

HOLY FAMILY CATHOLIC SCHOOL



Parent/Student Handbook
2025- 2026



Holy Family Catholic School

Administration

Pastor: Reverend Father Fritzner Bellonce

Principal: Mrs. Faradjah L. Muller

Administrator: Mr. Casey McCoy

Curriculum Coordinator: Ms. Tierra Forbes

Accreditation

Fully accredited by the Florida Catholic Conference





Holy Family Catholic School

Table of Contents

INTRODUCTION	6
MISSION AND PHILOSOPHY	7
MISSION STATEMENT	7
VISION STATEMENT.....	7
PHILOSOPHY.....	7
SCHOOL IDENTITY.....	8
ADMISSION POLICIES.....	9
OPEN ADMISSION POLICY	9
REGISTRATION PROCESS.....	9
ENTRANCE EXAM	9
REGISTRATION.....	9
RE-REGISTRATION.....	9
SECTION 504 – POLICY STATEMENT	10
UNDOCUMENTED STUDENTS.....	10
PARENTAL COOPERATION	10
PARENTAL COVENANT	10
USE OF PHOTOS.....	11
ATTENDANCE POLICIES.....	11
POLICY STATEMENT	11
ARRIVAL.....	11
TARDIES.....	12
DISMISSAL	12
ABSENCES.....	13
ILLNESS	14
MAKE-UP WORK.....	14
SCHOOL TRUANCY	14
SCHOOL CANCELLATION.....	14
SCHOOL FINANCES.....	14



Holy Family Catholic School

ANNUAL TUITION AND FEES	14
AFTER-SCHOOL CARE PROGRAM	15
FINANCIAL OBLIGATIONS	15
FINANCES AND UNEXPECTED CIRCUMSTANCES	16
FUNDRAISING	16
STUDENT RECORDS AND PARENT NEEDS	16
NOTIFICATION OF RIGHTS UNDER FERPA	16
TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS	17
CONFIDENTIALITY STATEMENT	18
BEHAVIORAL STANDARDS AND ACCOUNTABILITY PROCEDURES	18
DISCIPLINARY PROCEDURES	18
BEHAVIOR REPORT:	18
DISCIPLINARY REPORT:	19
DISCIPLINARY REPORT ACTION:	19
DETENTION	19
CONDUCT POLICIES	19
ANTI-BULLYING POLICY.....	20
TECHNOLOGY USE	21
SEXTING	23
DRUG AND ALCOHOL POLICY	23
HARASSMENT AND DISCRIMINATION	24
PUBLIC DISPLAY OF AFFECTION	24
THREATS OF VIOLENCE.....	24
WEAPONS POLICY	24
SMOKING/VAPING	25
SCHOOL UNIFORM AND DRESS CODE	25
UNIFORM POLICY	25
UNIFORM GUIDELINES	26
UNIFORM REGULATIONS	27
FIELD TRIP DRESS CODE	27
OUT-OF-UNIFORM DRESS CODE	28
RELIGIOUS FORMATION	28
RELIGIOUS EDUCATION PROGRAM	28



Holy Family Catholic School

ACADEMIC POLICIES	29
INSTRUCTIONAL PROGRAM	29
INSTRUCTIONAL TIME	29
CURRICULUM	29
TEXTBOOKS	29
CURRICULUM ACCOMMODATIONS.....	30
HOMEWORK	30
AMOUNT OF HOMEWORK.....	31
PRIVATE TUTORING, COACHING OR LESSONS	32
TESTING PROGRAM	33
TERRANOVA	33
I-READY.....	33
ARK	33
PHYSICAL EDUCATION (PE)	34
REPORT CARDS	34
PROGRESS REPORTS	34
GRADING SCALE/EVALUATION CODE	34
WEIGHTS OF GRADING	35
HONOR ROLL	35
PROMOTION/RETENTION	36
GRADUATION	36
ARTIFICIAL INTELLIGENCE	36
COMMUNICATION	37
HEALTH AND SAFETY	38
ASBESTOS	38
COMMUNICABLE DISEASES AND RELATED ITEMS	38
INJURY/ILLNESS	38
PHYSICAL EXAMS	39
HEAD LICE	39
IMMUNIZATIONS	39
MEDICATION GUIDELINES	40
SAFETY IN PRIVATE SPACES	40
ABUSE REPORTING	40
CHILD PROTECTIVE INVESTIGATIONS	41
COOPERATION WITH LEGAL AUTHORITIES	41
SEARCH AND SEIZURE POLICY	41
OTHER SCHOOL REGULATIONS	41



Holy Family Catholic School

APPOINTMENTS	41
CELEBRATIONS/BIRTHDAYS	42
COMMUNITY SERVICE ACTIVITIES	42
ELECTRONIC ACKNOWLEDGMENTS.....	42
GUM CHEWING POLICY	42
LOST AND FOUND.....	43
MESSAGES TO STUDENTS	43
PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	43
SCHOOL-SPONSORED EVENTS	43
TELEPHONE USE BY STUDENTS	44
TRANSPORTATION ARRANGEMENTS	44
VISITORS.....	44
VOLUNTEERS	44



Holy Family Catholic School

INTRODUCTION

We are honored to welcome you as a valued member of Holy Family Catholic School to answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.



Holy Family Catholic School

MISSION AND PHILOSOPHY

Mission Statement

Our mission is to provide a quality education rooted in the sacraments and the Gospel values. We aim to profess our Catholic faith through academic excellence, community service, and integrity so that our students become empowered to reach their ultimate potential.

Misyon Nou

Misyon nou se bay yon edikasyon kalite ki chita sou sakreman yo ak valè Levanjil la. Nou vize pwoklame lafwa Katolik nou atravè ekselans akademik, sèvis kominotè, ak entegrite, pou elèv nou yo vin gen pouvwa pou yo atenn tout potansyèl yo.

Vision Statement

Holy Family Catholic School aspires to form students who are rooted in faith, committed to academic excellence, and dedicated to serving others with integrity—preparing them to become thoughtful, moral leaders in the Church and the world.

Philosophy

At Holy Family Catholic School, we believe that education is a sacred partnership among the home, the school, and the Church. Parents, as the primary educators of their children, play a vital role in shaping their child's faith, character, and academic growth. We are committed to working collaboratively with families to ensure that each child is supported, encouraged, and challenged to reach their fullest God-given potential.

Rooted in the sacraments and the Gospel values, our philosophy is to nurture the whole child—spiritually, intellectually, morally, emotionally, and socially. We strive to create a Christ-centered environment where faith is lived daily, academic excellence is pursued with purpose, and service to others is embraced as a way of life.

Recognizing each student as a unique child of God, we seek to instill in them a deep sense of integrity, compassion, and responsibility. Through a shared commitment among parents, educators, and the Church, we aim to form students who are rooted in faith, committed to excellence, and prepared to serve as thoughtful, moral leaders in the Church and the world.



Holy Family Catholic School

SCHOOL IDENTITY



Patroness

Our Lady of Fatima calls us to live with faith, hope, and love. Just as she appeared to three young children in Fatima, Portugal, with messages of prayer, peace, and devotion to God, we strive to follow her example of humility, obedience, and trust in the Lord. Through her intercession, we seek to grow closer to Jesus and to live as joyful witnesses of the Gospel.



Icon

The **Holy Family**—Jesus, Mary, and Joseph—represents the model of love, faith, and unity that we strive to live out each day at Holy Family Catholic School. This sacred icon reminds us that our school is not just a place of learning, but a family rooted in prayer, respect, and compassion. Like the Holy Family, we aim to grow in holiness, support one another, and follow God's will with trust and humility.



School Mascot

The **Hornets** represent strength, determination, and unity. Just as hornets work together with purpose and protect their community, our students are called to support one another, persevere through challenges, and strive for excellence in all they do. The hornet reminds us to be courageous, focused, and faithful as we grow academically, spiritually, and socially.



School Logo

The **Seven Sacraments** reflect the heart of our Catholic identity and mission. The Sacraments are visible signs of God's grace and the foundation of our spiritual journey. By placing the Sacraments at the center of our logo, we affirm our commitment to forming students who grow in faith, participate fully in the life of the Church, and live out God's grace in their daily lives.



Holy Family Catholic School

ADMISSION POLICIES

Open Admission Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Registration Process

Age Requirement

Per the Archdiocesan policy, students must meet the following age requirements by September 1 to enter the appropriate grade level:

Pre-K: 4 years old	Kindergarten: 5 years old	First Grade: 6years old
Second Grade: 7 years old	Third Grade: 8 years old	Fourth Grade: 9 years old
Fifth Grade: 10 years old	Sixth Grade: 11 years old	Seventh Grade: 12 years old
8 th Grade: 13 years old		

Entrance Exam

An entrance exam will be administered to all students registering for Kindergarten through 7th Grade. A passing score of 51% is required for admission.

Registration

Registration is complete when the school has received the completed registration form, health and immunization records, copies of birth and Baptismal certificates (if Catholic), most recent test scores and a final report card from the last school attended. At the time of registration the **non-refundable registration fee is \$300.00** per child and must be paid in full. (**N.B.:** The registration fee is not applicable to the students enrolled in the VPK program.)

Re-Registration

All students must re-register each year. Re-admission is not automatic, but the invitation is extended to all those with satisfactory academic and behavioral records; those who do not have excessive absences or tardies to school; and those whose parents have complied with school policies in a positive manner and have completed their financial responsibilities.



Holy Family Catholic School

Section 504 – Policy Statement

Holy Family Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Holy Family Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Gabriel Cambert, 305-762-1269. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. LaTonya White, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parental Covenant

At Holy Family Catholic School, we recognize and honor the vital role parents play in their child's education. As the first and most influential educators, parents help shape their children's character, values, and academic growth. Rooted in the teachings of the Catholic faith, our school community depends on the active partnership between home and school. To support this shared mission, each family is asked to read



Holy Family Catholic School

and sign the Parent Covenant, which clearly outlines the responsibilities and expectations of parents in fostering a faith-filled, respectful, and academically supportive environment in alignment with our parish school's mission.

Use of Photos

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

ATTENDANCE POLICIES

Policy Statement

Attendance for the full school day is a legal requirement, and an obligation of parents, students, and school staff to enable every student to learn at his/her best. The marking of attendance, late arrivals, and early dismissals is a legal requirement and mandatory for the school, noting that the student is under the care of the school or with the parent/guardian. Students are expected to attend school the entire day. Excessive absences or tardies may be cause for non-acceptance or re-registration may be denied.

Arrival

Even though the gates for the school's parking lot open at 7:00 a.m., **the building doors open at 7:15 a.m.;** students are greeted and directed to the Multipurpose Room for breakfast by a supervising staff member. **Holy Family Catholic School is not responsible** for students who **are dropped off before 7:15 a.m.,** there is **NO SUPERVISION** before then.

School begins at 7:40 a.m., and classes begin at 7:55. Teachers meet their students in the courtyard and escort them to class.



Holy Family Catholic School

Dismissal

VPK students are dismissed at 11:30 from their classroom; Pre-K to 4th grade students are dismissed at 2:45 p.m.; and all other students are dismissed at 3:00 p.m. from the school courtyard. Drivers should follow the directions of the traffic attendants.

Students who are dismissed early must be picked up at the school office after they have been signed out by a parent or guardian.

Tardies

The South entrance gate closes every day at 8:00 a.m. Therefore, students are considered tardy when they arrive at or after 8:00 a.m. Any student who arrives after 8:00 a.m. **must report to the school office, escorted by a parent/guardian**, who is required to sign the student in for safety purposes. **The staff will not send a child to class if s/he reports to the office without a parent.** After being signed in, the student is provided a late pass to go to class.

When there is excessive lateness, defined as more than five (5) in a quarter, the principal may require a conference with parents and may be cause for students not being able to participate in different student activities and/or disciplinary action up to probation and/or denial of re-registration. Students who may be on scholarships may or may not have their finds revoked if there is an issue with tardiness.

Once students have arrived on the school grounds, they are not permitted to leave the premises at any time during the school day unless they are picked up and signed out by a parent or guardian.

The following are examples of excused/unexcused reasons for tardiness and include, but are not limited to, the situations listed below:

Excused Tardies	Unexcused Tardies
Illness or medical condition (with note from a parent/guardian or doctor)	Oversleeping or alarm clock failure
Medical or dental appointments (with appointment slip)	Missing the bus or ride (unless caused by verified transportation breakdown)
Family emergency (e.g., sudden illness or accident in the family)	Running errands or shopping before school
Death in the family	Staying home to finish homework or projects
Extreme weather conditions or natural disasters affecting travel to school	Traffic delays that could have been avoided with earlier departure
Authorized school activities or field trips	Waiting for siblings or friends without school approval
Religious holidays or observances	Non-emergency family business or personal appointments
Delays due to official public transportation issues (documentation required)	Avoidable personal grooming delays (e.g., haircuts, nail appointments)



Holy Family Catholic School

Absences

When a student has been absent, a note excuse signed by the parent or guardian is required, and these will be kept on file. Students may be excused up to a maximum of **ten (10) days per semester**, or a total of **eighteen days per school year**. If a student is absent more than eighteen (20) days in one school year, the student may be retained in the same grade for the following year or required to attend summer school.

The principal has the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school is not valid. An "incomplete" mark may also be given for the semester in question. Excessive absence may prevent a student from receiving honors and awards.

Parents should **email** the school office before 9:30 a.m. whenever the child is absent (excused or unexcused). However, a written excuse from the parent is still required when the child returns, in order for him/her to be admitted to the classroom. This note must include the date(s) of the absence and must be signed by the parent or guardian. A child who has had a communicable disease must have a written release from the doctor. The school may report truancy to the Archdiocese of Miami when there is an extended absence without written explanation from the parent.

The following are examples of excused/unexcused reasons for absences and include, but are not limited to, the situations listed below:

Excused Absences	Unexcused Absences
Student illness or injury (with parent/guardian note or doctor's note)	Vacations or trips not approved in advance by administration
Medical or dental appointments (with appointment verification)	Missing school to complete homework or study for tests
Death in the immediate family	Oversleeping or missing transportation (unless due to verified breakdown)
Family emergency (e.g., accident, hospitalization)	Shopping, hair appointments, or other personal errands during school hours
Required court appearances (with court documentation)	Babysitting or caring for siblings without prior school authorization
Religious holidays or observances	Employment during school hours without school approval
Authorized school activities, competitions, or field trips	Staying home for non-medical family event or visitors
Extreme weather conditions or natural disasters preventing safe travel	Any absence without required notification or documentation
Quarantine or health-related exclusions as directed by public health officials	



Holy Family Catholic School

Illness

Students who are ill should not attend school. If a child will not be in school for the day, please notify the school office by 9:00 a.m. **When a student has been absent, a written excuse signed by the parent or guardian is required in order to return to school.** Students who are absent due to serious health problems or communicable disease must have a **doctor's note** stating that the child may return to school.

Make-up work

Students are responsible for all the work missed during an absence and must complete all missed assignments in a timely manner. Students may get any make up work upon their return to school. Work missed during an unexcused absence may not be made up. Excused absences include absences due to illness or family emergency.

School Truancy

Under the Section 1003.27 of the Florida Statutes, a parent who refuses or fails to have a minor student who is under their control attend school regularly, commits a second-degree misdemeanor. The standard school year lasts for 180 days, so you can have up to 18 excused absences for the whole year, which is one day a month. Once your child exceeds that number, he will be considered truant: chronic absentee. Every three (3) unexcused tardies within a grading period count as one unexcused absence.

After a student has five unexcused absences in one month, or 10 within a 90-day period, the principal will schedule a meeting with the parents to discuss the issue and develop potential remedies. If this meeting does not solve the problem, the parent and student will be referred to social service agencies for alternative decisions.

School Cancellation

When emergency conditions, such as severe weather, have been declared within Dade County, we follow the lead of Dade County Public Schools and the Archdiocese of Miami. Parents are to monitor the local news broadcasts for bulletins regarding school closures from Dade County Public Schools, the Archdiocese of Miami, and/or Holy Family Catholic School. If possible, a phone call will be made, and a message will be posted on the school answering machine. Check for updated information.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as possible. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances

SCHOOL FINANCES

Annual Tuition and Fees

The annual 2025 – 2026 school year tuition per student is as follows:



Holy Family Catholic School

Pre-K 2, 3, and 4 (Wrap-Around Program)	Grades Kinder through 3	Grades 4 through 8
\$4,000.00	\$8,700.00	\$8,500.00

This fee includes tuition, textbook rentals, workbooks, classroom materials, mandatory accident insurance, testing fees, and technology.

Payment plans are available. The first payment is due by August 17, 2025. A late fee of \$20.00 will be charged on past due balances each month. Financial discounts for eligible families may be available at the principal's discretion.

Holy Family Catholic School participates in the State of Florida VPK Program. VPK hours are from 7:45 a.m. until 11:30 A.M., Monday-Thursday. The VPK voucher covers these hours and registration for VPK.

After-School Care Program

The After-School Care is an extension of the school day. It begins fifteen minutes after school is dismissed and extends until 5:45 p.m.

The rates for the program are as follows:

Hourly Rate for Unenrolled Students	Weekly Rate for Enrolled Students		
\$5.00 per child (per hour or part thereof.	One child: \$50.00	Two Children: \$75.00	Three Children: \$100.00

Any student remaining on campus after 3:00 p.m., who is not a part of a supervised school activity, is sent to the After-School Care Program for proper supervision. **No student may remain outside of Aftercare unsupervised.**

Students in Aftercare are expected to abide by all school rules. When a child is picked up from Aftercare, the **parent or guardian must sign them out.**

An additional \$20.00 late fee for every fifteen minutes will be charged for any student who is picked up after 5:45 p.m.

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.



Holy Family Catholic School

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Finances and Unexpected Circumstances

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as possible. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances

Fundraising

Tuition payments alone do not suffice to financially support the school. Therefore, the cooperation of all is encouraged in small fundraising projects throughout the year sponsored either by parents, community stakeholders, or students.

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

STUDENT RECORDS AND PARENT NEEDS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.



Holy Family Catholic School

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office:
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.



Holy Family Catholic School

Confidentiality Statement

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

BEHAVIORAL STANDARDS AND ACCOUNTABILITY PROCEDURES

Disciplinary Procedures

Students must learn and understand a need for order, discipline and obedience of rules in our shared world. They must be responsible for their actions, behaviors, and the consequences that may occur as a result of their action. Students are expected to:

1. Respect the school and its property.
2. Respect all adults, fellow classmates and their property.
3. Be good representatives of the school at all times.
4. Use acceptable language at all times.

Students and parents are expected to behave consistent with the mission, philosophy and spirit of then school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Behavior Report:

The following behaviors may result in a Behavior Report:

1. Foul language	2. Involvement in mischief
3. Rudeness	4. Demeaning comments to others
5. Annoying others	6. Disruptive talking, noises
7. Lying, forgery	8. Mishandling equipment
9. Copying/Plagiarism/Cheating	10. Unnecessary roughness
11. Three uniform violations	12. Improper use of any media or technology
13. Other	

Detention for a behavior report will be determined by the teacher. Students may not be permitted to return to class without the signed report. Students caught cheating by either asking for or providing answers to any assignment/assessment will also receive a grade of zero for the work in question.



Holy Family Catholic School

If a student receives three Behavior Reports he/she may be placed on “Disciplinary Probation” resulting in a loss of school privileges and issue Disciplinary Reports for all subsequent infractions. A student who receives three Behavior Reports may also be required to complete service to the church and/or school or be requested to attend a prayer service or mediation activity with our Pastor.

Disciplinary Report:

The following infractions may result in a Disciplinary Report:

1. Disrespect for authority	2. Aggressive behavior
3. Defacing school property	4. Indecent and/or morally offensive materials, behavior, or language
5. Bullying or harassment	6. Cyberbullying
7. Stealing	8. Other

Disciplinary Report Action:

- First Infraction: Disciplinary Report sent home with student to be signed by parent/guardian and returned the next morning, followed by a scheduled Parent-Teacher conference. Detention will be determined by the teacher and principal.
- Second Infraction: Disciplinary Report to be signed by parent/guardian and returned. Student may be suspended from school and a conference with parent, teacher, and principal may be arranged. Length and details of suspension from school to be determined by the principal.
- Third Infraction: ADMINISTRATIVE WITHDRAWAL at the discretion of the principal and pastor.

Detention

Detention may result for any violation of the above school regulations or policies. Depending on the type of infraction, detention may be assigned before or after school; parents will be notified 24 hours in advance. If a child misses a detention without prior notification from the parent/guardian and approval by the teacher, the child may be served with a Behavior Report and must attend a second detention or complete and additional assignment. A behavior Report and/or Behavioral Plan is automatically issued to a student following their detentions. Detentions may include reflection activities, writing assignments, completing tasks for their teacher, clean up and gardening

Conduct Policies

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.



Holy Family Catholic School

Anti-Bullying Policy

Holy Family Catholic School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.



Holy Family Catholic School

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the school may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Technology Use

The school may provide its administrators, faculty, and students with access to technological devices (e.g. computers, tablets, etc.) and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.



Holy Family Catholic School

3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy, or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory, or harassing materials or messages);
 - d. Do not access, transmit, copy, or create materials that are illegal (such as obscene, stolen, or illegally copied materials, or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
 - g. Do not send spam, chain letters, or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging, and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, **both in and out of the school setting**. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on



Holy Family Catholic School

their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal.

Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.



Holy Family Catholic School

Harassment and Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Threats of Violence

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

2. Immediate suspension from the school;
3. Reporting to law enforcement;
4. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
5. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
6. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may



Holy Family Catholic School

be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school event. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

SCHOOL UNIFORM AND DRESS CODE

Uniform Policy

At Holy Family Catholic School, the school uniform is an essential part of our identity and a reflection of our commitment to discipline, unity, and focus. Wearing a uniform helps minimize distractions related to fashion trends and peer comparison, creating a learning environment centered on respect, order, and academic growth.

All students are required to be in **full uniform beginning on the first day of school** and must remain in complete uniform each day until dismissal. This includes arriving on campus dressed appropriately and remaining in uniform until they are in their designated dismissal vehicle.

Students in **Pre-K4 through Grade 8** are also expected to maintain a clean and well-groomed appearance. This includes:

- **Polished, clean shoes**
- **Neatly pressed and properly fitted clothing**
- **Uniforms in good condition and free from excessive wear**
- **Hair that follows the school's grooming guidelines**

Failure to adhere to the uniform policy may result in a **uniform infraction** in accordance with school discipline procedures.

By working together to uphold these standards, we help foster a sense of pride, personal responsibility, and respect within our school community.



Holy Family Catholic School

Uniform guidelines

Holy Family Catholic School partners with **Ibiley Uniforms and More** as the official supplier of approved school uniform items, including the PE uniform. A detailed uniform list will be provided to all families to ensure consistency and compliance. Information regarding the place of uniform purchase may be obtained on the school website or at the school office.

While **uniform shoes may be purchased from other retailers**, please note that **patent leather shoes are not permitted**.

In the event of an **exceptional or unavoidable circumstance** that prevents a student from wearing the complete uniform, a **written note signed by a parent or guardian** must be submitted to the school explaining the reason. These situations will be reviewed on a case-by-case basis.

1. **Pre-K – 3rd Grade Girls:**
 - Navy Blue/Black/Red/White Jumper Drop Waist Button
 - White Peter Pan Short-sleeve blouse
2. **Pre-K – 3rd Grade Boys:**
 - White or blue Oxford shirt embroidered with the school's initials
 - Navy Blue Pants (pants must be worn with a black belt)
3. **4th Grade – 8th Grade Girls:**
 - White or blue Oxford shirt embroidered with the school's initials
 - Navy Blue/Black/Red/White Pleated Skirt
 - Navy Blue/Black/Red/White Cross Tie with Button Snap and Adjust Neck Strap
4. **4th Grade – 8th Grade Boys**
 - White or blue Oxford shirt embroidered with the school's initials
 - Navy Blue Pants (pants must be worn with a black belt)
5. **All Students:**
 - Socks – Must be plain solid white, ankle socks
 - Shoes – Must be solid black shoes
 - Belts – Solid black belts must be worn with school uniform pants
 - PE Uniform – Must be the dark green mesh shorts with the gold embroidered school initial, and the gold cotton t-shirt with the Holy Family Catholic School Hornets logo.
 - Tennis shoes – Solid white, black, or navy blue tennis shoes must only be worn on physical education days, or on special field days.
 - Sweater – Navy Blue V-Neck Cardigan embroidered with the school's initials

Note. Cold Weather Outerwear: A navy blue uniform sweater or the navy-blue uniform jacket may be worn during cold weather. Students may wear a uniform solid navy blue or green sweat suit to PE on exceptionally cold days (below 60 degrees). A **plain white t-shirt** may be worn under the uniform shirt. Jackets and extra gear may not include graphics and may only be worn outdoors. If a jacket is hooded, the hood must remain off at all times.



Holy Family Catholic School

Uniform Regulations

Holy Family Catholic School does not encourage preoccupation with personal appearance and wants to help the students maintain their spiritual and academic focus. Therefore, :

1. No athletic shoes of any kind (except on P.E. days).
2. No light-up sneakers.
3. Jewelry: It is advisable that valuable jewelry is not be worn to school. However, one simple gold or silver necklace (no chokers), one simple watch, one ring, one pair of earrings worn on the lobe (only for girls), and/or one bracelet
4. No smartwatches or fitness bands of any kind may be worn on school property.
5. No hoop earrings may be worn.
6. No ankle bracelets may be worn. The use of hair ties, rubber bands, and scrunchies around the wrist is not permitted.
7. No makeup, nail polish (unless clear), or acrylic nails.
8. No cuts in eyebrows or hair for any reason.
9. No body piercings.
10. Boys must wear their hair short. Hair fads such as Mohawks, designs, or unnatural color, as determined by the administration.
11. Girl hairpieces should be small and unobtrusive (school colors are recommended). Cat ear headbands, unicorn horn headbands, oversized bows, and other similar fashions, as deemed by the school's administration, are not appropriate for school. Hairstyles must remain simple and appropriate. Hair fads such as unnatural colors, excessive extensions, or distracting styles, as determined by the administration, are prohibited.
12. No tattoos (fake or real).
13. Undershirts must be solid white.
14. Shoes must be neatly tied at all times.
15. Boys' and girls' shirts must be tucked in at all times. Pants must be worn with a belt and must fit properly; no underwear showing. They are to be worn at the waist, not baggy or too tight. \
16. School uniforms may not be cut, sewn, or altered in any way.
17. All skirts must be of modest length, no shorter than 2 inches above the knee.
18. While on school grounds and at all school events, students must be in proper uniform.
19. If an emergency arises necessitating an incomplete uniform, a note must be submitted stating the reason and giving the date when the student will return in complete uniform attire. If a student does not bring a note, the parent/guardian will be called to bring the proper uniform or to correct the infraction.
20. Not wearing the proper uniform or violating any of the above uniform regulations may result in disciplinary action. Dress code violations could result in the child being withheld from attending regular class until the infraction can be corrected or possibly, the child being sent home.

Field Trip Dress Code

Students must wear the school uniform or physical education uniform for field trips, unless instructed otherwise.



Holy Family Catholic School

Out-of-Uniform Dress Code

The Out-of-Uniform dress code is to be used for all “Dress Down” days. This dress code is also used for special occasions as announced by the school administration.

1. Students must be dressed appropriately for school. Any student wearing inappropriate clothing will be asked to call his/her parent/guardian to bring their school uniform and may be subject to disciplinary action or held from class.
2. Girls’ skirts and dresses must be of modest length and of appropriate size. Skin tight clothing is not permissible.
3. Spaghetti strap, bare midriff, strapless, and halter tops are not permitted.
4. Boys’ pants or shorts must be worn at the waist and may not be excessively baggy.
5. No backless, high heel or open-toed shoes. Slippers are not permitted.
6. Boots and high top shoes (to the ankle) are permissible, but cannot have heels and cannot be higher than the ankle.
7. No sweat pants, pajamas, or any similar type of clothing are permitted.
8. No ripped jeans may be worn at any given time.
9. Girls may not wear leggings alone. Leggings must be worn under a modest length skirts or shorts.
10. All regular policies regarding accessories are to be followed unless otherwise announced by the school administration.
11. The school administration reserves the right to deny any particular clothing deemed as inappropriate for school. We encourage parents to dress their children conservatively to prevent any issues.

RELIGIOUS FORMATION

Religious Education Program

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. The Catholic religion is taught in all grades. It is expected that all families are actively practicing their faith with their children. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments, and community service. The program includes, but is not limited to, the following:

- At 7:55 a.m. each school day, there is a school-wide prayer and pledge of allegiance.
- Each class begins with a prayer or moment of spiritual reflection.
- School masses are held every Friday. All students in grades K-8 are required to attend and participate in school masses. Religious dates of obligation are observed when they fall during a school week. Pre-Kindergarten students join the school community at Mass on special occasions.
- The Sacrament of Reconciliation is held at least two times per year.
- During the school year, various religious activities are implemented. Among these we can cite: Stations of the Cross, May Crowning, Respect Life Presentations, retreats, Holy hour, Family Life Programs, and Reading Under the Stars with Mary.



Holy Family Catholic School

- Special guest speakers from the community may supplement the religion program.

ACADEMIC POLICIES

Instructional Program

The instructional program at Holy Family Catholic School is thoughtfully designed to promote holistic development—spiritual, intellectual, emotional, mental, and physical—rooted in the teachings and values of the Roman Catholic tradition. A Christ-centered atmosphere is nurtured throughout the school, fostering a strong sense of faith and community. The academic program places particular emphasis on language arts and mathematics, following the curriculum standards established by the Office of Catholic Schools.

Instructional Time

The instructional time is as follows, but may vary due to school related activities (parents will be notified):

- 7:45 a.m. Line up bell
- 7:50 a.m. Indoor Prayer – Announcements
- 8:00 a.m. Class Begins
- 10:45 a.m. Lunch Begins
- 1:15 p.m. Lunch Ends
- 2:30 p.m. Dismissal begins for preschool and kindergarten schoolers
- 2:45 p.m. School Dismissal

Curriculum

The curriculum at Holy Family Catholic School is comprehensive, rigorous, and faith-based, designed to nurture the whole child in accordance with the teachings of the Catholic Church. Aligned with the standards set by the Archdiocese of Miami, the program integrates core academic subjects—such as language arts, mathematics, science, and social studies—with religious education, the arts, technology, and physical development. Emphasis is placed on critical thinking, collaboration, and moral development, preparing students to become compassionate, informed, and responsible citizens.

Beginning in Pre-Kindergarten and continuing through Grade 8, the curriculum includes:

Religion	English Language Arts	Mathematics
Science	Social Studies	Art
Spanish (Not for pre-K)		

The curriculum and minimum time allotments are policies of the Office of Catholic Schools.

Textbooks

All texts are to be properly cared for. Hard cover textbooks may not be written in or highlighted. Textbooks are rented so as not to waste good books. Students may also have access to electronic



Holy Family Catholic School

or online textbooks if available. Students are to take care of the books and keep them clean throughout the year.

Curriculum Accommodations

In alignment with our school's mission and commitment to nurturing the unique potential of every child, we recognize that some students may benefit from specialized learning accommodations. To ensure that these supports are both academically appropriate and rooted in best educational practices, the following procedures must be followed:

- The student must be formally evaluated by an outside testing agency of the parent's choice.
- The results of the evaluation and any prescribed remedies must be made available to the school.
- If remedies that require curriculum accommodations are prescribed, the teacher(s), school administrator(s), parents, and a testing agency representative will meet to formulate a plan of action.
- The plan will be evaluated on a regular basis to ensure its effectiveness.
- Any evaluations must be renewed every three years in order to keep prescribed accommodations available.

Learning accommodations are provided to support a student's individual needs and may include adjustments such as reducing the quantity of assigned work and/or extending the time allowed for task completion, particularly in the areas of **Mathematics** and **Language Arts**.

If, after careful evaluation and collaboration, it is determined that the school is unable to adequately support the student's needs despite all reasonable efforts, the family may be advised to explore an alternative educational setting better suited to the student's growth and success.

Homework

Homework is an essential part of a good school program that is assigned at the discretion of the teacher to reinforce and enrich what is taught in the classroom. Students should have a quiet place free of distraction while doing homework. Do not allow television, radio, music, video games and telephone use during homework time.

The school has reasonable guidelines in the event homework is given.

- **Pre-K to Grade 1** students receive a weekly homework sheet. This sheet will also contain pertinent reminders and teacher communication.
- **Grades 2 to 6** students use a homework agenda in which students write all assignments, projects, upcoming test, etc. **It is the child's responsibility to write this information.** Parents are encouraged to check their child's homework agenda daily to stay abreast of what students are responsible to complete.

(Note: In addition to the agenda, ClassDojo and PlusPortals (Rediker) will also be used as means of communication. Therefore, parents are encouraged to verify all platforms)



Holy Family Catholic School

Amount of Homework

- a. Pre-Kindergarten & Kindergarten: 15 to 20 minutes as assigned by teacher; parents are encouraged to read to/with the child.
- b. Grades 1 and 2: 30 to 45 minutes total consisting of:
 - written assignment(s) each day
 - some kind of study or reading each day
- c. Grades 3 and 4: 30 to 60 minutes total consisting of:
 - written assignment(s) not to exceed 30 minutes
 - study or reading, no more than 30 minutes
- d. Grades 5 and 6: 45 to 90 minutes total consisting of:
 - Written assignments; altogether not to exceed 60 minutes
 - Study or reading in one or two subjects not to exceed 30 minutes
- e. Grades 7 and 8: 60 to 120 minutes total consisting of:
 - 60 minutes written work, maximum
 - 60 minutes study or reading, maximum

Parents are asked to realize that extra work brought home may not be assigned homework but unfinished class work. Students should not form the habit of taking class work home for help from parents or others.

Students in the Aftercare program are given one hour for homework. This time should be in the style of a quiet study hall. It is not the responsibility of school personnel to guarantee that homework is completed. This is up to the student.

1. Homework deadlines

Homework is due on the day set by the teacher. Ordinarily this is the next day as it is practice work to prepare for class. If it is not done, the student's grade overall grade may be lowered. No make up work is permitted. In addition, students who do homework during class or who copy from another student do not receive credit and may have his/overall grade lowered.

Students who were ill or had a real and unforeseen emergency are given another due date for class work and homework assignments. It is the child's responsibility to ask for absence assignments as soon as he/she returns to school or can check on ClassDojo or PlusPortals. The time given is ordinarily 2 days times the number of days absent. No extensions past this date are to be given. If answers to assignments have already been given to the rest of the class, alternate assignments may be given to absentees. However, if the student was present when the assignment was given and absent on the due date, the assignment is to be given on the due date, or, at the latest, the next morning. Older students using the block schedule are expected to obtain any missing assignment(s) for the absent day(s) via phone call or e-mail and come prepared with all missing work on the next day of attendance.

2. Homework Not Turned in

Grade K-4: Teachers will notify parents with a note (either by school standard form or in the agenda book) every two (2) days of missing homework. After five (5) missing days, another notification will be made, either by note in the green folder or by a phone call.



Holy Family Catholic School

Grades 5 to 8: Students may receive a Saturday detention when a total of 4 homework assignments are missed within a quarter. Students report to the school office in full school uniform from 7:30 – 8:30 a.m., or from 7:30 – 9:30 a.m. for more than 4 missed assignments. Attendance is mandatory and will be excused only due to severe illness, extreme family situations, or any other circumstances deemed valid by the administrators (proof provided). Failure to attend Saturday detention may result in suspension the following Monday. **When a student receives multiple Saturday detentions, the principal may meet with the family regarding further disciplinary action.**

3. How to Approach Homework

Homework is designed to be student-led and reflective of classroom instruction. Teachers strive to assign work that students can complete independently, reinforcing the concepts taught during the school day. While occasional parent input—such as participating in a brief interview or offering general guidance on a project—is appreciated, assignments and projects should be completed solely by the student. The purpose of homework is not just to practice academic content, but to help students build essential life skills: listening carefully, following directions, recalling and applying what they’ve learned, managing time, and taking personal responsibility for their work. Parental support is encouraged in the form of reviewing for neatness, legibility, and overall effort. Encouraging children to take pride in the quality and presentation of their work helps instill strong work habits that extend far beyond the classroom. Ultimately, the learning process itself—developing independence, perseverance, and critical thinking—is more valuable than a perfect grade.

Long-term projects should be completed in manageable steps over time, allowing students to develop responsibility, time management, and independent thinking skills. While we welcome parental support and encouragement, it is essential that these projects reflect the student’s own work, effort, and creativity. Although the final product may not be “picture perfect,” the learning process and personal growth gained from doing their own work are far more valuable. Over-involvement can hinder the development of these critical skills.

Projects or assignments submitted after the designated due date may be subject to a grade reduction in accordance with the classroom policy. In the event any projects or assignments are not completed or turned in, the teacher will notify the parents in writing prior to no credit being given.

Private Tutoring, Coaching or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**



Holy Family Catholic School

Testing Program

A comprehensive testing program is an integral part of the educational program. At Holy Family Catholic School, students participate in a variety of assessments throughout the year, including the **TerraNova Standardized Test**, **i-Ready Diagnostic Assessments**, **ARK (Assessment of Religious Knowledge)**, as well as **school midterm and final exams**, all of which help monitor academic progress and inform instruction.

TerraNova

Each February, students in grades 2-8 take the **TerraNova Standardized Test**. This national assessment measures achievement in subjects like reading, language, math, science, and social studies. The test helps teachers understand how students are progressing compared to national standards and assists in guiding classroom instruction. TerraNova results are one of the tools used to support academic growth and ensure students are meeting grade-level expectations. Regular participation in the TerraNova reflects our school's commitment to academic excellence.

i-Ready

The **i-Ready Diagnostic** is an online assessment tool used to measure student performance in **reading and mathematics**. Administered to students kindergarten through 8th grade **three times a year**—in the fall, winter, and spring—this adaptive test provides detailed information about each student's strengths and areas for growth.

The results help teachers personalize instruction, set academic goals, and monitor progress throughout the school year. i-Ready is an essential part of our commitment to supporting student success and academic development.

ARK

The **Assessment of Religious Knowledge (ARK)** is a standardized religion assessment administered each year to students in grades 2 through 8. This test evaluates students' understanding of key concepts in the **Catholic faith**, including scripture, doctrine, sacraments, morality, and prayer.

The ARK exam helps ensure that students are growing in their religious knowledge in alignment with the teachings of the Catholic Church and the expectations of the Archdiocese. The results guide faith formation efforts and support our mission to nurture spiritual development alongside academic excellence.

4. Midterms and Final Exams

Students in designated grade levels take **midterm and final exams** as part of their academic evaluation. These exams are administered at the **end of each semester** and cover material taught throughout the term in core subjects such as **math, reading, language arts, science, and social studies**.



Holy Family Catholic School

Midterm and final exams help assess students' mastery of content, reinforce study and test-taking skills, and prepare them for future academic challenges. These assessments are an important part of the school's commitment to academic excellence and accountability.

Parents receive a copy of these test results and have opportunities for interpretation of the test results. This test is only one of the many indicators used to measure student performance, potential and possible problem areas.

If a student is performing poorly in school, either in academics or behavior, the teacher and/or the principal may request that the child undergo an evaluation. When such a request is made, it is only after serious consideration of the student's needs; therefore, a parent's willingness to comply is very important. Refusal may result in the child being withdrawn from the school.

Physical Education (PE)

Physical education classes are mandatory for all students in grades K-8. If a student must be excused from Physical Education classes a statement from a physician is required. All students must wear the PE uniform for PE classes. On extremely cold days, (below 60 degrees), a plain navy blue or dark green sweat suit may be worn for PE classes by children. **Students may wear plain black, white or grey sneakers for PE.**

Report Cards

Report Cards are sent home every nine weeks (4 times per year). Parent/Teacher conferences may be scheduled at any time during the school year either before or after school. Special conferences are arranged with parents if there is a lack of progress or academic concern. **Report Cards will be withheld if there are outstanding fees.**

Progress Reports

Progress Reports (grades 1-8) are given in the middle of the quarter. It is the responsibility of the parent to review the Progress Report. These reports are intended to keep parents informed of a student's progress in class. **Progress Reports will be withheld if there are outstanding fees.**

Grading Scale/Evaluation Code

Students in Pre-Kindergarten through 2nd Grade will not receive traditional percentage or letter grades. Instead, they will be assessed using a **Performance Scale** that reflects their individual progress and skill development. This scale is designed to provide meaningful feedback based on age-appropriate expectations and growth over time.

The performance levels are as follows:

4	Exceeding grade levels standards
3	Proficient in meeting grade level standards
2	Development in meeting grade level standards
1	Emerging in the development of grade level standards



Holy Family Catholic School

The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year. The standards under each subject will be measured as follows:

+	Area of strength
-	Area of weakness
S	Satisfactory
NA	Not assessed at this time

Students in Grades 3 through 8 will receive a percentage grade. The grading scale is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

The standards under each subject will be measured as follows:

+	Area of strength
-	Area of weakness
S	Satisfactory
NA	Not assessed at this time

Weights of Grading

Grades 3-8 have the following weighted grades:

35%	Tests
30%	Quizzes
20%	Projects
15%	Classwork

Honor Roll

Any student in grades 4 through 8 with an A or B average and appropriate Active Learning Trait grades may receive Honor Roll recognition. Honor Roll is awarded on a quarter basis and in the final report card.

In order to receive Honor roll, a student must meet the required criteria:

1. **Principal's List:** Earn 95% or above in all subjects and a “+” or an “S” in Active Learning Traits in each subject
2. **First Honors:** Earn 90% or above in all subjects and a “+” or an “S” in Active Learning Traits in each subject



Holy Family Catholic School

3. **Second Honors:** Earn 80% or above in all subjects and a “+” or an “S” in Active Learning Traits in each subject

Promotion/Retention

Students are usually promoted at the end of each school year when sufficient success in mastery of skills and subject matter is achieved. When a student in danger of not being promoted due to lack of mastery, a letter is sent to the parents at the end of the first semester and the 3rd quarter to notify the parent of this possibility. Parents should also confer with the teacher regularly. Any student receiving an F average in two major subjects is in serious danger of not receiving promotion and/or receiving recommendation for a different school placement.

Every reasonable effort will be made to address this problem with parents: conferences with the principal and/or teachers with recommendations for professional assessments, for specific tutoring, etc., as well as for possible classroom help. Consistent and ongoing communication with parents is our policy here at Holy Family Catholic School. As well as the expectation that parents will follow the recommendations made for the child’s assistance and progress.

The following protocols apply to our students:

1. An “F” in any two major subjects may be cause for non-promotion to the next grade level.
2. Any 8th grader receiving multiple “F”s, resulting in a 59 or below average will not receive a diploma and will have to attend another school before advancing to high school. Any other grade level student receiving multiple “F”s resulting in a 59 or below average will not advance to the next grade.
3. Anyone receiving one “F” in a subject will not advance to the next grade level until the completion of summer school for the failed subject or for 8th grade, will not receive his or her diploma until the completion of summer school for the failed subject.
4. For summer school, the school requires:
 - a. 1st – 6th grade: 30 hours
 - b. 7th – 8th grade: 45 hours
 - c. Proof of attendance of summer school must be provided prior to coming back in the fall.

Graduation

Graduation from Holy Family Catholic School indicates that a student has successfully completed the course of studies offered and demonstrates probable success in high school. It is not an “automatic” ceremony. Therefore, we encourage our students to “be their best” right up to the final days. Graduation activities are a gift from the school and are determined by the administration. The students earn participation in these various activities by their behavior, cooperation and attitude. Any or all of them can be revoked for disciplinary or academic reasons. These activities consist of anything approved by the administration, the Graduation Mass and Reception, and the Awards Ceremony.

Artificial Intelligence

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video,



Holy Family Catholic School

and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Holy Family Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

COMMUNICATION

Open and consistent communication between home and school is vital to every student's academic success and overall well-being. At Holy Family Catholic School, we are committed to fostering strong, respectful partnerships with our families by keeping them informed, engaged, and involved in their child's education.

Communication Tool	Purpose
Parent-Student Handbook	Outlines important school policies, procedures, and expectations for the year
Wednesday Bulletin	Weekly updates, reminders, and important announcements
ClassDojo	Daily or weekly updates from teachers, including behavior reports and class news
Email	General communication from teachers or administration
Phone	Used for direct contact with parents when immediate communication is necessary.
PlusPortals	Used for accessing grades, attendance, school announcements, and important documents
Parent-Teacher Conferences	Scheduled opportunities for direct, in-depth communication about student progress

We encourage families to check these platforms regularly and reach out with any questions or concerns. We provide training to assist parents in accessing and using the platforms effectively. A strong partnership between school and home ensures that students are truly growing on good ground.



Holy Family Catholic School

HEALTH AND SAFETY

Asbestos

Federal Law requires that the school notify its constituents of the status of asbestos, and this is to be done in a separate mailing/communication. Therefore, you receive the following:

Prior to the end of 1988, all schools within the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

As required by the Federal Law, the three-year cycle for asbestos reinspection has been completed. Schools within the Archdiocese of Miami were inspected during the 2017-2018 school year by the firm ARS Environmental, Inc. Holy Family Catholic School's latest inspection was on ----- and was found to be in full compliance with the federal standards and the school does not anticipate taking any asbestos-abatement action this year.

In further accordance with AHERA 40 CRF 763.93 (g), the Management Plan for asbestos containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administration office or at the Archdiocese of Miami Pastoral Center, 9401 Biscayne Boulevard, Miami Shores, Florida.

Communicable Diseases and Related Items

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Injury/Illness

In the event that a student is injured while at school, the injury should be reported immediately to a teacher or a member of the administration. Prompt care will be provided, the incident will be thoroughly investigated, and parents will be notified as needed. Student accident insurance may cover injuries reported in a timely manner. Accident insurance forms are available upon request, and it is the responsibility of the parent or guardian to follow up on any insurance claims.



Holy Family Catholic School

Following a serious injury, the school must receive written clearance from both the parent/guardian and the attending physician before the student may resume participation in any physical activities.

Physical Exams

All students must have a complete physical examination before being admitted to class. The results of this exam are to be reported on forms obtainable from the school office.

Head Lice

Head lice, especially among young children, seem to be a regular occurrence in elementary schools. Children play in grassy and sandy areas, handle pets, and are in close body contact throughout the day. While bothersome, this condition is not a cause for alarm. However, to avoid the further spread of lice and to ensure prompt relief for the young “victims,” children must be dismissed from school. Descriptions of the problem and suggested remedies will be given to parents of primary children at the beginning of the school year. **Discourage children and older students from touching each other’s hair, sharing combs and brushes, using blankets, stuffed toys, etc. that are not one’s own.**

Immunizations

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed and located in the state of Florida. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to. Not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.



Holy Family Catholic School

Medication Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

Safety in Private Spaces

Holy Family Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

Abuse Reporting

As caregivers and advocates of minor children, all teachers and staff members are required by law to report suspected child abuse, whether it is physical, emotional, sexual, or neglect. No staff member or employee of Holy Family Catholic School can be held liable for making such reports. Indeed, any staff member who becomes aware and does not report, may be liable for serious penalties, as silence contributes to the crime. Holy Family Catholic School will follow the procedures and support any follow-up actions required by authorities. Parents need to be aware that names of any reporters, should they be known, may not be given out and any incurred investigations may not be discussed except with the release of the investigating authority.



Holy Family Catholic School

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any students sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by the investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

Search and Seizure Policy

The principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event and may remove or confiscate any object which is illegal or contrary to school policy.

OTHER SCHOOL REGULATIONS

Appointments

Parents requesting an appointment with a teacher must call the school office or send a written note or e-mail to the teacher. Parents with questions or concerns should first attempt to address the concern with the teacher.



Holy Family Catholic School

In consideration for the teacher and in justice to the students, neither the teacher nor the class should be interrupted during class hours or visited unexpectedly. If necessary, the school administration is also available by appointment once all immediate parties have been involved and further action is deemed necessary. A parent requesting a meeting with the school principal must indicate the nature of the meeting to the principal's designee or the administrative assistant to the principal.

Celebrations/Birthdays

A small birthday celebration will be held by the teacher and classmates for students in Pre-Kindergarten through Grade 2. Parents are welcome to drop off store purchased cupcakes or donuts (ONLY) in the school office for each member of the class. The class will sing happy birthday and enjoy the special treat. Goodie bags, sheet cakes, balloons, flowers, gifts, etc. are not permitted. INVITATIONS TO OUTSIDE CELEBRATIONS MUST BE MAILED AND NOT DISTRIBUTED IN SCHOOL. The school office will not supply addresses.

Community Service Activities

Community service activities are not school activities and Holy Family Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Holy Family Catholic School does not operate

or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

Electronic Acknowledgments

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments.

Gum Chewing Policy

Chewing gum is NOT allowed either in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. An infraction and/or detention may be issued to any student who does not abide by this regulation.



Holy Family Catholic School

Lost and Found

Each student's name must be put on all personal items, i.e. clothing, lunch boxes, book bags, etc. Lost items will be stored in the P.E. room. The coach is the designated person to manage lost items. Should parents need to look for a lost item, they must call the office to make an appointment with coach so he can be notified ahead of time. Appointment days will only be on Wednesdays afternoon, from 3:30 p.m. to 4:30 p.m.

Messages to Students

In case of emergencies, messages for students are left with the school office, who will see that they are delivered. Classroom instruction is not to be interrupted. Parents/Guests do not go directly to classrooms. When they have an appointment with the teacher or other staff member, they must wear a Visitor ID from the office, and they must be escorted.

Participation in Co-Curricular and Extra-Curricular Activities

Once the school establishes its sports teams and extracurricular programs, specific guidelines and expectations will be put in place. Participation in these activities is a privilege, and all students involved will be required to adhere to the rules and standards set forth by the school. These guidelines will ensure that each activity supports the values, discipline, and academic focus of Holy Family Catholic School.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous, and the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

School-Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated/distributed by the school.



Holy Family Catholic School

Parents, by executing the acknowledgment of receipt of this Handbook, **HEREBY RELEASE** the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Telephone Use by Students

Student emergencies are reported to the classroom teacher, school secretary or principal and the office phone is used to contact parents if necessary. Students are not permitted to telephone home for homework, forgotten articles, to ask permissions, or to change their personal scheduled arrangements. School phones are reserved for school business and emergencies. **Students are not permitted to bring cell phones on campus. If for exceptional cases cell phones are brought to campus, they must be turned in to the homeroom teacher in the morning and can only be picked up when leaving. Any student found with a cell phone during school hours (7:45 a.m. – 2:45 p.m.) may have it confiscated. After the first offense, the phone may not be picked up until the end of the school year.**

Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such and arrangement. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

Visitors

All visitors to the school must enter the school through the school office and receive a pass. Visitors are not permitted to disrupt the educational process; therefore, they cannot visit classrooms during the school day.

Volunteers

All parents are strongly encouraged to become involved in school by attending meetings and assisting wherever possible. Involved parents contribute to their children's academic success by showing interest in the school and the child's activities.

To ensure the children's safety all visitors/volunteers must be fingerprinted through the Archdiocese of Miami. Volunteers need to be Virtus trained. Contact the school office for details.



Holy Family Catholic School

HOLY FAMILY CATHOLIC SCHOOL

Parent-Student Handbook Acknowledgment Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)



Holy Family Catholic School
