

PHILOSOPHY

Holy Family School is a Catholic community striving to impart Christian living and learning modeled in an atmosphere of mutual respect and concern. It is our intent for each student to move forward with values and tools necessary to approach all situations in a positive and productive manner.

MISSION STATEMENT

Holy Family School is a Spirit-filled Catholic community celebrating **Christ** as the center of our lives, offering our students a comprehensive education, as they are learning to make a difference in an ever-changing society.

GOALS

- To teach the Gospel message
- To build a community based on Jesus' command to love one another
- To serve the entire community through prayer, worship, and social action
- To create a community of life-long learners

CORE BELIEFS of the FACULTY and STAFF of HOLY FAMILY SCHOOL

Our school community celebrates, recognizes, and promotes the pursuit of excellence.

We believe our school community encourages a readiness, willingness, and acceptance of change and growth.

We believe that students learn best when learning is derived from a variety of disciplines.

We believe that our students will be able to think critically, to assess situations, to bring prior knowledge to situations, to generate alternatives, to make logical and reasonable judgments, to implement plans, and to evaluate results.

VISION STATEMENT

By the year 2012 Holy Family School distinguishes itself:

- For its exceptional environment of mutual respect for teachers, parents, and students based on a strong emphasis on Gospel values and Christian doctrine
- As maintaining excellence through the efforts of faculty, parents, and students as we encourage a willingness and readiness for growth and change
- For its curriculum and innovative teaching strategies which inspire and engage our students in their pursuit of life-long learning
- By a strong financial base built on an effective tuition collection program and an Advancement program

Spiritual Goals

- To teach the Gospel message
- To build a community based on Jesus' command to love one another
- To reach out to others
- Students and faculty will strive to continue their spiritual journey by developing a closer relationship to Christ
- To provide opportunities for faculty, students, and staff to explore their personal relationships with Christ

2011-2012

1. Continue to support our sister parish in Honduras.
2. Encourage faculty participation in the Catholic Educator's Collaborative at Stonehill College.
3. Serve as a site for classes offered online by the C21 program at Boston College.
4. Make a prayer intention book available to all students, staff, and parents to pray for private intentions on a daily basis.
5. Select a different charity on a monthly basis to contribute to via a variety of fund raising strategies.
6. Individual classes will take on a year-long service project.
7. Plan a monthly school-wide prayer service.

Curriculum/Academic Goals

- To prepare our students to compete on the highest levels academically with their peers both locally and nationally.
- To instill in our students a love for learning and an understanding of the importance of education in their lives.
- To offer as much in the area of arts appreciation as is possible.

2011-2012

1. Assign each faculty member to a curriculum area in preparation for the 2012 NEASC self-study. Begin the task of aligning each area with the state frameworks.
2. Look into the possibility of implementing an instrumental music program at Holy Family School.
3. Finalize all preparations for the fall of 2012 re-accreditation visit by the NEASC.

Moral

- If a child is moral, he/she
 - acts justly and fairly towards peers and others
 - obeys school and community rules and laws regardless of supervision and consequences
 - respects classroom, local, and global environments
 - seeks to help others through community service, action, and education

2011-2012

1. Continue to offer education to all students in the areas of bullying, proper use of the internet and conflict resolution.
2. Plan a program in the area of character education.

Facilities

- To maximize for effective purposes the buildings and grounds of Holy Family School
- To maintain and upgrade existing facilities at Holy Family School
- To explore the use of available resources within neighboring towns to meet the goals/needs of our students

2011-2012

1. Draw up plans for the cost of renovating one classroom into a science lab.
2. Check with a facilities consultant to draw up a priority list for future building needs.

3. Get prices on the cost of a new phone system.
4. Utilize the new Teen Life Center for various aspects of our school program including an extended day program and an instrumental music.

2011-2012

Christ Is Our Light

ACCREDITATION: Holy Family School is accredited by the Archdiocese of Boston and the New England Association of Schools and Colleges.

ADMISSION POLICY: Holy Family School accepts students regardless of sex, race, religion, or nationality. In accordance with the general laws of Massachusetts, Rockland has set the mandatory minimum age for school attendance as follows:

- children entering kindergarten must be five years old on or before August 31st of the same year.
- children entering grade one must be six years old on or before August 31st of the same year.

Registration for incoming students takes place in an ongoing manner. The main registration is held during Catholic Schools Week.

All requests for admission to grades one through eight must include the following:

1. official birth certificate
2. kindergarten progress report for grade one applicants
3. baptismal certificate
4. application forms
5. standardized testing results
6. previous/present year's report card
7. medical records
8. tuition release form indicating there is no outstanding balance owed to the previous school

Holy Family School requests the presentation of all team evaluations and results of educational/psychological evaluations. All Individual Educational Plans and 504 accommodations must be presented to the school at the time of registration.

The principal and staff reserve the right to request an interview with a child and parents. If a student is accepted, the school must have the parent's signature acknowledging that final acceptance is subject to a pre-determined date when progress will be evaluated.

Holy Family School reserves the right not to invite students back for the following year if the administration and staff consider that the students would be better served in another school setting.

Holy Family School follows the “Policy For Catholic Schools’ Admission” as adopted by the Archdiocese of Boston on Jan. 12, 2011. It is as follows:

The goal of our Catholic Schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual, and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the gospel teachings. Catholic school students work together, build community and give service to others.

Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent on both academic qualifications and the desire to promote what is in the best interest of the student. Students are considered “academically qualified” if they meet a school’s written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

APPOINTMENTS: Conferences must be scheduled outside regular class hours, preferably during planned parent/teacher conference days as indicated on the school calendar. Concerns regarding grades, class work, or behavior should be first directed to the teacher(s) responsible for the course or class.

ABSENCES: Parents must contact the school by 8:00 a.m. if a child is absent. All calls are to be made to 781- 878-1154.

One of the most common causes of poor student achievement is excessive absence from school. Absenteeism must be considered a serious matter for all students at any grade level. The laws of the Commonwealth of Massachusetts clearly explain the responsibility of the parent and school administrators regarding pupil attendance and what the school must do to enforce the laws of student attendance.

A note from the parent must accompany the student on his return to school providing the date of the absence, reason for the absence, and the signature of the parent/guardian.

Massachusetts law requires a doctor's certificate if a child has been absent due to a contagious disease or is absent for five consecutive days.

Excessive absenteeism will be reported to the proper authorities for legal action. Excessive absenteeism, without sufficient medical documentation, will be addressed by the principal and could result in the dismissal of the student.

Students must be present in school a minimum of three hours to be counted present for the day. After one day's absence students are required to make up any tests/quizzes after school on the day of return. If a student is absent for more than one day, the tests/quizzes will be made up after school on a date determined by the classroom teacher.

Truancy is a serious infraction of the school's policy and is considered grounds for suspension. No work may be collected for day(s) truant.

Dismissal: No students will be released from school without a written parental request. Students must be met in the office by a parent, legal guardian, or someone designated by the parents. It is important that there is someone on your child's emergency card who is available by phone during school hours in case of illness or accident. All medical appointments should be planned at times other than during school hours.

Students must be present in school in order to participate in after-school activities.

Tardiness: Students are considered tardy if they are not in the building by 8:20 a.m. All tardy students are to report to the office before going to class. It is important for all students to arrive on time to be prepared for the first class. Excessive tardiness may necessitate a parental conference and disciplinary action.

Family Vacations: Holy Family School discourages extended family trips during scheduled school days. If it is necessary for a student to be absent from school due to a family trip, please notify the student's teacher in writing one week prior to the departure. If the vacation will necessitate a student's absence from school for five days, a meeting will be arranged with the parents and classroom teacher to discuss the student's progress and academic standing and to advise the parents of the potential effect the loss of class time may have on the student's academic standing. The student and parents will be required to sign a copy of the document. The student will be held responsible for all previously announced deadlines for projects, reports, etc. A note explaining the absence must accompany the student on the day of return.

Students are required to make up work they may have missed. In the event that the student misses less than five days of school, the student will receive the missed assignments when they return to school. The work will be distributed and collected at a date set by the teacher. Make-up work is the sole responsibility of the student.

Arrival and Dismissal: Students should not arrive earlier than 8:10 a.m. Faculty members will be on duty at 8:10 a.m. No student will be admitted into school before 8:10 a.m. Parents must assume responsibility for unsupervised students who arrive before the designated time. Students are to report to their classes upon arrival at 8:10.

Parking Lot Protocol: Arrival/Dismissal Policy for your Child(ren)'s Safety

- No dogs permitted in the parking lot at dismissal.
- Kindergarten students will be dismissed five minutes early to ensure that parents return to car before the rest of the school is dismissed.
- Students will not be permitted to cross Del Prete Avenue for carpool at arrival or dismissal.

The names and phone/email numbers of people with whom students may be dismissed must be on file in the school office by the first week of school.

Parents planning to be out of town while their child is attending school must notify the principal with the name, address, and telephone number of the supervising adult.

No supervision is provided by the school after dismissal. Parents are responsible for their children. After 3:00 p.m. students are not permitted back in the building without permission from a staff member.

Homework: Extra-curricular activities are not an excuse for missing homework. Students who are absent are advised to call classmates for missed assignments. **After three consecutive days of absence, parents may request that work be collected for the student.** Assignments will be in the office at 2:55 p.m. on the third day of absence. Any student who misses one day of school is responsible for missed assignments/tests/quizzes administered on day of return. Arrangements may be made with the classroom teacher for work missed during extended absences. All missed quizzes and tests will be made up after school on the day of return or a date determined by the classroom teacher.

Attendance: Students are expected to actively participate in school-sponsored events held after school hours. The school calendar posted on the school website in September details these events so there is no conflict with family/sports commitments. Students must be present in school on the day of the after-school activities in order to participate.

Before/After-school programs: All students are required to file emergency contact information with the before/ after-school program and the office. Notes must be presented if students are not attending after-school programs or if means of transportation changes.

AHERA: According to the Environmental Protection Agency's Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, Holy Family School reinspects and updates its management plan every three years.

BEHAVIOR: A student of a Catholic school is expected to reflect the Gospel values in word and deed and to uphold the reputation of Holy Family School. A student at Holy Family School:

- acts justly and fairly towards peers and others
- obeys school and community rules and laws regardless of supervision and consequences
- respects classroom, local, and global environments
- seeks to help others through community service, action, and education

CALENDAR: A calendar is posted on the school website (www.hfsrockland.org) at the beginning of each school year. Letters, flyers, and monthly calendars are posted monthly.

CHEATING: Integrity and honesty are virtues that Holy Family School values highly. Cheating in any form is contrary to Catholic tradition and will not be tolerated. Cheating includes, but is not limited to: plagiarism (copying from a written or technological source without giving proper credit); concealing notes for a quiz, test, or exam; copying another's homework; or passing verbal or written information about a quiz or test. Cheating undermines the basic relationship of trust between a student and a teacher. It prevents the proper evaluation of a student's work. It detracts from the achievement of all students in the class. Any student found cheating will receive a zero on that work. This applies to students who either give or receive information. No make-up work will be accepted.

COMMUNICATIONS: If a parent wishes to confer with school personnel, a written note delivered in a sealed envelope must be sent to the school.

CORI and VIRTUS TRAINING: A Criminal History Record is required annually for all adults who volunteer in the school in any capacity at Holy Family School. CORI forms are completed by parents/guardians January – June. Volunteers must file CORIs by June in order to insure eligibility to volunteer at the school for the coming school year. All volunteers must participate in the *Virtus: Protecting God's Children* program.

CURRICULUM: The course of study as prescribed by the Department of Education of the Archdiocese of Boston is implemented in all classes.

DISCIPLINE: Conduct, whether inside or outside school, which is detrimental to the reputation of the school, is prohibited. Electronic devices (with the exception of calculators) are not to be used on school property, on field trips, or at school sponsored events during instructional hours. The school may confiscate such devices. The school administration will determine the appropriate disciplinary measure to be taken concerning the presence of these items in the school. Items that are taken away from students may be returned to the parents/guardians. The school will not assume any responsibility for any item lost or broken. Any student bringing, attempting to bring, or using weapons or drugs of any kind on school property or to any school-related activities

held off site is immediately subject to expulsion. Students are not permitted to bring any weapon-like toys to school. Cards or comics depicting violence are not permitted on school property. Other toys may be excluded at the discretion of the classroom/supervising teacher.

Bullying and harassment are defined as unwelcome, demeaning, or harmful behavior towards another student. This can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendos, gossip, symbols, or physical contact. A student who feels he/she is a victim of harassment or bullying should bring the matter to the attention of the teacher, principal and/or his/her parents who should notify the school at once. All allegations of sexual harassment will be taken seriously and promptly investigated.

Gum chewing is not permitted on school property, on field trips, or during school sponsored events.

Disciplinary actions:

Inappropriate behavior may necessitate a parental conference.

The following is a list of infractions which may result in detention. This list is not intended to be all-inclusive.

- disrespect toward teacher or fellow student
- disregard for school policy
- neglecting school assignments
- choosing not to participate in classroom activities: singing, recitation, group activity, physical education class, or any other school mandated activity
- truancy
- cheating
- tardiness
- vandalism/ damaging property
 - restitution may be required

Notification will be sent home prior to the day of the detention. Parent's/guardian's signature is required on the detention form. Three detentions per marking period may result in suspension. Students who are given an in-school suspension will be required to report to school each day and work under the direct supervision of the principal. Transportation from the school at the completion of the detention is the responsibility of the parent.

Suspension: The following is a list of some infractions which may result in a suspension. This list is not intended to be all-inclusive.

- fighting
- use of inappropriate language
- disrespect of fellow students, teacher, staff
- use of controlled substances
- leaving the building, classroom, or controlled areas without permission

- stealing
- damaging property
- cheating
- truancy
- harassing other students
- any other behavior that reflects negatively on the school

Three suspensions in a school year are grounds for expulsion. If a student is suspended, the parents will be required to meet with the principal prior to the student's return to class. Students who receive an out-of-school suspension will not be allowed on the campus during the time of their suspension. No work may be made up during the suspension, and zero will be given for class work and homework.

Suspensions will range from 1 to 10 days at the discretion of the principal. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion. Suspended/expelled students are not to attend or participate in any school functions.

DRUGS, ALCOHOL AND WEAPONS: Guns, knives, dangerous weapons, drugs, alcohol, and tobacco are prohibited on school property and/or at any school sponsored function or activity. Violation of this policy is answerable to local police authorities and /or left to the discretion of the principal and pastor.

EMERGENCY CODES: In collaboration with the police and fire departments of the Town of Rockland, the following emergency codes are in place at Holy Family School:

Code Blue: This code call indicates that there is some type of medical emergency situation within the school building or on the school grounds.

Code Red: This code call indicates that there has been some type of unsafe intrusion or other situation that requires the school to be in a high security lock down.

Code White: This code indicates that the building must be evacuated.

Code Green: This code call indicates that everything is all clear.

FIRE DRILLS: All students are to walk in absolute silence to designated areas during fire drills.

EMERGENCY SCHOOL CLOSING: In the event of bad weather, parents should listen to WRKO, WBZ, WHDH, WJDA, and WCAV, WBET, WATD, and WPLM for the announcement for the closing of the **Rockland Public Schools**. Whatever the Rockland schools do, determines what Holy Family School does. Please do not call the

school or the rectory. If weather conditions are very poor, parents are requested to follow their own best judgment.

NOTIFICATION: Holy Family School has adopted the *ALERTNOW Rapid Notification* service for the school year. This system will not be used for weather emergencies, but will notify you if we must close school for reasons not related to weather.

EXTENDED DAY PROGRAM

The Holy Family School Extended Day Program serves Holy Family School students Kindergarten – grade 8. The Before- School Program is open from 7:00 a.m. – 8:10 a.m. Drop off is at the main door located in the parking lot of Holy Family School. Participation in the Extended Day Program is a privilege. Any student who interferes with the ability of others to enjoy the program may be dismissed from the program after consultation with the Principal, the director of the program and/ the Pastor. All rules and regulations as outlined in the Holy Family School Student/Parent Handbook are in effect.

Attendance

Staff is hired based on the number of students. Please send a note to the office addressed to the Director of the program to give proper notice of attendance. Parents are charged for the entire month.

Behavior

Students are expected to be respectful of fellow students, staff, and property. Any student being destructive or disrespectful will have a note sent home. Parent/guardian will be required to sign and return the note. Three notices may result in suspension from the program for a period of three scheduled days. Any student harming another student may be subject to immediate suspension from the program without notice.

Snow Days

When school is cancelled there is no Extended Day Program. If a one-hour delay is announced, the before- school program will begin at 8:00 a.m. If a two-hour delay is announced, the program will begin at 9:00 a.m.

Payment/Fees

Registration

There is a one-time per year registration fee of \$20.00 per student

Before School Program

7:00 a.m. – 8:10 a.m.

\$100.00	fixed rate per month for 5 days
\$ 40.00	fixed rate per month for 2 days
\$ 60.00	fixed rate per month for 3 days

\$ 80.00
.75 per day

fixed rate per month for 4 days
breakfast (payable per day)

All payments are due on the first of the month your child is to attend the program. Checks are to be made payable to Holy Family School. All accounts must be kept current to facilitate the operational needs of the program.

FIELD TRIPS: All school rules and regulations remain in effect during field trips. Parents must sign the official school Field Trip Permission Form. Oral permission or written notes will not be accepted under any circumstances. Students may be denied the privilege because of tuition arrears, academic deficiencies, or less than satisfactory behavior. Permission forms/fees must be returned to school by the date due. Young children may not accompany the chaperones. Parents must realize that no liability is assumed by the school, by school employees, or by chaperones for possible injuries to students or damage to property while the field trip is in progress. Completed CORIs must be filed in the school office by June 2010, and volunteers must have attended the *Virtus: Protecting God's Children* Training Program.

In the event that a student misses a field trip, the day will be counted as a day of absence. Fees for field trips are based on class size, and the cost of event/transportation. All students are responsible for the cost of the field trip whether in attendance or not.

FIRE DRILLS: All students are to walk in absolute silence to designated areas during fire drills. Students must be quiet while waiting and while returning to the building. Directions are posted in all classrooms. Any person tampering with or pulling the alarm system will be prosecuted.

GRADING

A+	97-100	O
A	93-96	V
A-	90-92	G
B+	87-89	G
B	83-86	S+
B-	80-82	S+
C+	77-79	S
C	73-76	S
C-	70-72	S-
D+	67-69	N
D	63-66	N
D-	60-62	N
F	below 60	U

O – Outstanding

- V – Very good
- G - Good
- S - Satisfactory
- N - Needs improvement
- U - Unsatisfactory

CONDUCT AND EFFORT

Grades 6, 7, 8

- | | |
|---|----------------|
| 1 | Excellent |
| 2 | Satisfactory |
| 3 | Unsatisfactory |

HEALTH SERVICES: Nurses are at Holy Family School Monday-Friday. Medications are administered by the nurse during this time. A parent may give permission for the student to self-administer medications in the office and only in the presence of school personnel, in the absence of the nurse.

For all medications administered at school, the following completed forms are required by the Massachusetts Department of Public Health. Forms may be obtained from the nurses’ office:

1. signed medication order from licensed prescriber
2. signed parent consent for medication administration

No student may keep any type of medication on his person or in a book bag, desk or other location. Medication for students attending off-site physical education classes and field trips will be transported by either the teacher responsible for the class or the school nurse. All medications, prescription and non-prescription, must be kept in the office and taken in the office. Prescription medications must be delivered to the office in the prescription container and clearly marked with the student’s name, physician’s name, date, name of medicine, dosage, the number of doses to be given, and the time to be taken.

In accordance with Massachusetts General Laws, c76 15 no child, shall be admitted to school except upon presentation of a physical certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable disease as may be specified from time to time by the Department of Public Health.

Physical examinations from a physician are required for grades kindergarten, 4, and 7. According to Massachusetts state law, students may not be admitted to class unless they have complete health and immunization records. (Mass General Laws, Chapter 71, section 57 and Mass General Law, chapter 111, addendum 105.CMR220.000, 1983, 1990, 1994) *Non-compliance with this will result in exclusion from school until such records are received in the nurses’ office.* All medical problems must be directed to the nurses’ office.

First aid kits are available in the nurses' office and taken to all off-site functions. Should an illness or accident occur at school, personnel will administer first aid only and will notify emergency personnel and the parents if necessary. Any child with a communicable disease, skin rash, or other contagious condition may not return to class without a written note by the doctor or the nurse practitioner. Children who are absent due to illness and are on prescribed antibiotics must be on the medication for at least 24 hours from the first dose, as well as symptom and fever-free before returning to school.

State-mandated vision and hearing screenings are conducted annually for all grades in the school. State-mandated scoliosis screening is conducted yearly for grades 5-8. (Chapter 71, section 57)

HONOR ROLL: Any child who is in grades 6- 7-8 may attain honor roll. All eligible students must maintain 1 or 2 in all conduct and efforts marks:

First Honors	90 and above
Second Honors	80 and above

HOMEWORK: Homework is an integral part of the curriculum. Students are expected to complete assignments themselves. Our reasons for assigning homework are to assist students to:

- become more self-reliant
- learn to work independently
- improve the skills that have been taught
- complete certain projects that require individual and creative effort.

The amount of homework assigned is based upon what the average Holy Family School student will be able to accomplish in the time prescribed in the following table:

Grades kindergarten - 1	10-20 minutes
Grades 2-3	30-45 minutes
Grades 4 –6	40-75 minutes
Grades 7-8	90-120 minutes

Students in grades 2-8 are responsible for recording homework assignments and notifying parents of quiz and test scores.

Students are advised to call classmates for homework assignments. It is the responsibility of the students to make arrangements with teachers to make-up missed assignments/tests/ quizzes. *In the event of three days absence, parents may call the school and request that a student's assignments be collected. All homework assignments will be sent to the first floor office and may be collected at 2:55 p.m.* Students who are absent more than one day are responsible for all test/quizzes administered after school on a day determined by the classroom teacher.

INTERNET POLICY: Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Our intent is to make Internet access available to further educational goals and objectives. Access is a privilege, not a

right. Individual users of the school computer networks are responsible for their behavior and communications over the networks. All users will comply with school standards. Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause to others. During school hours, teachers will guide students toward appropriate materials. Students are reminded that the administration reserves the right to discipline students for off-campus conduct.

Holy Family School reserves the right to impose consequences for inappropriate use including but not limited to: harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Our filtering system establishes some parameters for appropriate use within our building; however, parents are primarily responsible for the appropriate and ethical use of technology in the home.

Unacceptable use of the Internet includes, but is not limited to:

- sending, displaying or downloading offensive messages or pictures
- using obscene language
- harassing, insulting, or threatening others
- damaging of computer systems or computer networks
- violating copyright laws
- submitting documents from the Internet as the student's personal work
- using another person's password
- trespassing in someone else's folder, work, or files
- using the network for commercial purposes
- revealing a personal phone number, name, or address of one's self or another

Internet Policy

A responsible user may:

- Use the Internet to research assigned classroom projects
- Use the Internet to explore other computer systems

A responsible use:

- May **not** use the Internet for any illegal purpose
- May **not** use instant messaging
- May **not** sign onto social networks i.e. My Space.com, Facebook.com etc
- May **not** randomly search the Internet without a teachers express consent
- May **not** download images, files or music without a teacher's express consent
- May **not** participate or generate hate mail
- May **not** use the network to access obscene or pornographic material
- May **not** use impolite or abusive language
- May **not** change computer files that do not belong to the user
- May **not** receive copyrighted material without permission

By signing this agreement you acknowledge that you:

- Understand the rules and regulation of Holy Family School Acceptable Use Policy.
- Realize that if the rules are violated your privileges will end.
- Understand there will be no second chances.

LUNCH/RECESS: Hot lunch is served daily and menus are posted on the school website at www.hfsrockland.org. Students have been assigned a 4-digit pin number. This pin number should be kept confidential. All information regarding lunch payment is posted on the website and is updated frequently. No soda or glass bottles are permitted at school. Parents are advised that no restaurant food may be brought in during the school day.

At all times, students must obey the directions of the teacher in charge of the playground area. This set of rules applies at all times that students are on school property and using the playground area. No student may leave the playground without permission.

NEWSPAPER ARTICLES: If a parent/guardian does not want to have his child photographed, quoted, or featured in a newspaper article, please notify the school in writing.

PROMOTION: Holy Family School follows the guidelines of the Archdiocese of Boston concerning the academic requirements for promotion and retention. Any student who has not satisfactorily completed the requirement for a particular grade, who fails two major subjects, or who does not appear to have the readiness skills needed for the next grade will not be promoted.

All students who receive 65% or lower in any subject are required to address that deficiency with either tutoring or attending summer school in that subject or in an area recommended by the teacher. Grades from the summer program or a letter of satisfaction from the tutor must be sent to the school by the following August.

Admission to Holy Family School will be contingent on the successful completion of summer school/tutoring programs as required by classroom teachers

RECORDS: Holy Family School complies with the provisions in the Buckley Amendment of 1975. If a parent wishes to review the education record of his child, a twenty-four hour notice must be given in writing. The school also respects the rights of the non-custodial parents to review the educational records of a child. If there is a court order specifying there is to be no information given, it is the non-custodial parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree.

RELIGION: Catholic values and attitudes are an integral part of our curriculum. All students, Catholic and non-Catholic, are expected to participate in religion classes, liturgies, and para-liturgical celebrations.

REPORT CARDS: One progress report and two report cards are issued to the kindergarten students. Report cards are issued three times a year for grades 1-5. Interim reports are issued halfway through each marking period. Grades 6, 7, 8 receive four report cards during the academic year. Warning notices are mailed home four times a

year for students whose grades are D or lower. All report cards, progress reports, and warning notices must be returned to the classroom teacher with the proper signature at the date designated by the classroom teacher. Parents/guardians may be denied access to report cards/progress reports/warning notices because of tuition arrears.

All report cards in grades K-8 will be mailed in June.

RUBRIC: School-wide suggested grading system

Grade 1	Heading	3 points
	Directions	3 points
	Spelling	3 points
Grade 2	Heading	4 points
	Directions	4 points
	Spelling	4 points
Grades 3-8	Heading	5 points
	Directions	5 points
	Spelling	5 points

If a word is a known word (on a list, previous spelling word, in a word bank, printed on the test, or part of the actual lesson) points may be deducted for incorrect spelling.

SCHOOL PROPERTY: All students are required to treat school property with due respect and proper care. Restitution will be required of students who vandalize school property.

SEARCHES: The school reserves the right to search desks, clothes closets, book bags and handbags.

SPORTS: All boys and girls in grades 5, 6, 7, 8 may participate in our basketball and cheerleading programs. These programs are managed and coached by volunteers. Each student who wishes to participate must have passing grades and be present in school on the days of scheduled games and practices. Behavior on-site, in other buildings, and traveling to/from games must be consistent with school rules and regulations. The school is not liable for any injury that may occur in conjunction with games, travel, and/or practice. The pastor and principal have final determination of students' eligibility to participate in extra-curricular events. Emergency contact information must be filed with the coach/office prior to the start of the program.

TESTING: Standardized tests are given in March to students in grades 2-8. This testing is used for diagnostic purposes only. Parents will receive individual profile results for their children. Students entering kindergarten are screened in the spring of the year before their admission.

TELEPHONE CALLS: The telephone at the school is a business phone and is not to be used for general conversations. The use of cell phones or any type of personal

message systems during school hours is strictly prohibited. The school may confiscate pagers, cell phones, or any such devices. These may be returned to the parents/guardians.

TEXTBOOKS: Textbooks must be covered at all times. If a book is damaged or defaced, the school may require the student to pay for a new book. Books are the property of the school. Textbooks may be purchased online.

TRANSPORTATION: Holy Family School uses the Rockland Public School buses. Bus riders must remain seated at all times and obey the rules and regulations of the bus company. Due to insurance constraints, only Rockland children who are assigned to the buses may ride the buses. No other students are permitted on the town buses.

Car pool: Adherence to state regulations regarding school buses and appropriate speed limits within school property will be required in order to insure safety within the school yard. Students should only be dropped off at the drop-off area. Students may not be discharged from vehicles on Del Prete Avenue.

Students should remain in vehicles until the drop-off in the parking lot area is reached. In consideration of the large number of students being dropped off each day, we ask the parents not to linger in the drop-off area.

No student is permitted to leave the parking lot once dropped off. No child may change his method of transportation unless a written request has been received from the parent. Parents must notify the school of the names of all people with whom the child regularly travels by the first week of school.

TUITION: A seat fee is required at the time of registration. This is a non-refundable fee that is applied to the coming school year's tuition. The balance of the tuition must be paid in one of the following options:

Payment in full

Parent/responsible party pays by cash or check for the full tuition amount. No credit cards are accepted. Payment is due on or before June 1st.

FACTS Tuition Management Program: This is an automatic tuition payment agreement which allows the parent/responsible party to make tuition payments in installments over a 10-month period starting in June and ending in March. Payments are automatically withdrawn from your checking/or savings account. The completed FACTS Agreement Form must be returned to the rectory by April 15th in order to meet the June withdrawal deadline. There is a one-time enrollment fee.

Note: In order for children to remain enrolled in good standing at the Holy Family School, FACTS payments must remain up to date.

Tuition Subsidies:

Holy Family Parishioners:

The rectory determines subsidy eligibility after you return the registration form to the school. This is the only acceptable verification. If you are not eligible for a subsidy, full tuition will be billed. Eligibility is determined by your yearly offertory amount and the number of children enrolled at Holy Family School.

Parishioners of other Parishes: the pastor of your parish determines subsidy eligibility. If you are eligible for a subsidy from your parish, the registration form must be brought to your pastor to be confirmed with his signature and parish seal. If your parish is unable to meet this obligation the parent/responsible party is responsible and will be billed for full tuition.

Late fees: A late fee will be applied for FACTS commitments received after April 15th or if your full tuition payment is received after June 1st.

UNIFORMS: All students in grades K-8 are expected to wear the official school uniform. On physical education day, the P.E. uniform may be worn all day. In the event that a student does not have the full P.E. uniform, he/she is to come to school in full school uniform.

Students violating the dress code may be informed to remain home until they are in proper uniform. Parents are responsible for sending their children to school in the correct uniform. The principal is the final determiner as to what is/is not acceptable in terms of clothing, shoe styles, jewelry, haircuts, and styling.

UNAUTHORIZED USE OF SCHOOL NAME:

No student, or students' parent or guardian, without the express prior written authorization of the school's principal (administrative head) may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school's name:

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to, support of a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion.

Any such unauthorized use of the school's name or identifying logo, may result in legal action.

VISITORS: All visitors must report to the first floor office. Office personnel will escort volunteers in classes to the class. CORIs must be on file.

VOLUNTEERS: In order to be in complete compliance with the USCCB all volunteers are required to attend *Virtus: Protecting God's Children* program and provide proof of attendance. Attendance at *Virtus* and annual CORIs (filed by July 1st) are required for **everyone** interested in volunteering for events at the school (Book Fairs, Christmas Fair, Carnival Day, etc.)

The school/principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

GUIDES FOR USE OF INTERNET

Holy Family School is pleased to offer students access to a computer network that will enhance teaching and educational discovery. Acceptable use of this network, and in particular, the Internet, is an extension of the Holy Family School code of conduct. To gain access to the Internet, all students must obtain parental permission as verified by the signature on the appropriate form.

Students are responsible for appropriate behavior while using computers throughout the school and when on the network. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. Any infraction of network/computer use rules may lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable use of the computer/network: This list is not intended to be all inclusive.

1. using the network for non-school related activities
2. plagiarism, violating copyright laws
3. destroying or vandalizing computer equipment
4. depleting resources intentionally, such as paper
5. violating the privacy of others, revealing passwords
6. using abusive language or profanity
7. spreading computer viruses.
8. posting other's material
9. sending or retrieving inappropriate material
10. posting personal information that would jeopardize the individual's safety or someone else's safety
11. illegal use of software, freeware, or shareware without the approval of the school
12. installing or uninstalling software programs without the express permission or direction of a faculty member.
13. failure to obtain permission prior to use of the computer/computer network. Permission must be granted
14. visiting Internet sites not authorized by the school
15. using the Internet or Intranet (in school network) without permission
16. reproducing software or shareware
17. installing any public email program such as AOL, Yahoo, Instant Messenger, etc.

INTERNET ADVICE

These are guidelines to following while using the Internet. This list is not intended to be all –inclusive

1. do not use a computer to harm other people or their work
2. do not damage the computer in any way
3. do not interfere with the operation of the network by installing software of ANY type
4. do not trespass in another person's folder, work, or files.
5. do notify an adult immediately, if by accident, you encounter materials that violate 'appropriate use'.

SECURITY AND SAFETY

Rules for on-line Safety

1. I will not give out personal information, which includes my address, telephone number, parent's work address or telephone number or the name and location of my school
2. while I am on-line, if I encounter any information or person that upsets me, I will let my teachers/parents know immediately so that they can contact the appropriate individual
3. I will never agree to get together in **ANY WAY** with someone that I 'meet' on-line
4. I will follow the rules established by my teachers/parents for using the Internet, and I agree that if I break the rules, my privileges will be suspended and/or revoked.