

# *Holy Family Catholic School* Parent/Student Handbook 2023 – 2024

**“FAITH TO MOVE MOUNTAINS”**



## **Administration**

Pastor: Reverend Father Fritzner Bellonce

Principal: Ms. Nyce Daniel

Assistant Principal: Mr. Casey McCoy

Administrator: Mrs. Faradjah L Muller

## **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.

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## **I - Introduction to Handbook**

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.

## **II. 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**

Students must meet the following age requirements by September 1:

Pre-K: 4 years old

Kindergarten: 5 years old

First grade: 6 years

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 time of registration the non-refundable registration fees are to be paid in full.

## **III. 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 participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## **IV. 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.

## **V. 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.

## **VI. 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 for any questions as to immigration status.

## **VII - School Operations**

### **A) Arrival, Dismissal, Attendance**

**Arrival:** School begins at 7:40 a.m. Teachers meet their students in the courtyard and escort them to class. Classes begin at 7:55. Students who arrive late must report to the school office and receive a late pass. Any student who arrives after 8:00 **must be accompanied by a parent** to the office.

Once students have arrived on the school grounds, they are not permitted to leave the school grounds at any time during the school day unless they are picked up and signed out by a parent or guardian. Students who are dismissed early must be picked up at the school office after they have been signed out by a parent or guardian.

**Dismissal:** Pre-K to 4th grade students are dismissed at 2:45 p.m. from their classroom. All other students are dismissed at 3:00 p.m. from the school courtyard. Drivers should follow the directions of the traffic attendants.

**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.

**Excused absences:** Students may be excused up to a maximum of **nine days per semester**, or a total of **eighteen days per school year**. If a student is absent more than eighteen days in one school year, the student may be retained in the same grade for the following year or required to attend summer school.

### **B) School Hours**

The school office is open from 7:30 a.m. to 3:30 p.m. when school is in session. Supervision by school staff begins at 7:15 a.m. **Holy Family Catholic School is not responsible** for students who **arrive before 7:15 a.m.** The Multipurpose Room is open at 7:15 a.m. There is **NO SUPERVISION** before 7:15 am.

### **C) After School Care Program**

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 fee is \$5.00 per day hour or any part of an hour.* If a student is not picked up by 3:00 p.m., they are placed in **Aftercare** for their safety and protection. **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.**

### **D) 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

### **E) 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 7:40 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.
- Pre-Kindergarten students will 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 programs including Stations of the Cross, May Crowning, Respect Life Presentations, retreats, Holy hour, Family Life Programs, and special guest speakers from the community may supplement the religion program.

## **VIII - Academic Policies**

### **A) Curriculum**

Holy Family Catholic School curriculum is designed to provide integrated growth - spiritual, intellectual, mental, emotional, and physical - within the Roman Catholic tradition. Holy Family provides a strong basic curriculum. A religious atmosphere is maintained and fostered throughout the school. There is an emphasis on language arts and mathematics. The curriculum follows the guidelines outlined by the Archdiocese of Miami.

### **B) 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. All students in grades 1-8 receive a homework agenda from the school that helps students, parents and teachers keep track of assignments and projects. Parents are encouraged to check their child's homework agenda or Ren-Web daily. 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.

### **C) Grading Policies**

#### **1) 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.**

#### **2) 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.**

### **D) Grading Scale/Evaluation Code**

#### **Grades PK- Grade 2**

- 1: Emerging in development of grade level standards
- 2: Developing grade level standards
- 3: Proficient in meeting grade level standards
- 4: Exceeding grade level standards

#### **Grades 3-8**

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

#### **Honor Roll**

Students in grades 4-8 may be on the Honor Roll.

Principal's List: 95 or above in all subjects

First Honors: 90 or above in all subjects

Second Honors: 80 or above in all subjects

### **E) Promotion**

Promotion to the next grade means that a student has mastered, at the appropriate level, the basic standards and subject matter at each grade, and that the student is ready to proceed to the next grade level.

A failing grade in reading, language arts, mathematics, social studies or science requires the successful completion of summer school for promotion. A failing grade in two or more subjects, when one subject is reading, language arts or math, may require that the student be retained in the same grade.

### **F) 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.**

### **G) Testing Program**

A comprehensive testing program is an integral part of the educational program. Each spring the students in grades 2-8 participate in standardized testing (Terra Nova) required by the Archdiocese of Miami. 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.

## **IX. 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:

Gabriel Cambert, Director of Continuous Improvement  
Office of Catholic Schools  
Archdiocese of Miami

## **X. 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.**

### **XI. Dress Code**

Students are to be in complete uniform every day. If, for a serious reason, a student must be out of uniform, the student must bring a note from home signed by a parent or guardian that explains the unusual circumstance. School and PE uniforms may be purchased from Ibiley Uniforms. Information regarding the place of uniform purchase may be obtained on the school website or at the school office.

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

**For Girls:** nail polish, acrylic nails, make up, dangling earrings, ankle bracelets, tattoos, excessive jewelry, rubber bands worn as bracelets, or any other inappropriate articles are prohibited. Girls wear simple hair styles. **Hair fads such as unnatural colors, excessive extensions, or distracting styles, as determined by the administration, are prohibited.** Girls may wear one simple necklace, one watch, one ring, one pair of earrings, and/or one bracelet.

**For Boys:** earrings, rubber bands worn as bracelets, excessive jewelry, tattoos, or any other inappropriate articles are prohibited. Boys wear their hair cut short. **Hair fads such as Mohawks, designs, or unnatural color, as determined by the administration, are prohibited.** Boys may wear one necklace, one ring, one watch and/or one bracelet.

**Cold Weather Outerwear:** A navy blue uniform sweater or the navy-blue uniform jacket may be worn during cold weather. Students in grades K-3 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.

### **XII. 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 an 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.

### **XIII. 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.

#### **XIV. Conduct**

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.

#### **XV. 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.

#### **XVI. 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.

## 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.

## **XVII. 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

### **XVIII. 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.

### **XIX. 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.

### **XX. 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:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. 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.
4. 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;

5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

### **XXI. 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 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.

### **XXII. 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.

### **XXIII. 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.

### **XXIV. 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.

## **XXV. 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).

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.

## **XXVI. 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.

## **XXVII. 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.

**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.

## XXVIII. Fundraising

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

## XXIX. Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

1. School Clubs
2. Major School Activities:
3. Dances:
4. Athletics

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.

## XXX. 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 all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the 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.

9401 Biscayne Blvd  
Miami Shores, FL 33138

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

## XXXI. 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.
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 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.

### **XXXII. Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.



### **XXXIII. 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.

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

## XXXIV. School Regulations

### **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.

### **Home and School Communication**

Communication between home and school is essential to each student's success and well-being. Holy Family Catholic School communicates with its families in the following ways:

- The Parent/Student Handbook of school policies and information is available on the school's website and in the school office.
- Home and School meetings are held at 6:00 p.m. every month. We will alternate the first Wednesday or Thursday to accommodate parents.
- The Wednesday Bulletin is sent through Rediker every Wednesday.
- Parent-Teacher Conferences are held as necessary. Parents and/or teachers may request a conference. Teachers cannot meet with parents when they are supervising students.

### **Parents Web**

Rediker is a private and secure portal that will allow parents to view the academic progress (grades, assignments, school activities) of their children and communicate with teachers and the school staff online. We provide parent training to assist parents in using the Rediker program effectively.

## XXXV. 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.**

### **XXXVI. 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.

### **XXXVII. 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

### **XXXVIII. 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. In addition, **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

**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)