tolerated.
- Maintain an attitude becoming of a Christian and a good sports-person at all times. Needless yelling, derogatory remarks and fighting are unacceptable.

- Not have gum, sunflower seeds, and the like at school. Buying or selling of personal articles is forbidden.
- Not bring pocket knives, cigarette lighters, beepers, laser light pens, skateboards, radios, water guns, water balloons, and the like to school. Teachers are directed to confiscate these items and may not return them.

## DETENTION

Detention may be assigned for the following reasons:

- Homework infractions.
- Excessive tardiness (more than 3 unexcused in one quarter).
- Uniform violations.
- Minor infractions (including writing/markings on skin).

If a child receives detention, it will be served as soon as possible. Parents will be notified of assigned detentions via the student agenda. Detention may be held before or after school or during lunch recess. Occasionally, students on detention will be assigned work projects. Students not reporting to detention will serve additional detention.

## BULLYING PREVENTION & EDUCATION

Holy Family Catholic School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. This policy is to support a Christian climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as *any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in a school environment.* The school environment includes school buildings, grounds, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

A comprehensive program to address bullying is aimed toward accomplishing the following goals:

1. Send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. Train staff and students in taking pro-active steps to prevent bullying from occurring.
3. Implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. Initiate efforts to change the behavior of students engaged in bullying behavior through education on acceptable behavior, discussions, counseling, prayer, and appropriate negative consequences.
5. Foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. Support victims of bullying by means of individual and peer counseling. Support will include self-confidence building and teaching of skills to recognize different forms of bullying behavior and appropriate responses.
7. Help develop peer support networks, social skills, and confidence for all students.
8. Recognize and praise positive, supportive behaviors of students toward one another on a regular basis
9. Assure that Holy Family Catholic School is a safe and welcoming environment for students who are at increased risk of being stigmatized or bullied by peers.
10. Sponsor an environment where students and parents feel safe in reporting bullying behavior and confident that the concern(s) reported will be addressed appropriately by school administration.

Discipline and Appeals Process:

1. Teacher
2. Principal or Assistant Principal
3. School Pastor
4. HFCS School Board

## BEHAVIOR PLAN: Middle School

Students are expected to follow the rules during the school day. The consequences for inappropriate behavior are as follows:

**Step 1:** The student is given a Reflective Essay Form. This reflective paper asks the student to identify, to explain, and to suggest a remedy for atonement/reconciliation. The student will be on Step Two if the form is not completed and returned to the teacher on the next school day. A parent signature is required on the Reflective Essay Form.

**Step 2:** The student is given a Student Behavior Contract and a Parent Letter. The letter informs parents that the student has behaved inappropriately and must schedule a conference to be attended by the student, a parent, the teacher and an administrator before returning to class.

**Steps 3 and 4:** If a student exhibits inappropriate behavior a third or fourth time, suspension may occur (administrative decision). The student is sent to the office. A parent/guardian will be called by school administration and asked to make arrangements for the student to leave the school grounds.

**Step 5:** If a student exhibits inappropriate behavior for a fifth time, the student may be recommended by the principal to the Lead Pastor for expulsion.

**All employees of Holy Family School share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. All employees may issue Reflective Essay Forms or detention.**

## **SUSPENSION**

Suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. In the event of suspension, the student's family will be engaged in the development of a suspension behavior plan to support deterring future infractions.

## **GROUNDS FOR SUSPENSION**

Students may be suspended from school for the following reasons:

- A. Violation of any state or local laws.
- B. Conduct that harms the good name of Holy Family Catholic School.
- C. Violation of school rules or regulations. This would include but is not limited to the following:
  1. Disrespectful attitudes, such as:
    - a. arguing with a staff member or volunteer,

- b. questioning a staff member's or volunteer's authority.
2. Violent fighting or
  - a. causing physical/emotional harm or injury to another,
  - b. loss of self-control (temper tantrums).
3. Profane language
  - a. written or spoken vulgarity or profanity,
  - b. profane or vulgar signs or actions.
4. Sexual harassment.
5. Repeated refusal to do required work.
6. Vandalism (deliberate destruction or damage of property).
7. Cheating.
8. No improvement following referral to Administration.
9. Gang activity.

## **READMISSION AFTER SUSPENSION**

Readmission requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent(s), and meet with the Principal and Lead Pastor. In addition, all work assigned during suspension must be completed. Students are not guaranteed full credit for assignments missed due to suspension.

## **POLICY REGARDING EXPULSION**

Expulsion is the removal of a child from attendance at Holy Family Catholic School (either permanently or for an extended period of time) as a result of:

- A. Behavior so serious that future attendance is not acceptable. Involvement with **drugs, alcohol, sex or weapons** on or off campus are examples that may constitute cause for immediate expulsion.
- B. A consistent pattern of disruptive behavior.
- C. Gross lack of improvement following suspension(s).

**Procedure:** The principal shall make a recommendation for expulsion to the Lead Pastor. Before a student is expelled, the family is entitled to a hearing. The Principal and Lead Pastor will make the final decision after consideration of the facts, circumstances and recommendations.

The permanent dismissal of a student from Holy Family Catholic School is an extreme measure to be taken only as a last resort: a) after all other

efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in the policy regarding student withdrawal on grounds of parental behavior.

## **CURRICULUM**

Curriculum may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study; it embraces the development of the whole child, insofar as this is within the scope of the school. HFCS offers an exceptional academic program provided by dedicated, degreed personnel. The curriculum consists of religion, math, science, social studies, total language arts, physical education, health, computer skills, music, and fine arts.

## **COMPUTER**

All grade levels (K-8) at Holy Family Catholic School use computers and access age appropriate web sites to enhance the curriculum. To participate fully in classroom activities, it is important that all students and parents sign the Responsible Use Plan, indicating their understanding of appropriate use of technology and electronic media. Once signed, this agreement will remain in force during a student’s entire enrollment at Holy Family Catholic School.

Students may use the school computer system only for legitimate educational purposes, which include classwork and independent research similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

All student use of the school’s internet system or other digital devices used by students while on campus is subject to the provisions of the disciplinary code. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties herein.

## **REPORT CARDS**

These communicate your progress to your parents. Report cards are given out quarterly. Consult the school calendar for the dates. The envelope containing the report card is to be signed by a parent/guardian and returned.

## **POWERSCHOOL STUDENT INFORMATION SYSTEM**

PowerSchool is a web-based student information system where parents gain immediate access to their child(ren)’s grades, and students can track their own progress. PowerSchool is platform independent and it can be accessed from any Windows or Mac computer with a web browser. Parents and students may access grades by going to [www.HolyFamily-GJ.org](http://www.HolyFamily-GJ.org) and clicking on the PowerSchool logo.

## **GRADING SYSTEM**

The primary purpose of any marking and reporting plan is to communicate to the parent and child the school’s assessment of the student’s progress. Holy Family upholds high standards for student achievement. The grading system reflects these standards.

<b>Grades:</b>	
A - Excellent	100-93
B - Above Average	92-85
C - Average	84-77
D - Below Average	76-70
F - Very Poor	69 and below

Each student must have and maintain a minimum 2.0 grade point average (G.P.A.). A student falling below 2.0 is on probation for the next quarter and will have until the end of that quarter to raise his/her G.P.A. If the G.P.A. falls below 1.5, the student is automatically removed from all activities for the quarter until a 2.0 G.P.A. is reestablished.

Students are normally promoted to the next grade based on academic achievement as judged by the teacher and administration. Occasionally, students are recommended for retention and a conference will be scheduled by the teacher to discuss this. However, a student recommended for retention is not guaranteed to return to Holy Family Catholic School.

Students may also be “placed” in the next grade rather than promoted, based on a teacher’s judgment in consultation with administration; this means the school believes that the student is not academically prepared for the next grade. Being “placed” does not guarantee returning to Holy Family Catholic School.

### Code For Marking

**Grade A** – This represents superior work in all respects. The student voluntarily does supplementary work. Such a student has the ability to apply ideas gained in study. They are individually creative and possess keen intellectual curiosity.

**Grade B** – This is above average work. Students are careful in complying with assignments and are prompt, neat, thorough, and usually accurate in all work. This student profits from constructive criticism.

**Grade C** – This indicates average work. This student consistently contributes work of a satisfactory nature. He/She possesses moderate vocabulary and willingly applies him or herself during the class periods.

**Grade D** – This is a symbol of mediocre work. The student usually does not do the required assignments. This student is negligent in the presentation of most work.

**Grade F** -- This mark indicates failure. This student consistently does less than the required work, is late with assignments, pays little attention, frequently has no pen, paper etc., and shows little effort.

### HONOR ROLL

An Honor Roll is published at the end of each quarter for grades 6 through 8.

<b>Principal’s List:</b>	Grade point average of 4.0
<b>First Honors:</b>	Grade point average of 3.5 - 3.9
<b>Second Honors:</b>	Grade Point average of 3.0 - 3.4

\*Tenth of a point is rounded up. Less than .05 is rounded down.

### GRADUATION POLICY

At Holy Family Catholic School a diploma is a visible display of the student’s years of work. Students who have met all requirements will receive a diploma at graduation.

- A. Students must maintain at least a 2.0 cumulative grade point average for the years attending Holy Family Catholic School’s middle school program.
- B. Students who do not maintain the 2.0 are asked to complete a summer school session or complete a remedial/tutoring session sanctioned by the principal.
- C. Students must complete 12 hours of service for each year in attendance.

### REPORT OF STUDENT PROGRESS

Holy Family Catholic School uses many methods to keep parents informed of their child(ren)’s academic progress: mid-terms, report cards, progress reports, parent-teacher conferences, standardized tests and graded class work.

### COMMUNICATION

- A. **Administration/Parent** - Parents are welcome to confer with the administrator provided prior arrangements are made.
- B. **Parent/Teacher** - Formal parent conferences are held twice a year. Parents are welcome to confer with a teacher at other times as necessary, providing prior arrangements are made by calling the school office. Expecting a conference without prior notice is unreasonable. **Parents, please respect the teacher’s private time with their families. Do not call them at home.**
- C. **Tuesday Kiddie Mail** - Parents should expect the youngest child to bring home the family envelope. All envelopes need to be returned to school the following day to allow office personnel time to fill them for the following week. **Please take the time to look through the family envelope for correspondence and news items. You may send payment for lunch, extended day, band, etc., via the Kiddie Mail envelope.**
- D. **Weekly School Newsletter (Falcon’s Quill)** - Parent newsletters are sent home on Tuesday of each week. This newsletter keeps you informed of the school’s activities. Additional events or changes in the monthly calendar will be noted. **The deadline for information to be printed is one week before distribution in the Kiddie Mail.** **All information/flyers must be cleared through the Principal before going into the Kiddie Mail.**

## HOMEWORK POLICY

Homework is intended to be an extension or a completion of the lessons learned at school. Homework may be oral, written, a study assignment, review of class activities and lectures. It may include parental involvement. It is the student's responsibility to record all daily and long term assignments in their assignment books.

All students are asked to read a minimum of thirty minutes a day. This is necessary to establish good reading habits and strengthen the skills developed day-by-day at school. Students should begin this habit as soon as they begin to read. It is important that parents provide a proper study atmosphere at a regularly scheduled time each day.

For middle school students an average of 90 minutes of homework may be assigned nightly. Many middle school assignments are long term and require students to plan and budget their time. Homework will be graded and handed back in a reasonable amount of time.

## MAKE-UP WORK POLICY

Students may make up work after absences in accordance with these guidelines:

- A. For excused absences students are permitted to make up tests and other assignments.
  - 1. Under normal circumstances, it is expected that students will submit any previously assigned work upon return to school after an excused absence.
  - 2. For all work missed on the day(s) of excused absence(s), students are allowed one day for each day absent for short assignments and three school days for longer assignments.
  - 3. For extended excused absences, the teacher may allow additional time, but not to extend beyond ten days.
  - 4. Teacher discretion will be used in exceptional circumstances related to illness or injury with administrative approval.
- B. It is the joint responsibility of student and parent to ensure a student makes up work following excused absences.
- C. Work not completed in a timely manner will not be accepted.
- D. Teachers are not obliged to provide make up work for unexcused absences.

## ATHLETIC POLICY

To participate in Middle School athletics, the student must meet and abide by the following criteria:

1. Maintain a GPA of 2.5. If grades fall below 2.5, the student will be suspended from athletics (practice and games) until the GPA is at or above 2.5.
2. If a student has a D or F in any class, he/she is not eligible to play until these grades have been improved. Each Monday the student will be required to obtain the approval of his/her teachers in order to participate in that sport for the week.
3. Reflective Essay Forms (REF). If a student receives a REF, there will be a one game suspension for the game following the infraction.
4. Detentions. If a student receives two (2) detentions in one week, there will be a one game suspension for the game following the day of the last detention.
5. Practice. Attendance is mandatory. No practice, no play. School attendance is mandatory in order to practice or play in a game. **Excused absences** for practice or play include illness, medical appointments, and family emergencies. **Unexcused absences** will result in the following:
  - a. Two (2) in a week – one (1) game suspension
  - b. One (1) in a week – one (1) quarter *basketball* suspension or one (1) game *volleyball* suspension.
  - c. Excessive unexcused will result in suspension from the team.
  - d. All of the above are subject to administrative review.

Students need to remember that at all times (whether in the classroom, hallway, or opponent's gym), they are representing Holy Family Catholic School. For this reason, athletes are held to a higher standard than the average student. Parents and student athletes are required to sign a document agreeing to the above policy prior to participating in school athletics.

## CARE OF SCHOOL PROPERTY

All non-consumable textbooks are issued to the students for their use and must be returned in good condition. **All textbooks are to be kept covered. No contact paper or tape.** Parents will be billed for the repair or replacement of damaged or destroyed school property, such as textbooks, A/V equipment, computer software or hardware.

## LOST AND FOUND

Lost and Found items such as clothing, books, etc. are located in the school gym or by the south primary door. Please look for small items such as glasses, jewelry, keys, etc. in the office. Lost and found items are donated to Grand Valley Catholic Outreach at the end of each semester.

## PICTURES

Students' individual and class pictures are taken in the fall. Complete uniforms should be worn.

## YEARBOOKS

Orders are taken and paid for in January. Yearbooks are distributed during the last week of school.

## LIBRARY BOOKS AND MATERIALS

Library books and materials must be returned when they are due. Overdue books and materials cause a grave inconvenience to those working in the library, but most of all to those students who are waiting to use them. Please help your child(ren) to be responsible in this regard. No student may check out additional books and materials until overdue items have been returned.

It is a privilege to use our media center and students are expected to take care of books and materials while in their use. Although a late fee is not charged, students who lose or return damaged books will be charged the following:

- \$20 for hardback books or replacement cost
- \$10 for paperback books or replacement cost
- \$5 for magazines.

## CENSORSHIP PROCEDURES

HFCS has procedures that have been established to deal with challenged library/media center material.

## FIELD TRIPS

Field trips taken by classes are scheduled by teachers in light of educational need and appropriateness. Approval must be given by the administration. Drivers on field trips must have completed driver information forms, confidential volunteer forms, Shield the Vulnerable online training, copies of driver's license and proof of insurance on file at the school office. A seat belt and/or appropriate safety seat for each child is required. All students are expected to travel with his/her class in whatever means of transportation has been designated by the teacher(s) and approved by the school. As the primary educator of your child, you may choose not to have your child accompany his/her class to off-campus learning opportunities. Supervised alternative activities will be provided at school during regular class time on the day of the trip. Because we value your child's safety, it is an important supervision consideration that a class goes together to, and stays together at, the sites visited.

While on a field trip, drivers must take students directly to the event and return directly to school. **No other stops are permitted.** Stopping at convenience stores and fast food outlets is expressly forbidden. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Drivers will refrain from cell phone use while students are in the car.

## MASS DAYS

Student attendance is required at all Masses. All family members are invited and encouraged to attend school Masses. On designated Mass days, students will report directly to **Immaculate Heart of Mary** or **St. Joseph's Church** on North 3<sup>rd</sup> Street (refer to school calendar for Mass days). Students will be bussed back from St. Joseph Church to the school directly after Mass.

## UNIFORM REQUIREMENTS

We currently use as our uniform supplies: Dennis Uniform, French Toast (5% back to our school), and Lands' End (3% back to our school program). Other uniform suppliers may be used (please verify all other suppliers with the office before purchasing uniforms).

If you choose to purchase uniform items locally, please use the catalog as a guide. If you have questions about items meeting standard

requirements, bring them to the office for approval prior to removing tags or discarding receipts.

### BOYS

Cotton Twill **Pants**, Navy or Khaki  
Cotton Twill **Shorts**, Navy or Khaki (1<sup>st</sup> and 4<sup>th</sup> quarters only)  
Polo Shirt - Long or Short Sleeve, Navy, Red or White  
Oxford Shirt - Long or Short Sleeve, White only  
Turtleneck Shirt (No Mock Turtleneck's), Navy, Red or White  
Sweatshirt Navy or Red (order through school only)  
Sleeveless Fleece Vest, Navy or Red  
V-Neck Vest in Navy or Red  
Cardigan Sweater in Navy or Red  
Crewneck Pullover Sweater – Navy or Red  
White ankle height crew socks with pants & shorts

### GIRLS

**Skirt** (6-8) LLOYD PLAID, Box Pleat - **Dennis Uniform Company only**  
**Skort** (K-8) LLOYD PLAID - **Dennis Uniform Company Only**  
**Skirt** - LLOYD PLAID, All-around Pleated - **Dennis Uniform Company only**  
**Skirt** - Box Pleat, Lt. Navy Gab. - **Dennis Uniform Company only**  
All-around Pleated **Skirt** in Navy only  
Polo Shirt - Long or Short Sleeve – Navy, Red or White (no trim)  
Oxford Shirt - Long or Short Sleeve - White only (no trim)  
Peter Pan Collar Blouse - Long or Short Sleeve - White only (no trim)  
Turtleneck Shirt (No Mock Turtleneck's) – Navy, Red or White  
**Pants** in Navy or Khaki  
**Shorts** in Navy or Khaki – (1<sup>st</sup> and 4<sup>th</sup> quarters only)

**Belts, shoes and socks are mandatory for middle school boys and girls at all times.** Belts may be black, brown, khaki or navy.

**Shoes** - Athletic or dress shoes (conservative heel height) may be worn. No open toe or open heel. **Shoelaces must be tied.** **Socks must be visible above shoes.**

### UNIFORM REGULATIONS

1. School uniforms are required for all students.
2. Skirts, Jumpers, Skorts and walking shorts should be no more than 2 inches above the knee (as measured in the kneeling position). **Parents, please be responsible for this.**

3. All shirts must be tucked in and trousers must fit properly. Skin tight or baggy pants/shorts are not permitted.
4. Boys' hair is to be an appropriate length and style. "Appropriate length and style" will be judged by the administration and/or the teacher involved.
5. **Hair coloring, tinting, bleaching, streaking, frosting, etc., are expressly forbidden.**
6. **Lipstick, facial and eye makeup, nail polish, etc., may not be worn. Simple (no dangling) earrings for pierced ears (girls only) are permitted. A simple ring or watch may be worn. Necklaces are not permitted (with exception of religious crucifix, medals, etc.).**
7. No multiple piercings allowed.
8. Jackets may only be worn to and from school. They may not be worn in the classroom.
9. No hats are to be worn in school.
10. Colored or design t-shirts or turtlenecks under blouses or shirts are not permitted.
11. Officially approved uniforms of Scouts, Campfire Girls, etc., may be worn on meeting days.
12. No brand or designer logos are allowed on any article of clothing (including socks).

### DRESS CODE FOR SPIRIT DAY

Students may wear any of the *Spirit* t-shirts or sweat shirts. T-shirts must be tucked in. Pants with belt (blue jeans may be worn also) and walking shorts must be appropriate according to uniform regulations. Students **are not to change into street clothes after school** unless prior approval has been given by the administration. **Please remember to put students name on the inside label of clothes.**

This handbook does not include all directives. The administration reserves the prerogative to add or amend consequences it deems appropriate for the welfare of each student and the entire Holy Family Catholic School community.

These directives will insure a positive, healthy environment where educational growth can occur with freedom and order. Each student and his/her parent/guardian are required to read and verify in writing that they have read and agree to the policies and regulations herein.