

Holy Family School

2023-2024 Parent & Student Handbook
395 West Street
Holly Springs, MS 38635
662-252-1612
662-252-1612 ext. 201 – Principal

Contents

General Information.....	6
Philosophy & Goals.....	6
Mission Statement.....	6
Vision Statement.....	6
Beliefs.....	7
History of Our School.....	7
Accreditation.....	7
Parents Role in Education.....	8
Parents as Partners.....	9
Protection of Children/Virtus Training.....	9
Policies.....	10
Admissions Policy.....	10
Non-Discrimination Statement.....	10
Handicapped Accessibility.....	Error! Bookmark not defined.
Admissions Testing & Acceptance Policy.....	10
Financial Policies.....	13
Tuition Schedule.....	13
Financial Assistance.....	13
Tuition Payment Options.....	13
Enrollment/ Registration.....	13
Tuition Management.....	13
Withdrawal.....	14
Fees.....	14
Legal Fees.....	14
Academic Policies.....	15
Absences.....	15
Absence During the School Day.....	16
Curriculum.....	16
Homework.....	16
Homework Due to Vacations/Planned Absences.....	17
Homework Policy Due to Illness.....	17
Grading.....	17

Promotion, Transfer, & Retention.....	19
Academic Probation.....	20
Academic Dishonesty	20
Library Policies.....	20
Acceptable Telecommunications Policy	20
Harassment Policies	20
Parental Custody Issues.....	21
Cases Involving Legal Action	21
Buckley Amendment/FERPA.....	21
Non-Custodial Parents.....	21
School Policy for Addressing Local School Issues.....	21
Process for Addressing Parental Concerns.....	22
Procedures	22
Arrival at School.....	22
School Hours.....	22
School Office Hours.....	23
Attendance Tardiness	23
Communication.....	24
Student Led Conferences.....	24
Emergency Communication.....	25
Technology Matters	25
Health	27
Immunizations	27
Food Allergies	27
Environmental/ Asthma.....	28
Medication.....	29
Head Lice	29
Child Abuse Laws	30
Health Care.....	30
Behavioral Expectations	30
Student Responsibility	31
Technology Usage:	32
Christian Due Process	32

Detention.....	32
Suspension.....	33
Expulsion	33
Bullying, Harassment, & Cyberbullying	33
School Safety.....	34
Visitors.....	34
Search.....	35
Alcohol & Drug	35
Implementation of Drug Testing Program.....	35
Weapons and Violence in Schools Act	36
Extracurricular Activities	36
Lunch Program.....	37
Field Trip Policies & Forms.....	37
Uniform & Dress Code	38
School Uniforms	38
Physical Education Uniforms	39
Uniform Guidelines	39
Out of Uniform Policy	41
Emergency Procedures	42
Inclement Weather Closings	43
Off-Campus Conduct	43
Lockers.....	43
Student Directory	44
Class Parties and Celebrations	44
Photo & Video Release	44
Use of School Grounds.....	44
Schools Right to Amend.....	44
Appendixes	45
Link to Diocesan Website.....	45
Mississippi Codes used in Diocesan Policies.....	45
Mississippi Immunization Requirements	45
Link to Diocesan Website.....	45
Office of Catholic Education	45

Diocesan Curriculum 45
Grievance Process..... 45
Protection of Children and Young People..... 45
Catechist Companion 45
Parent Signature Page..... 50

General Information

Philosophy & Goals

Holy Family School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Jackson.

1. To embody and model Gospel values - respect, love, dignity, truth, mercy, forgiveness, morality and to aid in developing each student spiritually by instilling a respect and reverence for all life.
2. To develop within the school a strong religious education program based on Catholic Theology, and a quality academic education leading to student success.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To develop productive Christian citizens with a love for service to each other and to their respective communities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

We continuously strive to provide the best environment for our families and staff. Through continuous monitoring and review of surveys and data, we update our goals. Our mission, vision and beliefs continue to be reviewed.

Mission Statement

Holy Family School is a Catholic environment dedicated to developing young people whose actions reflect respect, love, compassion, knowledge, and integrity.

Vision Statement

Holy Family School, as a ministry of Sacred Heart Southern Missions, will become a community leader that models the parallel development of exemplary education, moral and environmental responsibilities, physical fitness, and be a witness to the all-inclusive love through the Sacred Heart of Jesus Christ.

Beliefs

We believe that:

- Teaching the tenets of the Catholic faith endows our students with the moral conscience to serve humanity actively and to care for the environment with integrity.
- A solid academic foundation produces future citizens who are able to think critically and who are prepared to succeed.
- Embracing ethnic, cultural, and religious diversity inspires compassion.
- Student experiences in Christ-centered team sports develop character.
- A stable and diverse faculty makes a critical difference in meeting the needs of a diverse student body.

History of Our School

From its earliest days Sacred Heart Southern Missions has focused on education. To that end, Fr. Paul Frichtl, SCJ, purchased an old abandoned building in Holly Springs and made enough repairs to make the building usable. St. Mary's School was opened in 1948. During its first year, there were no sisters available to teach. Undaunted, Fr. Frichtl hired parishioner James "Fred" Williams of St. Joseph's Church. Like Fr. Frichtl, Williams was also a visionary. Mr. Williams, a graduate of Mississippi Industrial College and former G.I., took his education, experience, along with a great deal of faith and courage and taught 55 children that first year. Remarkably, eight grades were taught in one single classroom that year.

The following year, four School Sisters of St. Francis arrived to work with Mr. Williams. The tiny school prospered and enrollment increased. All were eager and grateful for a chance to receive an education.

As the school's success continued, a high school was added. In 1956, St. Mary's High School, boasting 22 students, expanded its curriculum to include a commercial course made possible by the donation of several typewriters. The donation made it possible for students to learn typing in addition to bookkeeping and shorthand. The grade school enjoyed expansion the following year with the addition of four classrooms.

In 1969, St. Mary's School merged with St. Joseph's School to form C.A.D.E.T. (Christian Aided Development Through Extraordinary Training). Though the C.A.D.E.T. high school closed in 1974, CADET Child Care Center opened, accepting 25 children in a trailer located on the school grounds. The Holly Springs child care program flourished, increasing in size to the point where it had to move from the little trailer to expanded facilities in the former St. Joseph Grade School.

Students and faculty enthusiastically welcomed a new computer lab in 1994, and that same year C.A.D.E.T. changed its name to Holy Family School to provide a stronger Catholic identity.

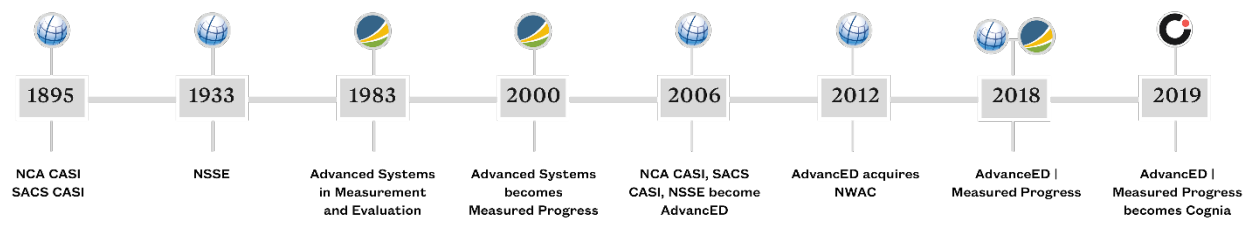
Our school has been and remains a sanctuary for children, where they are safe, they receive guidance, discipline, compassion and love. Our students benefit from a quality education that provides not only a firm foundation in academics, but also a solid foundation in Christian values and respect for others. This year we joyfully celebrate 75 years of Christ-centered excellence in education.

Seven-and-a-half decades have brought about many changes in our world and in our school, but the commitment of Sacred Heart Southern Missions and the Priests of the Sacred Heart in educating the hearts and minds of precious youth, remains steadfast. Our work and our mission continue to this day, and we are overjoyed to welcome you and your family to our family at Holy Family School!

Accreditation

Holy Family School maintains three distinct accreditations. Accreditations include Cognia, Midsouth Association of Independent Schools (MAIS) and The National Catholic Education Association (NCEA).

Holy Family School through the Diocese of Jackson holds accreditation through Cognia. Cognia is a system to analyze and evaluate self-improvement in schools. Below is a timeline for the evolution of their process. The accreditation process is a five-year cycle. Our diocese underwent an external review process in the spring of 2019. Each year we will work toward continuous improvement.



The Mississippi Department of Education (MDE) assists our school in monitoring teacher certifications, building and grounds maintenance, academic standards, and ensures our teachers are endorsed in the subject areas they are teaching each year.

Parents Role in Education

Holy Family School administrators, teachers and staff consider it a privilege to work with parents in the education of children. We believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Family School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to

God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Family School, we trust you will be loyal to this commitment. During these formative years (Pre-K3 to 8th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home, or on social media, will only create an attitude of distrust toward the teacher, the school, and the parent. Likewise, staff will not negatively talk about parents and students.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. **See Diocesan Policy 5102.1**

Parents as Partners

Protection of Children/Virtus Training

Holy Family School follows all policies implemented by the Catholic Diocese of Jackson through the Protection of Children/ Virtus Training. Adults and students will participate in age appropriate classes. All adult employees and volunteers must

- Complete initial training class
- Submit paperwork for a criminal background screening
- Complete monthly online training through Virtus

By choosing to parentally place your child in Holy Family School and choosing to become a partner in our educational process, we ask parents:

- To establish an early bedtime on school nights;
- To have children to school on time and picked up on time at the end of the day;
- To have their child dressed according to the school dress code;
- To ensure their child completes assignments on time;
- To ensure their child has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Student-Parent Conferences and giving back to the school through service.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health. This includes keeping custody papers and Anaphylaxis Emergency Action Plan papers current.
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend weekly Mass or church service and teach Christianity by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Policies

Admissions Policy

Non-Discrimination Statement

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

Admissions Testing & Acceptance Policy

As openings become available, the following priorities will be used to accept students to Holy Family School:

- Siblings
- Members of a Catholic Parish
- Non-Catholic students

Vacancies must exist within the established state-mandated teacher/pupil ratio.

Ages required to attend school are set forth by the Mississippi Department of Education and are as follows:

1. A student must have had his/her 3rd birthday on or before September 1st to be eligible to attend pre-kindergarten 3.
2. A student must have had his/her 4th birthday on or before September 1st to be eligible to attend pre-kindergarten 4.
3. A student must have had his/her 5th birthday on or before September 1st to be eligible to attend kindergarten.
4. A student must have had his/her 6th birthday on or before September 1st to be eligible to attend 1st grade.

At the time of registration, all new students seeking admission to Holy Family School are evaluated on the basis of current standardized test scores, entrance assessments, and report cards. Requirements include:

- Verification of active parish affiliation/stewardship – Catholic applicants only
- Health Records
 - Immunization Records: Form 121 All students entering Holy Family School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance. Please see Immunization information in the Appendix.
 - Birth Certificate (certified)
- Report Cards
- Standardized Test Results
- Record of IEP or Service Plan (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Family School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent. A parent interview will be conducted separately.

Testing in some academic areas may be held for new incoming students in all grades. Students must score at or above grade level on placement assessment for reading and math.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there

are any problems, a student may be asked to withdraw his/her attendance at Holy Family School. The recommendation and decision of the school is final. Holy Family School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Holy Family School cannot accommodate students who have extraordinary learning differences.

Non-Catholic students whose parents accept the philosophy of Holy Family School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and religion classes.

The school/center respects the dignity of the child and is required to comply with all applicable federal and state anti-discrimination laws (See Diocesan Policy #1610) in determining acceptance of a student into a school/center. Children of other religions may be accepted if enrollment openings are available unless attendance would cause conflict for the child because of the unique religious philosophy of our schools/centers.

Catholic schools/centers offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. Catholic schools/centers shall not be a refuge for parents/students who seek to avoid disciplinary consequences, and/or educational placement in another school.

1. Families are admitted into the school community when, on the basis of a personal interview, the principal/director or his/her designee judges the interest and motivation of parents and student to be in accord with the philosophy of Catholic education.
2. Schools/centers are to develop a screening process for all new students entering the institution. All students are on probation during the first semester of their attendance at a Catholic school/center. During the first semester probationary period, the school/center shall determine whether or not it can meet the needs of the student. Notification of the probationary period shall be placed in the student/parent handbook.
3. In the admission of students to Catholic Educational Institutes, priority consideration shall be given as listed below. Any questions regarding these criteria are to be forwarded to the Office of Catholic Schools.
 - a. To all children currently enrolled in Holy Family School.
 - b. To children of families with siblings currently enrolled in the school/center.
 - c. To the children of parishioners (in the case of a parish school).
 - d. To children from other Catholic parishes.
 - e. To children of other Faith Traditions.
4. Schools/centers should strive to have financial assistance programs available for students from low income families.

5. While continuing efforts to maintain and highlight Catholic character and identity, schools will continue to enroll students of all races, religions and cultures. (See Diocesan Policy #5102R)
 - a. Any student who has been expelled from another school or who has withdrawn from a school during a school-mandated suspension may not be admitted to Sacred Heart School.
 - b. Re-enrollment of each student is on a year-to-year basis. All required forms must be returned and fees paid before placement is assured, including application and registration information. A non-refundable application fee is required at the time of application.

Financial Policies

Tuition Schedule

TUITION SCHEDULE SCHOOL YEAR – 2023-2024

KINDERGARTEN - GRADE EIGHT

Standard Non-Catholic Tuition Rate per child.....	\$7,027.00
Tuition charge for "Registered Catholic Steward"	\$5,973.00

PRE-KINDERGARTEN

Standard Non-Catholic Tuition Rate per child.....	\$7,500.00
Tuition charge for "Registered Catholic Steward"	\$6,375.00

Financial Assistance

Financial Assistance Forms are available ON-LINE at hfamilyschool.org. The application deadline to [FACTS](#) is published in January.

Tuition Payment Options

Payment Options: (Please read carefully as our payment options have changed.) Pay in full by July, 2023 or Pay ½ annual tuition by July, 2023 and the remainder by November, 2023 or enroll in FACTS. Payments begin in July, 2023.

Enrollment/ Registration

The \$260.00 application fee for new students must be submitted with the application. The registration fee for new students is due upon acceptance to the school. Returning students must reserve their place by paying the registration fee by the date designated. All application fees are NON-REFUNDABLE. All registration fees are NON-REFUNDABLE.

Tuition Management

For those families paying by the month, there is an annual non-refundable one time \$55 monthly administrative fee or one time \$25 pay in full and semiannual fee for enrollment in the FACTS Management program per family. This fee will be collected by FACTS before tuition deductions begin. Please do not make this payment to the school.

Pay tuition over 10 months, 2 semiannual payments or one payment via automatic deduction.

Withdrawal

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount. Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount. Registered students who withdraw after December 15th are responsible for the full tuition amount. The school will not forward records for students who withdraw with an outstanding balance.

Fees

Returned Check Fee

- A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.
- PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 662-252-1612, and ask for the Bookkeeper.

Legal Fees

- **Parental Custody Issues:**
 - All subpoenas, requests for documents, court or administrative orders, and other legal documents received by the school must be reviewed by the diocesan attorney. The school will bill the legal fees incurred to the parent's FACTS account who requested the documentation. These fees must be paid before the school will release the documents requested or appear for testimony.
 - It is the responsibility of the parents to keep all custody paperwork current.
- **Cases Involving Legal Action**
 - *Be advised that if a teacher (or other school employee) is subpoenaed to testify in a legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, the school will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and/or all costs and attorneys' fees incurred by the school or employee in producing the documents and/or appearing in the legal proceeding. Any fees incurred will be added to your FACTS account. These costs and fees must be paid before the school will release the documents requested or appear for testimony.*
 - When tuition becomes 30 days delinquent, the school reserves the right to exclude children from classes until tuition is paid in full. Students may also be excluded from extra-curricular activities.
 - The Before Care/Aftercare Program (before or after regular school hours) requires an additional fee. Families 60 days behind on Aftercare will not

be allowed to attend until their bill is paid in full.
Before Care students behind by 1 week will not be able to attend until their bill is paid in full.

Academic Policies

Parents are academically placing their child in Holy Family School with the understanding that we do not have a special services (SPED) department.

Absences

When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence. This policy is for the protection of Holy Family students and is aligned with the state statutes of the state of Mississippi.

Students should be fever free for 24 hours (1 day) before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the front office upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Per Diocesan policy, principals are authorized to require satisfactory explanation from the parent/guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing according to directives specified in the school handbook.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

For short absences, students should plan with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardy occurrences, can be cause for a student to be retained in the current grade for another year or to not be re-admitted the following school year. Students with 10 absences will be placed on probation for a period of time. Students with 20 absences may not participate in extracurricular activities.

Students who are absent may not participate in extra-curricular activities that day. If a student is absent from school on a Friday, they may not participate in weekend extra-curricular activities.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Compulsory Attendance Law

- **Diocesan Regulation: 5201R:** Unexcused absences are to be reported to the School Attendance Officer as required in Mississippi Code 37-13-91.
- Any additional absences after the seven (7) must be excused by a doctor or other legal documentation.
- Every three (3) unexcused tardies will result in one (1) unexcused absence.
- Every five (5) unexcused absences will result in the Marshall County Attendance Office being notified in writing of truancy. If a child resides outside of Marshall County, the officer will notify the proper authorities.
- A written statement giving reasons for the absence or tardiness must be brought to the office upon the student's return.

Curriculum

All instructional materials have been carefully chosen to align with the Diocesan curriculum. Enrollment and acceptance in Holy Family School indicate compliance with all choices of the instructional materials.

The diocesan curriculum may be found on the Office of Catholic Education website at <https://schools.jacksondiocese.org/education-overview/academics-3/>

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday evening. No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.

However, students enrolled in middle school should expect some weekend homework especially in classes receiving high school credit toward graduation.

Homework Due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM.

For short absences, students should plan with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Grading

Grades PreK3 through 2nd grade

Pre-Kindergarten through Second Grade utilizes a standards-based grading scale established by the Diocese of Jackson. Students must meet several requirements to be promoted to the next grade level. Below are the standards for grading.

M– Has Met Objective

P – Acceptable Progress

I - Improvement Needed

N – Not Applicable

Promotion/ Retention

Kindergarten

A child's promotion or retention in kindergarten is based on each of the following criteria:

- A child needs a majority of M's with some P's being acceptable on his/her report card
- Average Degree of Readiness or above on the Scholastic Readiness Test
- Mastery of kindergarten core objectives
- Mastery of all letters and sounds of the alphabet
- Age appropriate physical and social maturation
- Regular attendance

Grades 1-2

A child's promotion or retention to the next grade level is based on each of the following criteria:

- A child needs a majority of M's with some P's being acceptable on his/her report card
- Mastery of end of grade level core objectives
- Acceptable level of reading fluency, reading comprehension and math fact fluency.
- Acceptable scores on STAR or Terra Nova reports

* Please note that the standards-based grades for PK-2 do not correlate to the traditional grading scale in grades 3-8.

* **For 2nd grade only:** the 1st semester will use standards and the 2nd semester will use the number grade scale along with the standards. This is being done to transition the students and parents into the number grading scale used in 3rd-8th grade.

Grades for 3 -8

Report cards are issued at the end of each nine-week quarter: October, January, March, and May. During the fourth or fifth week of each quarter, interim progress reports are provided for students in grades 3 – 8.

The grading scale for grades 3 – 8 is as follows:

A = 100 - 90 **B** = 89 - 80 **C** = 79 - 75 **D** = 74 - 70 **F** = 69 or below

At the end of the school year, students will be promoted or retained based on the major subjects which are Math, Science, Literature (Reading), Social Studies, Language Arts, and Religion. If a student fails 1 (one) core subject, he/she must attend summer

school or an alternative program. If a student fails 2 (two) or more core subjects he/she will be retained for the next school year. Students with Incomplete work must first complete the work before any report cards will be distributed.

Kindergarten and 8th grade promotional ceremonies

NO EXCEPTIONS: Under no circumstances will students be allowed to participate in graduation/promotional ceremonies unless they have met all academic requirements by the fourth quarter deadline.

Parents and students in academic danger will meet according to the plan outlined under the section Retention and Promotion.

Students and parents will be notified prior to promotional ceremonies of retention for academic reasons.

Students may not participate in ceremonies if the family has any outstanding fees.

Honor Roll ~ Grades 3-8

In order for a student to achieve placement on the "A/B" Honor Roll, the student must receive an A or B in each subject. Also, in order for a student to be placed on the all "A" Honor Roll, the student must receive all "A's" in each subject area. These subjects include the core subjects as well as: Spanish, Spelling, Music, Physical Education, Computer, and Library. The handwriting grade in 3rd and 4th grade will either be an "E" (excellent), "S" (satisfactory) or "NI" (needs improvement). The handwriting grade will not be factored in for the Honor Roll.

If a student receives an "NI" in their overall Conduct grade they will not be eligible to receive the "A/B" or all "A" Honor Roll. If a student receives a referral during the 9 weeks they will not be eligible to receive the Honor Roll.

Students that turn in assignments late will not be on honor roll.

Promotion, Transfer, & Retention

Advancement to the next grade at Holy Family School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Students may not attend summer classes or receive tutoring in more than one subject. Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Holy Family School. Students not meeting grade level objectives may need to be retained. Teachers will begin meetings with parents in January when a student could potentially be retained. If the course in question is a semester only course, the teacher

will notify the parent as soon as possible. Students with 20 or more absences may also be retained.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Academic Dishonesty

Academic dishonesty of any type will not be tolerated. Students who make this choice face receipt of a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in any way in the practice of academic dishonesty will also be unable to participate in sports/extra-curricular competitions. This includes, but is not limited to, copying other students work, misusing AI technology to create original works or having another student complete assignments.

Library Policies

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed: Borrowed books are to be returned on time and in good condition. A fine of \$1.00 per day is required for overdue books with a maximum fine of \$10.00. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Acceptable Telecommunications Policy

See Appendix: Acceptable Telecommunications Agreement

Harassment Policies

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Custodial Information

All Diocesan policies regarding custodial matters can be found in the 5000 series on the Diocesan Website.

All legal guardians not residing together must sign the handbook form found at the end of the handbook.

It is the responsibility of the parents to keep custody agreements on file in the office up to date.

Parental Custody Issues

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by the school must be reviewed by the Diocesan attorney. The school will bill the legal fees incurred to the parent, guardian, or party, through FACTS, who requested the document(s). These fees must be paid before the school will release the documents requested or appear for testimony.

Cases Involving Legal Action

If a teacher (or other school employee) is subpoenaed to testify in a legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, the school will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and/or all costs and attorneys' fees incurred by the school or employee in producing the documents and/or appearing in the legal proceeding. These costs and fees must be paid before the school will release the documents requested or appear for testimony.

Buckley Amendment/FERPA

Holy Family School chooses to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child.

Non-Custodial Parents

In the absence of a court order, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

School Policy for Addressing Local School Issues

The Diocese of Jackson, in concert with the Office of Catholic Education and Holy Family School, seeks to resolve concerns and complaints of students and parents whenever possible.

The most efficient and timely way to resolve such issues remains at the level of issuance.

1. Parents/students must first notify the school official wherein the conflict lies (i.e., teacher, teacher assistant, etc.).
2. If there is no resolution at that level, the parent/student should speak with the school administration, who will make every effort to obtain a solution.
3. Still, if the concern has not been resolved at the administrative level, the parent/student should contact in writing the pastor or canonical administrator for the school. Holy Family School's canonical administrator is the Executive Director

of Programs at Sacred Heart Southern Missions. The contact number is 662-781-1360.

4. Finally, If the avenues described above have not yielded a resolution, parents - should contact the Office of Catholic Education via email at education.office@jacksondiocese.org. Please be prepared to include the policy or procedural violation in the email.

Process for Addressing Parental Concerns

Parents who have concerns about instructional and behavioral actions shall first discuss them with the person with whom the concern lies. All parties shall attempt to resolve the issue at this level. If no satisfaction is possible at this level, the parents shall appeal to the principal.

The principal shall meet with the student, parents, and teacher in an attempt to resolve the concern. The principal shall be careful to address all the concerns of the parent while, at the same time, respecting the rights of the teacher. The principal, after meeting with all the parties concerned, will make the decision concerning the resolution.

After the meeting with the teacher and the principal, the parent may, if still not satisfied with the decision of the principal, appeal in writing, to the Executive Director of Programs. The Executive Director of Programs shall review all the written materials and interview all parties concerned. After reviewing the matter and attempting to resolve it, the Executive Director of Programs shall issue a decision on the appeal and make the decision final.

Appeals to the next level will not be considered until the appeal has been addressed on the previous level. All concerns should be addressed on the lowest level possible. Appeals to parties outside of this process will be referred to the principal. The principal will direct the concerns to the appropriate parties.

Procedures

Arrival at School

School Hours

Grades Pre-K-2: 7:45 AM – 2:55 PM.

Grades 3-8: 7:45 AM – 2:55 PM.

Staff may not buckle or unbuckle car seats. Students must be able to enter and exit a car on their own. Staff may not pick up students.

Students not in their homeroom at 7:45 AM are considered tardy.

At Holy Family School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 6:30 AM. Parents are to arrange for the child(ren) to arrive at school on time. Holy Family School offers a Before School Care drop-off between 6:30 AM and 7:30 AM. The cost is \$1.00 per day per student, which will be added to your FACTS account weekly. Students who arrive prior to 6:30 AM will receive:

- A phone call reminding you not to drop off your child early.
- A registered letter reminding you that dropping your child off at school prior to 6:30 AM constitutes neglect. Child Protective Services may be notified.
- Repeated early drop off will result in expulsion from school.

Holy Family School offers an After-School Care Program. A fee of \$1.00 per minute is charged for students remaining in the program after 5:45 PM. Please refer to the 2023-2024 Aftercare Handbook for a complete list of policies. Parents are to arrange for their child(ren) to be picked up at dismissal time. Students who are not picked up by 5:45 PM will receive:

- A phone call reminding you to pick up your child(ren) on time.
- A registered letter reminding you that failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
- Students who remain after 5:45 PM will be charged \$1.00 per minute.
- Repeated failure to pick up your child from After School Care on time will result in expulsion from the school. Students not picked up by the end of car line (approximately 3:15 PM) will be sent immediately to the After-School Care Program. Parents are charged the daily per child rate of \$15.00 for using this program.

School Office Hours

The school office is open on all school days from 7:40 AM – 2:30 PM. Summer office hours will be announced prior to the end of the academic year.

We ask that if you must check your child out early that it be done before 2:15 PM.

Attendance

Tardiness

Grades Pre-2 and K: 7:45 AM – 2:55 PM.

Grades 3 through 8: 7:45 AM – 2:55 PM.

Students not in their homeroom at 7:45 AM are considered tardy. Students who are tardy **MUST** report to the school office for a tardy slip.

Three (3) tardies is considered an unexcused absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students who are tardy more than 20 times will be charged an administrative fee of \$10 per tardy.

Communication

Communication between home and school is vitally important, and there are several sources of communication:

- School website: www.hfamilyschool.org
- Weekly electronic communication goes to parents from the principal. Please check your email regularly and ensure it is correct in FACTS.
- Any items of interest for Principal Updates may be submitted to Mrs. Parker no later than Thursday morning at her email: pparker@shsm.org
- Classroom teachers will inform parents of their individual methods of communication (email, phone call, weekly folders, etc.)
- Report cards are emailed home every nine weeks. In grades 3-8, mid-quarter progress reports are emailed home.
- Students **MAY NOT** receive phone calls at school during school hours. Messages can be left with the front office. The phones in the classrooms or the front office are not for the students to use except in emergencies. All business should be taken care of before school or when the student is picked up.

Student Led Conferences

Good communication between home and school is of vital importance. Student led parent conferences are held in October and March, and attendance by parents/guardians with each student is mandatory. Only the legal custodial parents and guardians are able to be present at conferences. All academic and behavior reports can only be issued to the legal custodial parent or guardian. At these conferences, academic progress is discussed by parents/guardians, students, and teachers; and report cards are distributed. Although school will not be in session on student led parent conference days, students and parents are required to attend. Students will not be allowed back to class the next quarter without the conference taking place. Student led conferences are a diocesan requirement. The main feature of the time is for the students to take ownership of their work and be able to explain which objectives they have mastered and how they have mastered them. Students will only be assigned one time slot for a conference. If both parents wish to participate, they must attend at the same time. **If parents need extensive time with the teacher on these days, an individual teacher conference should be set up for a different day.**

Conferencing with teachers, in addition to student led parent conferences, is encouraged. Teachers will attempt to accommodate conference requests as quickly as possible. Requests for a conference can be arranged through the school office or directly with the teachers. To avoid interruption of the teachers' time with students, unscheduled conferences during school hours may not be permitted. For parents of students in grades 5-8 it is generally more beneficial for students to attend these extra

teacher meetings with their parents. In order to have a clear understanding of the targeted goals of the meeting, all parties should be present.

Emergency Communication

Official school-wide emergency communications are sent using the FACTS phone system. Phone numbers and emails must be up to date in order to receive the FACTS phone calls. It is the parents' responsibility to keep their contact information updated in FACTS. We encourage you to review your information in FACTS regularly, since most communication will be sent through this portal.

Technology Matters

Blogs – Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones – If a student needs a cell phone after school due to entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to their homeroom teacher upon arrival in the morning. Items taken away from students must be picked up by the legal guardian in the office. A fee will be charged. The administration reserves the right to search the contents of a confiscated cell phone.

Social Networking Sites – First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both with the Holy Family School community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Holy Family School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Acceptable Use Policy. Students may not use social media sites to publish disparaging or harassing remarks about Holy Family School community members, athletic or academic contest rivals or any individual, organization or entity. Bullying and harassing posts may be turned over to law enforcement for investigation.

E-mail – Students and teachers are not permitted to use personal email addresses for communication. All student/teacher communication must occur through the official school information system (i.e. FACTS, Google Classroom, etc.). Employees/volunteers are prohibited from sending instant messages to minors and/or e-mailing minors using their personal e-mail accounts. All emails/instant messages should only come through the designated organizational email account of the employee/volunteer. This process maintains the appropriate boundaries and keeps the relationship professional. [Diocese of Jackson Electronic Communications Policy](#) Office of Child Protection

Virtual Reality Sites – Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via

a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion. Videos taken at school placed on YouTube® or other social media is not permitted.

Videos – taken at school placed on YouTube® - This practice will only be allowed by persons designated by the administrator acting in the official capacity of the school for development purposes. **Any videos posted by students or parents is strictly prohibited.**

Texting – Students should at no time be involved in texting during the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Sexting – Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Instagram® – Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

E-Readers – Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Holy Family School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. It is a privilege not a right.

e-Reader Acceptable Use Policy: The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Holy Family School's IT Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Holy Family School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.

5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Wearable Technology (i.e. Fitbits, Apple Watches, etc.) – All wearable technology must be approved by the Principal and the Technology Coordinator to determine if appropriate for school use. Items such as smart watches and Google Glasses® are prohibited.

Health

Students are parentally placed in Holy Family School with the understanding we do not have a school nurse.

Immunizations

Holy Family School implements and follows regulations of the Mississippi Department of Health regarding medical examination and immunizations.

According to MS Code §41-88-3, all students entering Holy Family School must have current immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance. Please see immunization requirements in the appendix of this handbook.

Food Allergies

Holy Family School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Holy Family School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain a student [Emergency Action Plan](#) for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. It is the parent's responsibility to inform the school of all food allergies and complete the Anaphylaxis Emergency Action Plan.

Holy Family School recognizes that an allergy is an important condition affecting many school children and admits pupils with allergies. Holy Family School does not have a nurse on staff. Certain health conditions may affect admission.

Our school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who encounter

children with allergies are provided with training on allergies from qualified individuals. Training is updated as needed.

- **Record Keeping**

At the beginning of each school year, or when a child is parentally placed in Holy Family School, parents are asked to disclose any known medical conditions. Appropriate medication forms must be on file in the office. If medication changes in between times, parents are required to inform the school.

Parents must complete the Anaphylaxis Emergency Action Plan and/or the Medication Administration Authorization Form. It is the parents' responsibility to keep forms and medication updated.

- **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

- **Classrooms**

Teachers must be familiar with the student's [Emergency Action Plan](#) of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), administration will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school administration.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Environmental/ Asthma

Immediate access to reliever inhalers and Epi-Pens® is vital. Children trained in use and administration of their medication are strongly encouraged to carry their own reliever inhaler/ Epi-Pen®. Students (PK – 1st, etc.) who are not trained must have access to their medication at all times via teacher or other responsible adult. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Medication

Please see the Medication Administration Authorization Form in the Appendix.

The distribution of medication in the school setting must follow Diocesan Policy 5602: Administration of Medication to Students.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

Child's name

Name of doctor prescribing the child's medication

Frequency

Dose

Date

Parents/Guardians must complete the Medication Administration Authorization Form. It is the responsibility of the parent/guardian.

All non-prescription medication should be taken to the school office with the following information:

Child's name

Frequency

Dose

Date

For repeated usage the health care provider must complete the Medication Administration Authorization Form.

Students soliciting, distributing and/or consuming any medications belonging to other students (prescribed or non-prescribed) will be subject to serious disciplinary action including suspension and/or expulsion.

Head Lice

If it is determined that a student has head lice, the parent/guardian will be contacted by phone to come to pick up the student from school. Any siblings or children who live in the same household must also leave school. For the student to be re-admitted to school, the parent must show proof of treatment. Students must be checked by the office staff to return to school. Those students with nits will not be allowed to return. While lice are not an epidemic, they are highly contagious. The Department of Health and the Pediatric Association continue to stand on opposite sides where school attendance with head lice is concerned. Our policy is an effort to contain the spread of the bugs. It is a lengthy and often costly process to rid your children and homes of the bugs.

When lice are reported to school personnel, students in class with the affected student will be checked by school personnel. We do have information available on how to rid your house and car of the bugs.

Child Abuse Laws

Holy Family School abides by the Child Abuse laws of the State of Mississippi. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Health Care

Because of our concern for the health of your child and all other children in class, the following guidelines have been put in place. We appreciate your cooperation in complying with them. Children who are ill will NOT be allowed to be in school. Children who become ill during the day will be sent home. In all cases, the school reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the administration to make that determination based on his/her best judgment.

In the event the following occur, we ask you to keep your child at home.

- A temperature of 100.4
- A student has not been fever-free for 24 hours
- A rash of any kind until diagnosed, treated or declared harmless by a physician
- Very bad colds with persistent cough and infection
- Diarrhea or vomiting the previous evening or in the morning – child needs to be free from vomiting or diarrhea for 24 hours (1 day) before returning to school
- Red, runny or matting eyes – may be pink eye (conjunctivitis) – please contact your doctor

A child who is not well does not benefit from coming to school and can adversely affect the health of our other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

Because the school will notify parents when their child is hurt or becomes ill, it is vital for you to make any changes in emergency phone numbers and/or contact person in the FACTS Family Portal.

In the event your child becomes sick while at school, you will be promptly notified. We expect that you will come to school as quickly as possible to take your child home. When your child returns to school he/she must be fever free for 24 hours (1 day).

A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside.

Behavioral Expectations

The fundamental goal of discipline at Holy Family School is to teach students to become effective modifiers of their own behavior. Good order and self-discipline are expected. The classroom teacher is responsible for developing age appropriate rules, rewards, and consequences, which are clearly conveyed to students both verbally and in writing. Students will be held accountable for their choices. Teaching our students to be self-disciplined is the ideal that all students are encouraged to achieve. At Holy

Family School, we hold high expectations for all students, particularly in the areas of morality and academics.

Student Responsibility

Attending Holy Family School is a privilege which carries with it a responsibility for holding and contributing positively to its goals. In choosing to attend Holy Family School, parents and students agree to comply with school rules and regulations. Each rule and regulation have been thoughtfully and carefully designed to promote safety, health, personal growth, and educational excellence, as well as to reflect the Catholic educational philosophy of Holy Family School.

We expect you, as a student, to pursue excellence by:

1. Striving to become a self-motivated, independent learner.
2. Attending school and classes regularly and on time.
3. Having the necessary books and materials for all classes.
4. Doing assigned class work and homework.
5. Contributing to a positive learning atmosphere in the school. Disruptive behavior is not allowed.
6. Participating in assemblies and all-school programs, including all religious services.
7. Respecting the dignity of all students and staff.

Students are expected to pursue personal responsibility by:

1. Exercising good hygiene and dressing in accordance with the school dress code. Students are expected to wear the correct school uniform each day. If they come in other clothing the student will be asked to call home.
2. Resolving problems in a constructive manner in which hitting, pushing, and fighting are prohibited and may result in an in-school suspension, out of school suspension or expulsion.
3. Assisting in the maintenance of a clean, attractive school building and grounds.
4. Respecting and taking care of materials, equipment, and property that belong to the school and/or to others.
5. Refraining from the possession or use of tobacco products, alcoholic beverages, illegal drugs, weapons, or any other objects that could cause bodily harm while on campus or at any school-sponsored activity.
6. Refraining from chewing gum on campus.
7. Avoiding the use of cellular phones at any time while on school campus.
8. Avoiding bringing white-out or permanent markers to school.
9. Students should check in iPod, cell phones, cameras or electronic devices brought to school. If these items are discovered they will be taken up and given to the administration. Parents will have to pick them up in the office and pay a fee. If students bring such items they must check them in with their teacher each morning. If they are going home, they may pick them up at the end of the day. If they are going to Aftercare, they need to check them into the Aftercare office before going to their classroom.

Technology Usage:

- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients are forbidden.
- Unsupervised Internet access is prohibited. Students are not permitted to utilize Internet services without teacher permission and presence.
- Files, data, or information of others must not be accessed or used.
- Violations must be reported to a teacher immediately.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited and will result in disciplinary action.
- Students should never access each other's school accounts including but not limited to Gmail, STAR, or Duolingo.

If any of these violations occur the student will be banned from all computer usage in the school.

Students are expected to pursue health and safety by:

1. Obeying all rules and regulations.
2. Having a physical exam prior to participating in designated extracurricular sports and activities.
3. Maintaining personal health insurance during participation in designated extra-curricular sports and activities.
4. Participating in authorized health screening programs.
5. Bringing to school only items listed on the student supply list or otherwise requested from school personnel.
6. Complying with all rules and regulations related to disaster procedures and cooperatively participating in all fire, tornado, lockdown, and evacuation drills.

Christian Due Process

The three elements of Christian Due Process:

1. Notice – Tell the student what he/she has done wrong.
2. Hearing – We allow the student to explain their reasoning for the action.
3. Impartial Tribunal – The teacher/administration is the impartial authority.

Christian due process arises from the need to let students know they will be treated fairly, allowing them to be heard not just for the demands of the law, but for the demands of the Gospel.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. Detention takes precedence over appointments, and all extra-curricular activities including but not limited to practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Holy Family School. Students who have been expelled will not be allowed to return to the school without prior permission from the Superintendent. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Holy Family School.

Bullying, Harassment, & Cyberbullying

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse.

Students disciplined for bullying/harassment/threats may be asked to submit to a psychological evaluation before being allowed to return to school.

Bullying/Harassment is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

These behaviors are, but are not limited to:

Physical: hitting, kicking, grabbing, spitting

Verbal: name calling, racist remarks, put-downs, extortion

Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions, isolating of student(s)

Written: threatening e-mail, notes, and/or graffiti

Coercion: forcing other students into acts against their wishes

Incidents among students will be handled in a timely manner. There may be times students are called to the counselors or principal's office without prior notice to parents. In the event of a serious matter, parents will be notified in the same timely manner.

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies and/or mobile devices. The use of any school computer or electronic device for the purpose of cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the school office of any incidents regarding bullying immediately: 662-252-1612.

Students found to be in violation of the policies regarding bullying/cyberbullying will be subject to the above consequences depending on the seriousness of the action. (See Diocesan Policy #4604 & 4605)

School Safety

Holy Family School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Visitors

- All visitors are required to check in at the school office and leave a photo ID prior to going anywhere in the school or on the school grounds.
- Visitors must wear a visitor sticker or badge.
- Visitors should sign out and pick up their ID before leaving.
- Parents are welcome to observe in the classrooms during the school day, provided that arrangements have been made 24 hours in advance with the classroom teacher and the administration. Classroom observers are not to interrupt the instruction of the class or interact with students.
- Conferences are to be scheduled for a time that does not interfere with classroom instruction.
- Parents and visitors are asked not to go to the classroom during school hours unless arrangements have been made previously. The office staff will ask that you not interrupt classes without prior approval.
- Visitors in the building after 3pm for any reason will have to sign in and leave an ID with the Aftercare office.

Search

The school reserves the right to search anything brought on school property. This includes but not limited to backpacks, vehicles, cell phones and other electronic devices.

Alcohol & Drug

Holy Family School does not tolerate possession, consumption, or dissemination of alcoholic beverages, tobacco products (including vaping paraphernalia) or drugs by students on campus or at any school-related activity, nor does it tolerate a student judged to be under the influence of alcohol or drugs to attend school or school related functions. Such activity is a grave violation of school policy and will result in immediate and serious disciplinary action. (D-5405) See Mississippi State Legal Code 37-11-18.

In order to maintain a safe learning environment, Holy Family School retains the right to search students, school property and/or vehicles for illegal substances or missing property. Drug/Search dogs may be used for the purpose of searching student possessions. Reasonable suspicion drug testing of students is a policy of Holy Family School and the Catholic Diocese of Jackson. [D5607- D5607R(e)]

The purposes of the Diocesan policy on substance abuse are: a) to maintain a safe, healthy learning environment for all students; b) to provide the highest quality education for our students by ensuring that no students are users of illegal drugs or under the influence of drugs, chemicals or alcohol; c) to reduce the number of accidental injuries to person or property; d) to reduce injury to participants of school extracurricular activities; e) to prevent injury to those who drive vehicles; f) to prevent injury to those who participate in work/study programs; g) to reduce absenteeism and tardiness; and h) to improve the learning environment.

The use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol. This policy applies to all students on school property, all students in school vehicles, and all students off school property, but attending a school function. Parents should not come to school events under the influence of alcohol or drugs. This includes but is not limited to car line, meetings or extracurricular student events.

Implementation of Drug Testing Program

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). For more information, see Diocesan Policy 5607 & 5607R (a-e).

Holy Family School will generally operate under the policy of reasonable suspicion, but also reserves the right to administer random drug testing. The procedures and

guidelines will be followed as set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. 71-7-1, et seq. Random testing will be enforced uniformly with respect to all students in grades seven through twelve. The random selection process has been confirmed with the Superintendent of Schools and with an outside laboratory.

As a guideline to be used in testing of students, the Educational Institutions of the Diocese of Jackson adopt and incorporate pertinent procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing law and the Department of Health ("DHS") regulations used to regulate employee drug and alcohol testing in the workplace. However, if there is a conflict between the language of this policy and the Mississippi Drug and Alcohol Testing law or the DHS regulations, the diocesan policy and procedures will control.

All students in grades 7th – 12th may be subject to random alcohol and drug testing. The random testing procedures will be enforced uniformly with respect to all students. The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. Under the random testing procedures each student shall have an equal chance of being tested each time selections are made. By its very nature, random testing of students does not require specific cause or reasonable suspicion before testing will occur.

As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, alter their test, or have positive test results, will be in violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.

Weapons and Violence in Schools Act

Holy Family School adheres to the regulations set forth by the Violence in Schools Act, Mississippi State Legal Code 37-11-18. Therein, weapons are prohibited and all acts of violence that result in the injury of an individual will be reported to the local law enforcement agency. Accordingly, any student who is found to have anything that is defined as a weapon (knife, handgun, or other firearm), or any instrument considered to be dangerous and capable of causing bodily harm) on his/her person or among his/her personal belongings, including his/her car, or who commits a violent act on educational property as defined in Section 97-37-17 of the Mississippi State Legal Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent. An appeal of the time period of the 12-month expulsion can be made to the Superintendent by the parents of the student. When students report violence or threats of violence to the teacher or administrator, their confidentiality will be upheld.

Extracurricular Activities

Holy Family School provides a variety of extracurricular activities for students in all grade levels. Students may participate in these activities if they are passing all classes, are in

good behavioral standing, are compliant with attendance, and parents are current on tuition payments.

Different activities may require parents to pay an additional fee and/or provide supplies.

If a student becomes a discipline problem during an activity, they may be removed from the activity by the request of the activity director with the principals approval.

Students may not participate in any type of after school activity if they do not attend school. If a student misses school on Friday, they may not participate in weekend activities. This includes but is not limited to sports practices and games, clubs and PTO activities. All fees must be up to date to participate.

Lunch Program

Holy Family School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Students are provided a free lunch through our Office of Child Nutrition Program with the state of Mississippi. For questions about this program, please visit their website at <https://www.mdek12.org/OCN>.

Students can bring healthy snacks and lunches to school. Students may not bring energy drinks, including but not limited to, Prime.

Field Trip Policies & Forms

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Teachers plan field trips. Parents may not plan field trips.
8. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
9. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be

accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.

10. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax/email does not take the place of an original signature.
11. A telephone call will not be accepted in lieu of the proper field trip permission slip.
12. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
13. Students who are participating in the field trip must ride the bus to the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
14. All monies collected for the field trip are non-refundable.
15. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
16. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
17. Parents who chaperone or attend a field trip may not bring pre-school or school-age siblings on the field trip.
18. All adults participating in the field trip whether chaperoning or not, must have Protection of Children and be in compliance with Virtus.
19. Students will wear school uniforms unless told differently by the teacher.
20. Please see the Diocesan Field Trip Form in the Appendix.

Uniform & Dress Code

Uniform components (pants, shorts, skirts, jumpers, skorts, blouses, shirts, vests, and sweaters) may be purchased through:

Dennis Uniform Company
7846 Trinity Rd., Suite 111
Cordova, TN 38018
901-522-6652
www.dennisuniform.com

Or order online at www.dennisuniform.com.

We do have uniforms available at the school for purchase as well. Please see the front office for those.

School Uniforms

An important influence on school climate is the manner in which students dress. Values and behaviors that may be promoted through personal attire and grooming include

modesty, cleanliness, respect for self and others. To encourage these values and behaviors, dress code policies have been established. Any clothing or grooming activities that cause safety concerns or disruption to the learning environment are prohibited. The principal reserves the right to make definitive decisions concerning the appropriateness of any clothing or other items related to the school's dress code. The school office should be contacted for clarification concerning any questions about the appropriateness of any particular item(s). Should a student not be in compliance with the dress code, the school may contact the parent to bring the necessary change of clothing to the school. Students who repeatedly violate the uniform and non-uniform policy may be denied participation in the next out-of-uniform day or be required to serve a detention.

Physical Education Uniforms

All PE uniforms must be purchased from Dennis.

PK – 4: Wear PE uniform to school on days they have PE. Between Fall Break and Spring Break students will need to wear Holy Family sweat suits (purchased through Dennis) with a t-shirt underneath. Sweat shirt and pants must be same color. Gym shoes are required on PE days (Velcro preferred). No tennis shoes that light up or have squeakers.

Grades 5-8: Must wear PE uniform for PE classes. Sweat shirt and pants are not required for grades 5-8. Gym shoes required.

Uniform Guidelines

Students will not be allowed to wear shorts between Fall Break and Spring Breaks. Long pants will need to be worn to school.

Shoes:

- All students must wear tennis shoes. We also permit students to wear brown buck shoes from Dennis Uniforms. No other type of shoe should be worn.
- No tennis shoes that light up or have squeakers.

Socks:

- Must be worn by all students.
- All white; logos are not permitted on socks.
- Girls may wear white, black, or navy knee socks
- Girls may wear white, black, or navy tights

Long Pants/Walking Shorts:

- Navy or Gray
- Straight legs for long pants
- Fitted at waist, no hip huggers
- Plain; no pocket flaps, top stitching, ornamentation, or cargo shorts
- May be purchased anywhere

Belts:

- Belts are mandatory if belt loops are visible in grades 3-8
- Brown, black or navy

- Smooth, woven, or canvas
- No brads, beads, or ornamentation
- Required on all pants

Shirts and Blouses:

- Navy or white knit polo with school logo purchased from Dennis
- Knit polo can be long or short sleeve with school logo purchased from Dennis
- Peter Pan collar white shirts may be worn under jumpers
- If t-shirts are worn under the uniform shirts, they are to be all white t-shirts with no pictures or writing

Sweaters:

- PE sweatshirts purchased from Dennis with shirt collar out or Holy Family logo fleece zip up jacket. NO hooded or zippered sweatshirts are allowed.
- Cardigan or pullover, navy or Holy Family logo purchased from Dennis

Jumpers, Skorts, Skirts, and Pants:

- Plaid jumpers and plaid skorts from Dennis are worn by girls Pre-K through 4th.
- Plaid skirts from Dennis are worn by girls in grades 5 through 8. The hem of the skirts must be near knee length.
- Pants and uniform length shorts are also acceptable for girls.

Hair Accessories:

- Bows, barrettes or other hair items must be of the school colors (uniform plaid, white, black & blue).

Logos:

- The Holy Family School logo imprinted at Dennis is the only acceptable logo or emblem on shirts, blouses, or sweaters.

Hair:

- Hair should be worn in a style and length that does not impede vision or interfere with learning, and that is appropriate for the Holy Family school culture. Hair may not hang in a student's eyes.
- Design cuts and unnatural hair coloring are not permitted for boys or girls. If the student alters his/her hair color, including highlights, he/she will be asked to have their hair dyed back to their natural color.
- Unacceptable haircuts include but are not limited to Mohawks and shaved designs
- Hair tinsel, hair wraps and hair braids may only be in natural colors.
- Hair should be clean.

NOTES:

1. Only uniform items may be worn in classrooms during school hours. You may wear the approved Holy Family School sweatshirt and the Holy Family logo fleece zip up jacket but not the hooded sweatshirt.
2. Makeup and cosmetics are not acceptable. Clear fingernail polish is acceptable, but students cannot have acrylic nails, French manicures or tips.
3. Jewelry – Stud earrings (no dangling earrings) may be worn by girls, with one in each ear lobe. Boys may not wear earrings. Tattoos or decorative body markings are not allowed. If bracelets are worn, only 1 at a time. Any type of ornamentation that causes safety concerns or causes disruption to the learning environment will be restricted, according to the discretion of the principal and teachers.
4. Graffiti or writing on clothes, shoes or skin is not allowed.
5. All clothing and shoes should be labeled with the student's name.
6. If clothing items are not appropriate the student will be asked to call home to get the appropriate attire.
7. When students travel from the school as representatives of the school or on field trips, school uniform should be worn unless they are notified otherwise. When out-of-uniform attire is allowed, it must be neat and appropriate. Items such as form fitting clothing and clothing with inappropriate pictures or wording are examples of unacceptable attire. The principal and the teachers will make the decision regarding appropriateness of out of uniform attire.
8. On denim days, students must wear the school uniform shirt, school shoes, and wear jeans without holes in them.

Out of Uniform Policy

Students May Wear:

- Jeans (No Holes)
- Tennis shoes
- Short socks
- Shorts – the hem should be near knee length
- Skirts – the hem should be near knee length
- Sweatshirts
- Sweatpants
- Dresses – the hem should be near knee length. If sleeveless, the dress must have wide straps.
- Slacks
- Sandals with back strap

Students May Not Wear:

- Shoes other than tennis shoes including flip-flops, crocs, open back shoes and high heels
- Tank tops
- T-shirts with inappropriate writing

- Tennis shoes that convert to roller skates or that light up
- Biker shorts
- Pajama pants
- Make-up
- Low cut blouses/tops
- Clothing that is extremely tight/or transparent
- Hats
- Spaghetti straps

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Emergency Procedures

We are prepared to respond should an emergency or crisis arise while school is in session. Our first priority is to protect the students and staff from harm. Staff members are assigned a specific task in the event of a fire, tornado, earthquake, hazardous materials, physical threats and more. School authorities will do everything possible to care for each student while he/she is under our supervision.

Parents should have a basic understanding of the plans and procedures; however, some sensitive details may not be published. Our staff has been trained and our procedures are reviewed by local law enforcement and emergency responders, including Homeland Security. Multiple agencies walk-thru the school to review and monitor our plans. The students will practice drills for building evacuation, tornado, lockdown and earthquakes.

In the event of an emergency, our main communication with our families is through FACTS. Please have your contact phone numbers and email updated at all times. As soon as possible during an emergency situation, we will send out voicemails, texts and emails to inform families of any situation.

Please remember these simple "Do's and Don'ts"

Do's

Do keep your contact information updated

Do keep your child's medical, medication and allergy information updated in FACTS

Do listen to voicemails before calling the school. Often times parents call the school stating they have a missed call from the school but they do not listen to the voicemail. In an emergency situation we may not have time to answer each phone.

Do follow emergency instructions carefully. Lockdowns, evacuations and tornado warnings may require changes and delays in student checkout and pick-up procedures.

Do expect to provide proper identification if picking up your child. Students may or may not be available for immediate pick-up. Times and locations of pick-up may change.

Do remain calm and patient. Caring for any injured and protecting students and staff will be our first priority; then contacting parents/guardians of any hurt individuals. Therefore, some mass communications may be delayed.

Don'ts

Don't assume the worst. School lockdowns can be sounded for many reasons, such as precautionary measures while rumors are being checked out, or the duration of a police action in the vicinity of the school totally unrelated to the school operations.

Don't drive to the school unless you are directed to do so. Anyone arriving on campus during a crisis should expect traffic patterns and parking to be different.

Don't call the school immediately. During a building evacuation phones are unattended, and during other events the school phone and staff can be overwhelmed with parent calls. Phone lines need to be cleared in order to deal with the situation.

Don't call your child. Exchanging incomplete, incorrect information or intentionally restricted and sensitive information might make the situation worse.

Don't wait until there is a crisis to get involved. PTO, extra-curricular activities and school sports are a great way to get plugged in early and stay in the loop all year on campus.

Inclement Weather Closings

If it should be necessary to close the school and possibly switch to virtual learning because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the parent notification system, FACTS. A Facebook post will be made also.

Off-Campus Conduct

The administration of Holy Family School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Types of off campus behavior include, but are not limited to cyber-bullying, social media blasts that shine a negative light on our school or other material similar to the aforementioned.

Lockers

Each student in grades 5-8 is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out unless permitted by administration.

Student Directory

Parents can access the student directory in the FACTS Family Portal. It can be found under the School Section in the portal.

Class Parties and Celebrations

Students are permitted class parties. Not all grade levels have the same amount of parties. Homeroom parents work with the teacher to prepare parties. No homemade food may be brought to parties due to allergies. All food items brought into the school to share must be in original package with the ingredient label on it.

Party Invitations

Party Invitations may be handed out at school only if there is an invitation for every child in the room or for all the girls or all the boys. Parents must give invitations to the teachers to pass out.

Parent Organizations

Holy Family School's Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Holy Family School's Parent Advisory Council works with the administrator on long range planning.

More information about parent organizations may be found on the school website, or by visiting our office staff.

Photo & Video Release

Permission shall be obtained from parent/guardians for student photos or videos. These photos may be published in the newspaper, a magazine, the school website, social media, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Holy Family School. This release was online in your FACTS enrollment packet. It is the parent's responsibility to notify the school if permission changes after August 1.

Use of School Grounds

During school hours the campus is secured and the use of the grounds is for school sponsored or related events and activities only.

Schools Right to Amend

Holy Family School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via Principal Updates or through e-mail communication.

Appendixes

[Link to Diocesan Website](#)

[Mississippi Codes used in Diocesan Policies](#)

[Mississippi Immunization Requirements](#)

[Link to Diocesan Website](#)

[Office of Catholic Education](#)

<https://schools.jacksondiocese.org/education-overview/administration/>

[Diocesan Curriculum](#)

<https://schools.jacksondiocese.org/education-overview/academics-3/>

[Grievance Process](#)

https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2019/10/CDJ_Grievance-Process.pdf

[Protection of Children and Young People](#)

https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2020/08/2020-POC-POLICY_07_15_2020.pdf

[Catechist Companion](#)

[Religion Curriculum for PK – 12th Grade](#)

<https://schools.jacksondiocese.org/wp-content/uploads/sites/5/2019/01/Catechist-Companion.pdf>

Students are parentally placed at HFS with the understanding we do not have a school nurse.

*see Medical Authorization Form

*see Field Trip Authorization Form

Students are parentally placed in HFS with the understanding we do not have a school nurse.



Anaphylaxis Emergency Action Plan

Patient Name: _____ Age: _____

Allergies: _____

Asthma Yes (*high risk for severe reaction*) No

Additional health problems besides anaphylaxis: _____

Concurrent medications: _____

	Symptoms of Anaphylaxis
MOUTH	itching, swelling of lips and/or tongue
THROAT*	itching, tightness/closure, hoarseness
SKIN	itching, hives, redness, swelling
GUT	vomiting, diarrhea, cramps
LUNG*	shortness of breath, cough, wheeze
HEART*	weak pulse, dizziness, passing out

*Only a few symptoms may be present. Severity of symptoms can change quickly.
Some symptoms can be life-threatening. ACT FAST!

Emergency Action Steps - DO NOT HESITATE TO GIVE EPINEPHRINE!

1. Inject epinephrine in thigh using (check one): Adrenaclick (0.15 mg) Adrenaclick (0.3 mg)
 Auvi-Q (0.15 mg) Auvi-Q (0.3 mg)
 EpiPen Jr (0.15 mg) EpiPen (0.3 mg)
Epinephrine Injection, USP Auto-injector- authorized generic
 (0.15 mg) (0.3 mg)
 Other (0.15 mg) Other (0.3 mg)

Specify others: _____

IMPORTANT: ASTHMA INHALERS AND/OR ANTIHISTAMINES CAN'T BE DEPENDED ON IN ANAPHYLAXIS.

2. Call 911 or rescue squad (before calling contact)

3. Emergency contact #1: home _____ work _____ cell _____

Emergency contact #2: home _____ work _____ cell _____

Emergency contact #3: home _____ work _____ cell _____

Comments: _____

Doctor's Signature/Date/Phone Number

Parent's Signature (for individuals under age 18 yrs)/Date

This information is for general purposes and is not intended to replace the advice of a qualified health professional. For more information, visit www.aaaai.org. © 2017 American Academy of Allergy, Asthma & Immunology 4/2017



CATHOLIC DIOCESE OF JACKSON OFFICE OF CATHOLIC EDUCATION
FIELD TRIP AUTHORIZATION AND RELEASE FORM

We, the undersigned parent(s) or legal guardian(s) of _____
(Name of Child/Youth)

do hereby authorize and voluntarily request that my child participate in the following field trip experience:

_____ on _____
(Activity and Location) *(Date)*

We understand and agree that our child will be transported via _____
(Transportation Service)

We will depart from _____ at _____
(Name of School or Church) *(Time Leaving)*

and return at _____
(Time Returning)

We understand that adequate supervision will be provided. We authorize the adult in charge to administer medical attention as needed in the event that the persons listed below cannot be reached.

In consideration of these and other things, I release, indemnify and agree to hold Sacred Heart Catholic school, Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests, bishops, administrators or any of their employees, agents or contractors ("Released Parties") from any liability for my child's physical or mental injuries that might occur during this field experience.

I also authorize and agree to my child's release, indemnity and agreement to hold harmless the Released Parties from all claims arising out of, occurring or accruing during the trip. I agree on behalf of my child that this release, indemnity and hold harmless agreement shall be binding upon me as a parent, guardian, next friend of my child, and upon my child's estate, heirs, personal representatives and assigns.

Signature of Mother/Legal Guardian

Signature of Father/Legal Guardian

Date

Date

In case of emergency call:

1. _____
Name/Relationship

at _____
Phone Number

2. _____
Name/Relationship

at _____
Phone Number

My child, _____, has the following medical concerns: _____

Parental Cooperation Agreement

All parents/ guardians of students at Holy Family School are required to sign below and return this page to the school showing their support and understanding of the policies of the school and Diocese. Parents must sign this form in order to keep their children enrolled at Holy Family School.

I, _____, have read, understand, and agree to abide by the policies and regulations in this handbook and the policies of the Catholic Diocese of Jackson, Office of Education.

Student Name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

