

HOLY FAMILY SCHOOL
Parent/Student Handbook
2009 2010



4850 Pearl Avenue
San Jose, California 95136
Office 408.978.1355
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www.hfsj.org

Holy Family School is fully accredited by the Western Association of Schools and Colleges and by the Western Catholic Education Association



HOLY FAMILY SCHOOL

4850 Pearl Avenue
San Jose, California 95136
408.978.1355 • 408.978 0290 (fax)
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SCHOOL HOURS SCHEDULE 2009/2010

Kindergarten:	7:55 - 1:30	7:55 - 12:45 on Wednesday
First through eighth:	7:55 - 3:00	7:55 - 12:45 on Wednesday
School office	7:45 - 3:30	7:45 - 1:30 on first Wednesday of each month

INTRODUCTION

Holy Family School is located on parish grounds in the southwest area of San Jose. Serving a very large Catholic community, it is part of Holy Family Parish and is surrounded by parishes that do not have schools. The parish began in 1905 as an Italian national church located close to downtown San Jose. The parish moved to its present location in 1969. The school opened in the fall of 1986 for 200 students in grades K through 5. At that time, only kindergarten had two classes. Adding a grade each year, the first eighth grade graduated in June of 1990. The school was at full enrollment from the beginning, and reached full capacity of two classes at each grade level in the fall of 1994.

MISSION STATEMENT

Holy Family School is a parish school rich in the tradition of Catholic education and committed to academic excellence. Our mission is to foster and to support the development of Catholic faith and identity while nurturing the whole child. In partnership with family, educators, and the whole parish community, we strive to promote the spiritual, intellectual, and social development of our students.

SCHOOL MOTTO

“Believe and Achieve”

PHILOSOPHY

We believe in providing an inclusive academic environment where the dignity and uniqueness of each student is valued.

We believe that in preparing our students to be lifelong learners, we honor families as the primary educators of their children, while teachers facilitate and complement the learning process.

We believe and are committed to sharing the Gospel message through prayer, liturgy, reflection, study, and community service.

We believe in and strive to create a community, which allows a child to learn and grow while developing a social sense of responsibility for self and others.

SCHOOLWIDE LEARNING EXPECTATIONS RESULTS (SLEs)

When our students graduate from Holy Family they will have grown stronger in their spiritual, academic, and personal lives.

As persons of faith our students will:

Discover the love of God through loving one another.

Foster Christian values – compassion, tolerance, justice, and a respect for the dignity of life.

Participate actively in their faith development through sacraments, liturgical celebrations, and a variety of prayer styles.

Demonstrate a personal faith relationship with God by living the Gospel values and teachings of Jesus Christ through justice based service and prayer.

Have a basic knowledge of the teachings of the Church and the ability to make good moral and ethical decisions based on their Catholic faith.

As lifelong learners our students will:

Explore and develop their own unique gifts, talents and interests.

Recognize the importance of a healthy lifestyle, and the negative effect of drug and alcohol use.

Read for enjoyment and knowledge.

Have the ability to work cooperatively with others.

Articulate ideas clearly and creatively, and communicate effectively through reading, writing, and speaking skills.

Use technology to obtain, evaluate, and communicate information.

Be prepared for the next level of education through critical thinking and problem solving skills.

As responsible citizens our students will:

Accept responsibility and consequences for their actions.

Exhibit the social skills and moral values needed for responsible citizenship.

Appreciate and respect the cultural diversity of our global community.

Exhibit good sportsmanship.

Grow in awareness and responsibility towards others and their community

Develop strong character traits to strengthen self-esteem and build skills to meet life's challenges.

ADMINISTRATION AND OFFICE STAFF

Pastor	Rev. Matthew Stanley
Principal	Gail Harrell
Vice Principal	Jennifer Lozzio
Volunteer Coordinator	Jackie Albin
Development Director	Nancy Melander
Extended Care Coordinator	Lilly Hamilton
Athletic Director	Mark Williams
Principal's Secretary/Admissions Director	Sheryl Citta
School's Secretary/Facilities Manager	Leslie Bejar
Administrative Assistant/Registrar	Connie Schneider
Accounting Consultant	David Bruce
Accounting	Liz Hebert

FACULTY AND STAFF

Kindergarten	Tracy Medal
Kindergarten	Amy Loiselle
First Grade	Sally McMahon
First Grade	Jeannie Day
Second Grade	Katy Peretti
Third Grade	Marrianne Terry
Third Grade	Charlynn Rozzi
Fourth Grade	Natalie Zisko
Fourth Grade	Kathryn Mendelson/Santina Bowers
Fifth Grade	Annette Petro
Fifth Grade	Shelly Caron
Sixth Grade	Elizabeth Olson
Sixth Grade	Barbara Hopkins
7/8 Math/7 Religion	Debbie Kuhs
7 - Language Arts/ Religion	Mariano Tripiano
8 - Social Studies/ Religion	Pam McGuire
8 - Language Arts/ Religion	Linda Selinske
Science 6 th , 7 th , and 8 th	Philip Mariant
Computers	Laura Lebherz
Librarian/Web Master	Laurie Brant
Learning Lab	Mary Kelly
P.E. 5-8	Mark Williams
P.E. K-4	Rhythm & Moves
Kidz Kafé	Elsa Aguilar
Facilities Maintenance	Phil Dewstone

INSTRUCTIONAL AIDES

K – Ms. Loiselle	May Shufflin
K - Mrs. Medal	Sherrlyn Lancaster
1 - Mrs. Day	Suzanne Lyon
1- Mrs. McMahon	Lidwine DaSilva
2 - Mrs. Peretti	Judy Baldonado
3 - Ms. Rozzi	Terri Lanoie
3 - Mrs. Terry	Meghan Swyt
4 – Bowers/Mendelson	Louella Dlima
4 - Ms. Zisko	Bob Swarbrick
Extended Care Aides	Colleen Brown, Nicole Caron

EXTRACURRICULAR STAFF

Safety Patrol – 5th and 6th grade	Annette Petro, Barbara Hopkins, Charlynn Rozzi
After School Sports Programs – 5 th -8 th grade	Athletic Director Mark Williams
Music Program – K-5th Grade	West Bay Music
Chess Club – All grades	Academic Chess
Choir	Linda Takita
Art Vista	Paula Pinsky
Spanish – Grades K-4 (IES Language)	1-800-231-4703
Spanish – 8th grade only	Alicia Wong
Altar Servers – 5 th – 8 th grade	Andrew Brown, Susan Olsen
Ministry of Movement	Susan Olsen
Schmahl Science	Belinda Schmahl
Lego Robotics	Laura Lebherz

PARENT TEACHER GROUP BOARD MEMBERS

President	Kerrie Lyons
Vice President	Debi Flora
Secretary	Cathy Cloth
Publicity	Angela Hogate
Treasurer	Eric Bateman
Social	Damon Smith
	Wendy Hanson
	MaryAnn Davidson
Fundraising	Dave Vertugo
	Kristen Gallis
	Kendra Pacheco
Parliamentarian	Paula Pinsky
Teacher Rep	Barbara Hopkins
Principal	Gail Harrell
Vice Principal	Jennifer Lozzio

SCHOOL ADVISORY COMMITTEE MEMBERS

Members	Jeff Bohn
	Bruce Pinsky
	Adrienne Divittorio
	Mark Connell
	Greg Cloth
	Heidi Gomozias
	John Ordaz
	Lisa Gasparovic
	Kerrie Lyons (PTG Non-Voting Member)
	Frank Roebbert (PAC Non-Voting Member)
	Nancy Melander (Development Non-Voting Member)
Ex Officio	Rev. Matthew Stanley, Pastor
	Gail Harrell, Principal
	Jennifer Lozzio, Vice Principal

ADMISSION POLICY

A student entering kindergarten must be five years old on or before September 1 of that year. A student entering first grade must be six years old on or before September 1 of that year. Exceptions may be considered and must be based in specific criteria of readiness and performance. The decision will be made only after consultation with the parents, teacher, and Principal.

When selecting children for admission of Holy Family School, preference is given in the following order: siblings of current Holy Family School students, registered, active Holy Family Parishioners, registered, active Catholics of another parish, Catholics who are either not registered, non-participating, or non-supporting members of a Catholic parish, and then non-Catholics

All incoming students will be required to take readiness tests in math, reading, and writing. The school requests test scores and report cards in advance of admittance from the child's previous school. The school may also require both parent and child to meet with an administrator.

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

ATTENDANCE POLICY

Absences

Please notify the school office message recorder before 8:00 am at 978-1355 or email Mrs. Schneider at connie.schneider@hfsj.org on the first day of a student's absence. When the student returns, s/he must bring a written note from his/her parent explaining the specific reason for the absence. A doctor's note is required to excuse medical appointments. If a student is absent for more than five consecutive school days due to illness, the school may request that the student's doctor provide written verification of the absence. Please be advised that we request parents to avoid making appointments for their children between 8:00 a.m. and 10:00 a.m. This is our Language Arts block and it is a critical curriculum time.

Absences due to illness or a family emergency are considered to be excused absences. The student will be allowed the same number of days absent to make-up any missed work, quizzes or tests. It is the responsibility of the student and/or parent to contact the teacher and coordinate arrangements. Homework may be requested, for absent students by contacting the student's teacher via the teacher's web page. Please refer to individual classroom standards for specifics on grading policies regarding make-up work. Teachers will not prepare lessons ahead of time. If a student is going to be out for an extended time, please discuss this with the individual teacher so arrangements can be made for work.

Absences due to vacations, athletic events, family visits, and other similar situations are considered unexcused. We discourage these absences, due to the negative effect of such absences on the student's learning. The responsibility for making up work, quizzes, and tests rests with the student and parent. Any work, quizzes or tests not made up may become zero grades. The teachers will not prepare lessons or work ahead, and extra credit work will not be given.

If a child in first through sixth grade misses 15 or more days (excused or unexcused) within the school year, he or she may not receive grades and may be retained because of poor attendance. For junior high students in grades seven and eight, the number of absences (excused or unexcused) a student may miss per trimester is 6 days. Please refer to the Junior High handbook for additional information.

Written permission is required to release a student to another parent/adult from school during the day for sporting events and any other functions. No student will be released to another parent unless a note is on file with the office.

Tardiness

Being on time is extremely important. It is an acknowledgment by both the parent and the student of the importance of the initial organization that takes place within each classroom. The faculty and staff ask that you take seriously the obligation to be on time.

All students in grades Kindergarten through sixth are considered tardy if they arrive after the 7:55 a.m. gathering time. Please refer to the Junior High Handbook for the seventh and eighth grade tardy policy. Late students must report to the office and receive a tardy/admit slip before reporting to class.

Tardy Policy

Each trimester, students in grades Kindergarten through eighth grade who receive 4 tardies, will be notified by letter from the office regarding their assigned to that month's Saturday Community Care Day. If this does not correct the tardy problem, then another Community Care Day may be assigned to both the parent and student and a meeting with administration will occur. If an emergency occurs and the Community Care Day assignment has to be changed, please contact the school office. Only one

change will be allowed. If a student fails to appear on the assigned Saturday, a one day suspension may be assigned. A \$25.00 fee may be charged for every Saturday school assigned after the first one. Each new trimester begins a new cycle.

If a student is late because of a doctor or dental appointment, please call the school office before 8:00 a.m. When returning from a doctor or dentist appointment, the student must bring a note from that office.

Students are expected to arrive on time for all of their classes during the school day. There should not be any dawdling, detours, or congregating between classes.

Leaving the Grounds

No student is permitted to leave school grounds at any time during school hours or while in Extended Care, nor is a student to be released from class without a signed note of permission from the parent, guardian or designated adult. If a student must leave during the day for an appointment, the parent should send a note to the teacher in the morning advising that the student will be leaving early. The parent must then come to the school office, sign out the student from the classroom for dismissal. At no time should a parent go directly to the classroom during school time.

When a student returns from an appointment, both the student and parent must come into the office with a note from the doctor/dentist. The parent must sign in the student, and the student will be given an admit slip for class.

When the School Day Ends

Students in grades 1 - 8 are dismissed at 3:00 p.m. (12:45 on Wednesdays). Students in Kindergarten are dismissed at 1:30 p.m. (12:45 p.m. on Wednesday). Students must be picked up by their parents or other designated adult within 15 minutes of dismissal from the pick-up areas of the parking lot. If the child remains on campus after that time s/he will be sent to Extended Care and parents will be billed from the time of dismissal. Severe consequences will occur for any students found hiding or going off campus. There is no pick-up in front of the Church.

Students, who remain on campus for Scout meetings, after school sports, etc., must be under the direct supervision of the adult in charge or their parent. If not, they will be checked into Extended Care.

BACKPACKS AND BINDERS

Backpacks are not allowed to have writing, patches, or stickers on them. Binders should be kept clean and organized. No inappropriate language is to appear on any backpacks or binders. The administration and staff reserve the right to search backpacks or binders at any time throughout the year.

BICYCLES

Bicycles are to be stored in the racks provided and locked until dismissal. All bicycles must have a lock. Bicycles are to be walked on and off the campus. Students are not permitted to ride bicycles on school grounds. After two warnings the parent is called and the student loses his/her bicycle privilege for a period of time. Bicycles should never be left at the school overnight. The school will not be responsible for any bicycle left overnight or parked without a lock.

BIRTHDAY CELEBRATIONS

Birthdays can be celebrated within each classroom structure. (Please refer to individual classroom rules). However, please do not send balloons or flower bouquets to school. These are a major distraction in the classroom. If they are sent, the item will remain in the office and the student may pick it up after school.

BULLYING BEHAVIOR

Relational Aggression, Bullying, and peer to peer Harassment are forms of aggression in which one or more children is repeatedly and intentionally intimidate, harass, or physically harm a victim who is perceived as unable to defend himself or herself. **Bullying** or **peer to peer harassment** behavior is any gesture or written, verbal, graphic or physical act. **Relational Aggression** is slurs, rumors, jokes, demeaning comments, drawing cartoons, pranks, hand gestures, threats, or other written or oral actions-all meant to change how someone or others feel about the victim.

Consequences and appropriate actions will be taken for a student who commits one or more acts of peer-to-peer harassment, bullying, or relational aggression. They may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student, in some cases, shall be unique to the individual incident. A consequence may and can be a referral to the school counselor or in greater incidents to law enforcement. Administration will not tolerate retaliation against any person who reports an act of peer-to-peer harassment, bullying, or relational aggression. The consequences and appropriate action for a person who engages in retaliation shall be determined by administration after consideration of the nature, severity, and circumstances of the act.

HARASSMENT POLICY

Holy Family School believes in the sanctity and integrity of all persons: that we are created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief, and Holy Family School is committed to providing an environment free of harassment. Therefore, all students and employees of Holy Family School are forbidden from engaging in any harassing behavior, which is directed at any member of the community - adult, adolescent or child. This policy also extends to any visitor or guest on the school campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, if Holy Family School determines that harassment has occurred, it will take effective remedial action (up to and including dismissal) commensurate with the severity of the offense. In addition, appropriate action will be taken to deter any future harassment. Students or employees found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal.

Complaint Filing and Investigation Procedures

Holy Family School encourages all individuals to report immediately any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. The following procedures must be followed for filing and investigating a harassment claim:

The individual should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Principal or to a teacher/supervisor who will report it to the Principal.

The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation will begin with a meeting of the person(s) accused of the harassment, the person(s) to whom it was first reported, and the Principal. At the meeting, the nature of the allegations and the name(s) of the person(s) bringing the allegations will be presented. If appropriate, the accused student(s) will be suspended and/or the accused adult(s) will be placed on administrative leave during the investigation.

Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context, and seriousness of the harassment and can include any appropriate form including immediate termination or dismissal.

If the complaint is against a person who is not a student or employee, the school will take steps, within its power, to investigate and eliminate the recurrence of the problem.

Harassment Definitions:

- **Verbal Harassment** – Epithets, derogatory comments, slurs and jokes or threatening words spoken to another person
- **Physical Harassment** – Unwanted physical touching or contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement
- **Visual Harassment** – Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures
- **Sexual Harassment** – Unwelcome sexual advances and propositions, threats or demands to submit to sexual requests, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances

Student Threats

All student threats to inflict serious harm to self or others shall be taken seriously. These threats can be spoken person to person or can be shared on the internet. Whoever hears or becomes aware of any threat made by a student should immediately report it to the administration. Our school will respond to any statements or behavior of a threatening nature, weapon possession, and any behavior by individuals that might pose a threat to the well being of students, staff, or others.

CHILD ABUSE

All school personnel are required by law to report suspected abuse to authorities. Child abuse includes sexual abuse, non-accidental physical injury, and neglect. The responsibilities of school personnel are to identify incidents of suspected abuse, to comply with the laws regarding the reporting of any suspicions, and to cooperate with any subsequent investigations.

CODE OF CONDUCT

This is a Diocesan-wide expectation of behavior for all Catholic school students. It forms the philosophy and foundation of all school discipline (see Youth Code of Conduct attachment.)

COMMUNICABLE DISEASES

Parents must notify the school office immediately if your child becomes infected with a communicable disease, such as strep throat, chicken pox, pink eye, or head lice. In the case of head lice, your child may not return to school until all nits are removed. You must bring your child to the school office for the purpose of inspecting his/her hair before returning to class. If your child has a fever, or vomits at school, the child will be sent home and must remain home for at least 24 hours.

COMMUNICATION

Communication Flow

Communication regarding your child should be addressed to the teacher either by written note, email or by calling the school office and leaving a message for the teacher to contact you. Parent communication requests will be answered by teachers within 48 hours.

Parental concerns need to first be brought to the attention of the teacher or staff member involved. If the problem is not satisfactorily resolved within an acceptable amount of time, the matter may then be brought to the attention of the Principal. Questions regarding policies and/or procedures should be referred to the administration. The Pastor may be consulted only after the above procedures have been followed. Concerns may be submitted by using the Community Speaks form available in the school office or on the website.

Parent Teacher Conferences

Parent-teacher conferences will be held in November for grades 1 through 8. Parents are notified in advance of the date and time the conference is scheduled. School is dismissed at 12:45 each day during conference week. Kindergarten conferences are held separately, during the month of February.

Electronic News & Notes on School Website

The school website will be updated weekly. Email blasts will be sent each Wednesday to notify parents regarding website update.

Change of Address, Telephone, Work

Please notify the school office if you have a change of address, home, work, or cell phone number. Please use the form available in the school office or on the office's webpage.

Emergency Card

The emergency card contains contact information for school use in case of emergency. This information must be kept current at all times. Children will only be dismissed to a person named on this card. Please use the form available in the school office or on the office's webpage to update contact information.

Telephone Use

Students may use the office phone in the case of an emergency. Students are not permitted to use the classroom telephone without permission from and supervision by a teacher. Cell phones and other electronic devices are not allowed on school property. If found in the "on" or "off" position, the phone will be confiscated and kept for the remaining of the school year. Students who go to Extended Care after school have access to the Extended Care phones if a phone call needs to be made.

DISCIPLINE POLICY/SCHOOL RULES

Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment. Discipline is the student's ability to manage him/herself within the limits set by school policies and procedures.

Conduct Referrals and Detention Notices

Conduct referrals will be given for violations or infractions of basic discipline rules. The goal is to provide an environment where students are free to learn and where staff and teachers have the right to educate the students while providing a safe environment. Interruptions, distractions or disruptions will not be tolerated. Conduct referrals will be issued for infractions. Those infractions that warrant a Detention Notice will be noted on the Conduct Referral. The Conduct Referral and Detention Notice (see copy in addendum) must be signed by the parent and returned to the Homeroom teacher within 24 hours.

After a student receives three (3) Conduct Referrals or three Detention Notices in one trimester, the student may be assigned an out of school suspension. If a classroom teacher issues three conduct Referrals or three Detention Notices in one trimester, the student cannot return to the classroom until his/her parents come in for a conference with the Principal and teacher. At this conference, a discipline plan or further consequences will be discussed.

Basic Conduct Expectations:

The following is a list of grave conduct infractions and is not meant to be all-inclusive. It will, however, serve as a guide for the students. These serve as potentially serious violations and could lead (if continuous) to more serious action, such as grounds for suspension or expulsion.

- Profanity, vulgarity or abusive language – this type of language demeans the speaker and the community
- Lying, disobedience or lack of respect towards administration, staff members or peers
- Constant failure to fulfill sanctions, refusal to fulfill discipline measures or habitual criticism of school norms
- Fighting, causing bodily harm to another student or threatening physically another student, etc.
- Bullying, harassing, relational aggressive behavior

Detention

Detention will be held as determined by teachers. Parents will be notified if this student has been assigned. It will begin promptly at 3:05 pm in the assigned room. Students are to take care of all of their needs before they report to the detention room. No food or drink is allowed. Students are not to change their clothes before detention; he/she will receive another detention for the following week.

Dress Code Violation Slips

Holy Family School has established a uniform policy so that students can be part of the student community and avoid the social stigma that sometimes is associated with dress. The uniform code does not allow for individual differences. In order to enforce the uniform dress code, cooperation is needed. Students, along with their parents, are responsible for adherence to the uniform policy. A Dress Code Violation Slip will report violations of the uniform dress code to the student and parent.

Classroom Discipline

Each teacher has a set of classroom rules to meet the needs of the individual class. Those rules are explained at the beginning of the school year, along with the consequences of violating them. Each student is also made aware of the general school rules stated here in the handbook. Parents are expected to be familiar with and support the policies and rules of the school.

Basic School Rules

- Students are expected to be respectful toward teachers, staff, yard supervisors, other adults, and other students. Proper and respectful language and behavior are expected in the classroom and on the school campus at all times. Swearing or fighting will not be tolerated (see Code of Conduct policy.)
- Students must be in complete uniform each day. Only uniform sweaters, jackets or sweatshirts may be worn in the classroom. Prior administrative permission must be given for a student to be out of uniform.
- Students are expected to be prepared for class, to complete assigned homework, and to turn it in on time.
- Frequent tardiness or truancy is not tolerated.
- Students who arrive earlier than 15 minutes before school starts in the morning and/or stay at school more than 15 minutes after dismissal must go to Extended Care.
- Students may not leave the school grounds during school or Extended Care hours to go to nearby stores.
- Parents taking children out of school during the school day must sign them out in the school office. Students will be called from their classroom to meet the parent at the office.
- Students must behave appropriately on the play yard. Students may not throw things, litter, or kick balls outside of the play yard. No student may leave the play yard to retrieve a ball without permission. Students may not use play equipment before school or during the 15 minutes immediately after dismissal.
- Leaving assigned areas is not permitted. Students may not be in the bicycle area, the driveways, the parish office area, the

Community Center, near the fences or the parking lot beyond the cones. Students may not use the soda machine during school hours.

- Students may not play or loiter in the bathrooms or in the breezeway.
- The use, sale, distribution, or possession of narcotics, controlled substances, or alcoholic beverages is not allowed.
- Gang related conduct, including but not limited to symbols, graffiti, apparel, colors, hazing/initiations, hand signals, etc. is not allowed.
- No hazardous materials or dangerous objects (weapons, matches, fireworks, stink bombs, etc.) may be brought to school at any time.
- Tape recorders, radios, balls, yo-yos, toy weapons, electronic games, iPods, cell phones, MP3 players and other personal or inappropriate items may not be brought to school. Cell phones will be confiscated and kept for the remainder of the school year.
- Gum and sunflower seeds are not permitted on school property.
- Students may not ride bicycles on school grounds. Bicycles must be walked on and off campus.
- Skateboards, roller blades, roller skates, heeies etc. are not allowed at school.
- Students will not be dropped off or picked up in front of the Church.

Discipline Policy

In general, disruptive behavior or violation of rules will be addressed by the teacher. The teacher may decide to notify parents by written note or by telephone. If the behavior continues or the infraction is serious, the student will be referred to the Principal or Vice Principal.

For the most serious interventions, i.e., probation, suspension, or expulsion, the administration will conference with the student and the parents. The Pastor may be consulted.

Probation

A student may be placed on academic or behavioral probation at any time during the school year. The terms of the probation are clearly stated to parents and the student in a conference with the teacher and the administration. A student's failure to abide by the conditions of the probation may lead to suspension or expulsion.

Suspension

A student may be suspended for a specific period of time for serious (e.g., pantsing another student, fighting or other violence directed in such a way as to inflict injury to another person) or continued misconduct. A student may receive either an in-school suspension, in which the student remains at school but is not in the classroom, or an out-of-school suspension. In either case, parents are notified before the suspension period begins. A conference, which may include the student, parent, teacher, and Principal or Vice Principal, will be required before the student may return to class. All assigned work must be completed prior to the student's return to class. Any assignments, quizzes, and tests missed will receive a zero and cannot be made up. A student cannot participate in extra-curricular activities on the day of suspension.

Expulsion

A student may be expelled from school for misconduct of a very serious nature or for repetition of conduct for which the student has been previously suspended. Diocesan Policies will be followed.

Recommended Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the Principal may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

DISASTER PREPAREDNESS

Our school has an earthquake/disaster preparedness program that includes a three-day supply of emergency food and water, as well as other disaster necessities, for every student and staff member.

In the event of a major earthquake/disaster, all church and catechetical staff will also assist with student care. Each classroom has an emergency pack containing separate emergency cards for each student, which contains out-of-state contact information. No student will be released to anyone other than a parent or a person designated on the emergency card. Please use the form available in the school office or on the office's webpage to update contact information.

Lock downs

In the case of an emergency, the San Jose Police Department may impose a "Lock-down" on the school. A public announcement will give the teachers and staff that signal to begin the safety procedures. Parents will not be called during the lock down. When given the "all clear" from the Police Department, the administration and staff will follow instructions as designated by the police. This procedure ensures the safety of all individuals on the property during emergencies. We ask parents to cooperate fully with the school's procedures. A follow up email will be sent regarding the details.

FIELD TRIPS

Field trips are a privilege afforded students for an educational purpose. A student may be denied participation if s/he fails to meet academic or behavioral requirements. A signed permission form is required for all field trips. School uniforms are worn unless otherwise advised. No parent may drive or chaperone a field trip unless they have cleared fingerprints through the Sheriff's Department.

Private automobiles will be used to transport students to and from fieldtrips. Drivers must provide a copy of a valid California driver's license, be over 25 years of age, and provide a copy of their registration and insurance policy demonstrating 100,000/300,000 liability and collision insurance coverage for the vehicle used. In addition, a Field Trip Driver Information Form must be completed and on file in the school office before any parent may drive on a field trip. Drivers remain with the students as a chaperone and may not bring along other siblings.

In compliance with California state law, each student passenger over 60 pounds must wear a seatbelt. If under 6 years of age or under 60 pounds a child safety seat must be provided. In fairness to all students, drivers are instructed to refrain from providing treats in their car. Drivers are to refrain from making any unscheduled stops. Field trip drivers are to follow the prescribed route provided by the teacher.

HOMEWORK

The primary purpose of homework is to provide reinforcement for work that has been taught or to secure resource materials/information for work that will be presented. In addition, homework fosters the student's creativity and discipline through enrichment projects or research. The student also learns to work independently and to accept responsibility for completing a task. Diocesan guidelines indicate the average amount of time the typical elementary student should spend daily on homework: 20 minutes for grades 1 and 2, 30-45 minutes for grades 3 and 4, 45-60 minutes for grades 5 and 6, and 60-90 minutes for grades 7 and 8. If a child is spending considerably more time on homework than indicated above, please notify the teacher.

All homework is listed daily on the teacher's webpage. Homework request can be email directly to the teacher via the teacher's webpage. Homework may be picked up in the school office 24 hours after the request has been made.

INSURANCE

The Diocese of San Jose has an insurance policy, which covers every student enrolled in school for injuries received going to and from school and during school-supervised activities. This is supplementary coverage; the family's health insurance plan is the primary coverage. Should an injury occur, parents should request an insurance form from the school office within five days of the injury.

LIBRARY

Students may return library books during their library time or directly to the school office at anytime. All damaged or lost books will be charged to the responsible parent's tuition account. Book charges will include tax, plus \$5.00 to cover shipping and handling. All fees must be paid in full at the end of each trimester. Report cards will be held until the fee is paid in full.

LOST AND FOUND

All lost and found items are kept in the school office. Parents and students are able to look for lost articles before and after school. To help facilitate the return of your student's items, please label everything your child brings to school. At the end of each month all unclaimed items will be given to our Uniform Exchange and/or to a charitable institution.

LUNCHESES

Hot lunch is available for grades kindergarten through eighth grade. Many food choices and meal plans are available. Please see the Kidz Kafé information and ordering page under the school information tab. Kidz Kafé will be open daily from 8:00am to 1:30pm except for Wednesdays; hours will be from 8:30am to 1:30pm. Any questions or problems regarding the Hot Lunch Program are to be directed to Elsa Aguilar on the Kidz Kafé's direct line (408) 551-9969 or (408) 978-1355 ext. 109.

If a student forgets his/her lunch, a parent may bring the lunch to the office, marked with the child's name and grade. The student should check the school office at lunchtime to see if their lunch has been dropped off. The student is responsible to

pick up his/her lunch. Office staff does not deliver lunches to classrooms. Students may not call home for a forgotten lunch. They must notify their teacher that they do not have a lunch and other students will be asked to share their food. Lunch is eaten outside when it is not raining, and in the classroom when it is raining. Students may not meet a parent in the parking lot to pick up their lunch.

Please note: the office cannot heat up a child's lunch, provide spoons or forks, or store food in the refrigerator or freezer.

MEDICATION

If it is necessary for your child to receive prescribed medication during the school day, it should be brought to the office in the prescription bottle with a signed note from the doctor specifying the time of day it is to be given and in what amount. At no time may a student keep prescription medication in his/her desk, belongings, or lunch bag. This includes cough drops and cold medications, which the doctor may suggest for the student's use. Administration of Medicine by School Personnel form is available from the school office or from the office webpage.

Bringing non-prescription medications such as Tylenol, cold tablets, cough medicine, etc, to school for your child is strongly discouraged. If your child needs these medications, please obtain the Administration of Medicine by School Personnel form, which is available from the school office or from the office webpage. Upon completion, please return this form to the school office along with the medication. In addition, a note dated and signed by a parent, which includes instructions to school personnel regarding dosage, and under what circumstances. As with prescription medication, at no time may a student keep non-prescription medication in his/her desk, belongings, or lunch bag.

OFFICE HOURS

The school office is open Monday through Friday from 7:45 a.m. to 3:30 p.m. Parent's may leave a message on the school's answering system during after school hours.

OPEN HOUSE

Open House is held once a year in conjunction with Catholic Schools Week at the end of January. Families are welcome to visit student's classroom and the Science Fair. A separate Open House will be held for prospective parents to visit our campus.

PARENT SERVICE HOURS

All parents are required to complete 40 hours of community service for two parent families and 20 hours for single parent families. There are various ways to fulfill these hours during the school day, on weekends, or at home. Volunteer opportunities are published under the "Help Wanted" section of the school website. Service hours contributed to Holy Family Parish or to the catechetical department may also count toward the school requirement. A complete list of options and a record sheet are available on the website under Login, then parents then volunteers. The tally sheet is to be turned into the volunteer coordinators office every March. If your service hours are not met, your child will not be able to re-register for the following year.

PARENT/TEACHER GROUP (PTG)

The Holy Family Parent/Teacher Group (PTG). The PTG coordinates social and fund-raising activities for the school in partnership with the Principal, Pastor, and school board (SAC). The PTG consists of duly selected officers who hold monthly board meetings and semi- annual parent education nights for all parents and school personnel.

P.E. CLOTHING

All students in grades 5th -8th are required to arrive at school on P.E. days dressed in the P.E. uniform. The required PE uniform is available from Merry Mart and consists of: navy sweatpants or mesh shorts with the Holy Family logo, a navy T-shirt with logo and tennis shoes with non-marking soles. Boys are advised to wear athletic supporters. Students in grade 8 have the privilege of wearing basketball warm-up pants instead of sweatpants. Beginning the second week of P.E. class no student will be allowed to participate without the proper uniform. Students are not permitted to call home for forgotten clothing.

P.E. uniforms are optional for students in grades K-4. Girls who don't wear P.E. uniforms in grades 1-4 must wear shorts under their skirts on P.E. days. These shorts may not show below the uniform.

PROGRESS REPORTS

All students will receive a formal academic progress report during the first trimester. For the second and third trimester, only students who are doing poorly or show a dramatic change in performance will receive a progress report.

RELIGIOUS EDUCATION PROGRAMS

Liturgies/Religious Celebrations

Students in grades Kindergarten through 8th attend a school liturgy at least once a month, including Holy Days. Please see the school calendar for exact dates and times. Each teacher is also required to conduct prayer services and/or Eucharistic liturgies and Reconciliation services for their individual classes.

Religious Instruction

The goals of the religious education program encompass all aspects of our total education program, integrating the Christian message to the life situation of the students. In the formal religious instruction, in addition to an emphasis on knowledge of Catholic doctrine, the students are offered many opportunities for prayer, both formal and spontaneous.

Sacramental Preparation

Sacramental Preparation is shared by school and Parish. Parents of students who are preparing for a sacrament are required to participate in the Parent Preparation Program of the parish. Students will receive their Confirmation and First Eucharist with the parish.

REPORT CARDS

Report cards are distributed three times during the school year: November, March and June. Report cards contain grades in academics, conduct, and effort. Students who are absent for twenty or more days in any trimester will not receive a report card for that trimester. Grade percentages based on diocesan guideline are:

A	100 -96	B-	84 -82	D+	69 -67
A-	95 -92	C+	81 -78	D	66 -64
B+	91 -89	C	77 -74	D-	63 -60
B	88 -85	C-	73 -70	F	Below 60

ROOM PARENTS

The Room Parent assists the homeroom teacher with classroom parties, activities, field trips and recruiting classroom volunteers. In addition, room parents will oversee money collected for parties, teacher gifts, staff luncheons and the Enchanted Evening Project. The PTG board will train room parents for each classroom. Room parents must get administrations' approval before distributing any material to parents in the class.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) is an advisory body guiding the educational policies of Holy Family School and is subject to the rules and regulations that proceed from the Bishop through the Diocesan Superintendent of Schools. The following are some of the duties and functions of SAC:

- To recommend policies to the Principal and Pastor governing the operation of the school.
- To ensure that all operations of the school are consistent with the mission of the Catholic Church.
- To create better understanding and support of Catholic education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities.
- To assist the Principal in developing the annual school budget and to determine if it realistically reflects the general financial and physical needs of the school.
- To develop and review the school's long range (5 year) plan.
- To monitor and evaluate programs which were established as a result of its policy recommendations
- To evaluate its own effectiveness on an annual basis as well as the working relationship between the school Principal and SAC.

SCHOOL PARTIES

Each class has two parties during the school year, usually Christmas and Valentine's Day or an end of the year party. A party fee is collected at the beginning of the school year to fund both parties. The Principal must approve any other parties. Student birthday party invitations may not be passed out at school unless the entire class is invited. In fairness to all, parents are asked not to send flower or balloon deliveries to a student in celebration of birthday or any other event. These items will be kept in the school office until the end of the day.

SCHOOL RECORDS

Records are available to all parents. Please call for an appointment so that an appropriate educator can be present to interpret data and test scores included in the files.

STUDENT COMMUNITY SERVICE HOURS

Students in grades 6th -8th are required to satisfy ten (10) hours of community service per year. Acceptable service opportunities include unpaid (by money or credit) work that is performed within a school, parish or other non-profit organization. Refer to Community Service Hour guidelines for more details and requirement deadlines. (see Addendum)

SNACKS

Students may bring a snack to be eaten during recess time. We encourage healthy food items. No glass containers are allowed on the school grounds. The office does not have spoons and forks available nor is there an opportunity for student to heat or refrigerated food.

SPECIAL/FREE DRESS

Special dress or non-uniform days may be given by the Principal, or by the teacher with the Principal's approval. On special dress days students are allowed to wear clothing that is clean, modest, not torn, and suitable for school. Logo T-shirts in poor taste, halter tops, tank tops, or any tops that show midriff are not allowed. Baggy or sagging pants, biking shorts, and short shorts are not allowed. There may be special theme days determined by the faculty; students are expected to follow the guidelines outlined. The administration reserves the right to send home anyone who comes dressed inappropriately.

SPORTS

After school sports are available for both boys and girls in grades 5-8. Sports include volleyball, basketball, flag football, softball and track. Our teams compete with other Catholic schools in our division through the Diocese of San Jose Catholic League-East Division. This program encourages Christian sportsmanship and builds team spirit and school pride. A detailed athletic policy is given to each player at the beginning of each sport. There is a fee charged to play each sport. Students who perform unsatisfactorily in areas of classroom conduct, effort, and homework may be declared ineligible to participate in any after school sports. Sports Probation may be assigned to any student for behavior or academic reasons.

STUDENT COUNCIL

Participation on the Student Council helps to develop Christian leadership and responsibility. The Student Council and faculty advisors sponsor various spiritual, social, community, and fund-raising activities during the school year. Students in grades 5-8 are elected in May to serve the following school year. The requirements to run for office are as follows:

- No grade lower than "B" or 85% in any subject area including conduct, effort, and homework for the office of President
- No grade lower than "B-" or 82% in any subject area for all other officers
- All officers must have and maintain a "B" 85% or better in conduct and effort
- Follow all school rules as indicated in the school handbook
- Not be on school academic or behavior probation
- Follow all dress code rules as indicated in the school handbook
- Re-registration for upcoming school year must be completed
- All tuition must be up to date
- Attend weekly student council meetings after school and all Student Council sponsored activities
- Failure to maintain the above standards can result in suspension from Student Council.

STUDENT SERVICES

Extended Care

The Extended Care program operates from 7:00 a.m. to 6:00 p.m. and is available to all students. Students may use this program on a daily basis or a drop-in basis. There is a homework time provided for the children, as well as other indoor and outdoor activities. To reach Extended Care, please call 978-6141. Extended Care begins the first day of school. There is no Extended Care the last day of school, either before or after school. Students must sign into Extended Care and be signed out by a parent or guardian on the Emergency Card. Students who do not follow the procedures will be referred to administration. Extended Care billing is noted on the registration or re-registration form.

Illness at School

Students who become ill at school will be sent to the office with a note. Sick children will not be kept in the classroom. All children who have a fever or who are vomiting will be sent home and may not return for at least 24 hours. If symptoms appear to require that the child be sent home, the parent will be called and the child will remain in the office until picked up. The child must be picked in a timely manner. Students must be fever-free for twenty-four (24) hours before s/he may return to school. Parents will be notified of any communicable diseases. If a student has one of the diseases listed, he/she may not return to school until the guidelines are met.

Student Study Team

We have a program for determining what interventions are necessary for students who are having difficulty academically and/or behaviorally. This program is called a Student Study Team. There are three steps: the teacher and parents first must try various methods of helping the student. Second, the Vice Principal, who is the administrator of the program, is consulted, and she determines what step is next. Third, a Student Study Team is convened. The team consists of an administrator, the referring teacher, other teachers, a learning specialist, the parents, and sometimes the student. Further information about this program can be obtained from the Vice Principal.

TESTING

Each year during September students in grades 2-8 take the IOWA Achievement Tests. Testing is conducted during the morning. Morning appointments for students should be avoided during testing week. First grade students test in Spring.

TEXTBOOKS AND TRADE BOOKS

Students are responsible for keeping books clean, covered, and labeled. Do not use contact paper to cover textbooks books. Unless provided by teachers, families must purchase trade books according to the teacher's list. Students are expected to care for their own trade books. Families must pay for any textbooks that are damaged or lost. Damages include water damage, torn corners, separated spine, writing on or in the book, etc. Final report cards will be held until all fees have been paid,

TRAFFIC/PARKING

There is a very specific traffic flow pattern that all parents must observe in order for traffic to flow smoothly and to ensure the safety of the students (see map at end of handbook). It is imperative that parking areas be observed and used correctly. There should never be any stopping in the traffic lanes of the parking area to drop off students. Cars may only stop to drop off students in the designated drop-off areas or by parking in a parking space. Any other stops in traffic flow cause a traffic jam and endanger student safety. A detailed map is posted on the school website. A copy of the traffic map can also be found at the end of this Handbook. It is expected that parents and students follow the instructions of the safety patrol and teachers on duty. Anyone not following directions or not cooperating with yard duty faculty will have a meeting scheduled with the administration.

TRANSPORTATION AND SUPERVISION

See Field Trips

TUITION/FEES

Tuition and fees are reassessed each school year and posted in April with rates for the following year. Parents are required to sign a Tuition Agreement form when re-registering which acknowledges tuition and fee schedules for the upcoming year.

There is an application fee for all new students and a yearly registration fee for all students, new and returning. The registration fee covers textbooks, insurance, and testing. In addition, there is a graduation fees for eighth grade students which covers additional expenditures such as diploma, gown, tassel, programs, flowers, and beach trip. Students may not participate in graduation activities, student council elections, receive a yearbook, report card or class assignments until all delinquent tuition and fees are paid in full.

Any family experiencing financial difficulty should contact the Principal or the Business Office. Failure to fulfill tuition payment responsibility is cause to drop students from enrollment. Action is usually taken at the end of each trimester. All accounts are to be current by May 15th of each school year in order for the children to be registered for the next school year. Any outstanding tuition will result in the report card, yearbook, school records, and diploma being held until the account is brought up-to-date.

UNIFORM/GROOMING

Uniform

Students are expected to be in school uniform at all times except on special/free dress days designated by the Principal. The administration reserves the right to ask a student to change what is considered inappropriate dress or grooming. Uniforms are worn by all grades, including kindergarten, throughout the entire school year, beginning the first day of class, excluding the last two days of school. Shirts and blouses must be tucked in at all times for all students. No baggy pants or shorts may be worn. Teachers will enforce the uniform policy. If a student is not in the proper uniform dress, s/he will receive a Dress Code Violation Slip. Three slips received in one trimester will result in a detention (see Dress Code Violation slip in addendum).

Formal dress consists of a white collared shirt or blouse, navy V-neck logo sweater, and navy twill pants. Girls may choose to wear jumper/skirt, as designated by grade level. No students may wear walking shorts, P.E. uniforms, or scouting uniforms on formal dress days. Formal dress is required for students in grades K-8 on days they attend Church and other days indicated on the school calendar.

Uniforms must be kept clean and in good repair. Holes are not allowed in pants, sweaters or sweatshirts.

Uniforms are available at The Merry Mart in Santa Clara. The girls' jumper and skirt must be purchased at The Merry Mart. Logo wear can be ordered through the Merry Mart website four times a year. Please check the school calendar for order deadlines. White shirts, navy slacks, walking shorts, shoes, and socks can be purchased at Merry Mart or any other store as long as they look the same as The Merry Mart brands.

Students participating in Scouting may wear the complete Scout uniform on the day of his/her meeting only. Scouting uniforms are not to be worn on formal dress days.

Grooming

For boys: Hair must be clean and neatly groomed. No long hairstyles are allowed. Hair must not cover the ear or eyebrow or touch the shirt collar. In addition, completely shaved heads, carved letters, ponytails, bi-level or extreme bowl cut are also not allowed. Hair must be left in its natural color with no bleaching, dyes, tints or highlights.

For girls: Hair must be clean and neatly groomed. Hair must not cover the eyes and must be left in its natural color with no bleaching, dyes, tints or highlights.

** The school administration reserves the right to require a change in inappropriate hairstyles.*

Additional grooming rules:

- No make-up is allowed at any time.
- Artificial, long, and/or polished nails are not allowed.
- Necklaces may be worn, but only inside shirts.
- No hoops or dangling earrings are allowed. Only studs may be worn.
- No beaded braids may be worn.
- Headbands are to only be solid school colors, blue, yellow or green and must be made of soft material. No ties or extra material may be worn.
- Eighth graders may request special dress code privileges that must be approved by the administration. Parents will be notified of these privileges when approved.

Uniform Requirements for Boys and Girls

Shirt: Green polo knit with logo, White polo knit or long sleeved White polo with or without logo

Pants Navy cotton twill pants (no cargo type pants with pockets on pant legs)

Shorts: Navy twill walk shorts (no cargo shorts). Shorts must be above the knee.

Sweatshirt: Navy crew sweatshirt with school logo or gray crew sweatshirt with logo

Sweater: Navy V-neck logo sweater required for formal dress (required).

Socks: Crew style only (3 inches above the ankle bone) - Navy or White only

Navy Logo Jacket: The only jacket that can be worn in the classroom

Navy Fleece Pullover: Can be worn in the classroom.

Shoes and shoelaces: Tennis shoes may be any color except neon colors. Checkered shoes are permitted, however they cannot be slip-ons. No boots, sandals, thongs, high-heeled, or slip-on shoes may be worn. No flashing lights or graphics. All shoes must have enclosed heels. All shoes need to be appropriately sized securely laced on the outside of the shoe.

Belts: Brown, black or navy solid colors only. No designs or studs.

Jacket: Any kind of appropriate jacket may be worn outside. Only the above-mentioned sweatshirt, polar fleece, or nylon blue logo jacket may be worn in the classroom.

P. E.: Grades K-4: (Optional) Navy gym shirt, navy nylon mesh shorts or sweat pants with school logo may be worn

Grades 5-8: (Mandatory) Navy gym shirt, navy nylon mesh shorts or sweat pants with school logo and tennis shoes with non-marking soles.

Grade 8: (optional) Navy nylon basketball warm-up pants.

Optional Uniform Items for Girls

Blouse: white blouse, short or long sleeve

Aberdeen Plaid jumper: Grades K-4*

Aberdeen Plaid skirt: Grades 4-8*

*The length of jumper or skirt cannot be shorter than one inch above the knee.

Tights: White or blue only, no patterns--all grade levels

Socks: Knee socks may be worn for all grade levels--Navy or White only

PLEASE NOTE:

- No colored t-shirts may be worn beneath uniform shirts
- No insignias, emblems or logos on clothing, other than the school logo, may be worn
- No oversized uniform clothing may be worn

UNIFORM EXCHANGE

Used uniforms are available through the uniform exchange, which is held several times during the school year. Graduating students are encouraged to donate any uniform items they no longer wish to use. The dates and times of the exchanges are advertised in advance in News & Notes.

VISITORS

All visitors to the school are required to check- in at the office before going anywhere on campus.

VOLUNTEERS

All volunteers, field trip drivers, or chaperones must sign in at the office and wear a volunteer badge while serving in a volunteer position. According to Diocesan policy, all volunteers will be required to be fingerprinted. No parent may volunteer for the school until clearance is received from the Sheriff's department. Fingerprinting appointments are scheduled through the school office.

YARD SUPERVISION

When a student is not following the rules or is demonstrating unacceptable behavior, a yard duty supervisor will give the student a warning and inform his/her classroom teacher. If the behavior problem continues, the student may be benched. If further disciplinary action is needed, a conduct referral will be issued and given to the teacher to further address the situation. In cases where a child's behavior is a danger to him/herself or others, the student will be sent to the office immediately to be seen by the Principal or Vice-Principal. There is zero tolerance for physical contact between students.

For minor injuries, students need to go to the yard duty supervisor first for an injury slip and then to the school office. For serious injuries, the yard duty personnel will determine the course of action.

Students may not play, loiter, bring food, or do homework in the bathrooms. Balls and play equipment from home, are also not allowed.

There is designated play areas for grade level of students. Students may not play in off limited areas such as the driveway, the parking lot beyond the boundary cones, the bicycle area, the parish office area, or in the Community Center.

Students may not come to the school office during the lunch and recess breaks unless authorized by a yard duty aide and given an office pass.

SIGNATURE PAGE

(PLEASE RETURN)

The information in this Handbook is important to you and your student to help ensure that your experience at Holy Family is a positive one. It is also important to the smooth, successful operation of the school that each parent be aware of the procedures for various aspects of school life.

We require that you read through this Handbook and discuss it with your student(s), then sign and return the form below. If you have any questions regarding anything in this Handbook, please call the school office at 978-1355 for clarification.

Please return this page to the teacher by October 23, 2009.

Also, please note that this page will be kept by each student's homeroom teacher and referred to when a concern or issue arises.

Student name: _____

Grade: _____ Homeroom teacher: _____

Family name _____

Please print _____

I/we have read the School Handbook and have discussed it with my/our children. I/we agree to abide by these rules and procedures.

Father's Signature Date

Mother's Signature Date

Index of Addendum

Rules and Code of Ethics for Technology

Injury Illness Report

Dress Code Violation

Conduct Referral

Community Service Guidelines (6-8)

Community Service Record (6-8)

Emergency Form

Consent to Treat Form

Youth Code of Conduct

Parents,

This signed document must be on file in the Computer Lab before a student is allowed to use the computers. Please sign a form for each student in your family and return to school by **September 14, 2009**. Parents may sign for Kindergarten and 1st grade students ONLY, but please go over with them the importance of these rules.

Thank you,

Laura Lebherz, Computer Lab

RULES AND CODE OF ETHICS DIOCESE OF SAN JOSE TECHNOLOGY USERS

As a computer user I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Family Educational Center.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non academic purposes. I will not waste or take supplies such as paper, printer ribbons, and diskettes that are provided by the school. When I am in computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD ROM's from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Each student who receives Internet access through an account will be instructed in the proper use of the network. **The use of the Internet must be in support of education and research consistent with the educational objectives of the school.** Students using network or computing resources must comply with the appropriate rules for the network or resource.

As a user of a network, I will not use instant messaging, web blogging sites, bulletin boards, or chat rooms. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Although the computers are equipped with filtering devices, parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. **Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action.** The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges.

7. **It is unacceptable to use the Holy Family School name, initials, logo, or pictures of staff, students, the school, or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the internet, or anywhere else, may result in serious disciplinary action including expulsion.**

Diocese of San Jose: Technology Use Agreement

Sponsoring Teacher

I have read the Technology Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____ Laura M. Lebherz _____

Signature: _____ Date: _____

Student

I understand and will abide by the Technology Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

Student's Name (please print): _____ Homeroom Teacher: _____

Student Signature: _____ Date: _____

Parent

As the parent or guardian of this student, I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

Illness/Injury Report

Holy Family School

Date: _____ Grade _____ Room _____

Name _____

Sent by _____

Time sent _____ Time returned _____

ILLNESS	DESCRIPTION
Headache _____	_____
Stomachache _____	_____
Sore throat _____	_____
Head injury _____	_____
Abrasion _____	_____
Bloody nose _____	_____
Other _____	_____

For office use only:

First aid given:

Cleansed _____

Dressed _____

Ice compress _____

Rest _____

Temperature _____

Other _____

Comments: _____

For office use only:

Returned to class _____ Parent to pick up _____ Initials _____

Parent called _____ Left message _____



Holy Family School Dress Code Violation

Warning Slip-3 Dress Code Violation slips will result in a Detention

Holy Family School Uniform Policy

The school uniform contributes to a sense of community and develops a student’s pride in his/herself and the school. Holy Family has established a uniform policy so that students can avoid the social stigma that is sometimes associated with dress. In order to enforce the Dress Code, cooperation is needed. Students, along with their parents, are responsible for adherence to the uniform policy.

- The school uniform must be worn every day, except on designated Free Dress days or on Field Trips, as directed by teacher.
- Uniforms must be washed regularly (especially sweaters and sweatshirts), kept clean, and in good condition
- Uniform style may not be modified or altered in any way
- Not adhering to the school’s uniform policy will result in a verbal warning accompanied by a “Dress Code Violation” notice. Three Dress Code incidents will result in loss of Free Dress privilege and a 30 minute Detention. If a fourth violation occurs in one trimester, the administration will meet with the student’s parents and assign a one day Suspension.

Please refer to the Holy Family School handbook for the complete Uniform Policy.

Name	Grade	Date
The above-named student is in violation of the Uniform Policy as indicated below:		

Not in full uniform _____

TOPS:

- Non uniform sweater or sweatshirt
- Jacket worn inside the classroom
- Shirt not tucked in
- Non uniform shirt type (spandex, cap sleeves, embroidery, piping, logo)
- Non uniform shirt color
- Oversized shirt
- Other: _____

BOTTOMS:

- Skirt/Jumper shorter than 2” above knee
- Shorts shorter than 2” above knee
- Non uniform pants (cargo, zip-offs, low-rise/baggy)
- Non uniform color pants
- Non uniform color socks, tights, knee highs
- Other: _____

FOOTWEAR:

- Socks are worn above the ankle bone
- Non uniform shoe type (boots, sandals, etc.)
- Shoelaces tucked in, untied
- Other: _____

HAIR/JEWELRY/MAKE-UP/OTHER:

- Dyed or highlighted hair
- Extreme hairstyle
- Excessive hair ornamentation
- Hair longer than allowed (boys only)
- Dangle or hoop earrings
- Necklace worn out/necklace other than cross
- Hat on a non-theme day
- Body tattoos (temporary or permanent)
- More than one bracelet
- Nail polish
- Belt other than plain brown, black or navy
- Other: _____

FREE DRESS AND NON-UNIFORM VIOLATION

Students who come to school wearing inappropriate attire will be asked to phone parents to bring school uniforms to wear or in severe instances, be sent home for the day. Please refer to the Holy Family School handbook.

Dress Code Violation:

Issuing Teacher’s Signature _____ Date _____

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____

Holy Family School Community Service Hours Requirements

Goals

- To help students' Catholic identity and expand their understanding of the Christian call to service
- To help students identify and reflect on their individual gifts
- To help students transition into high school community service requirements

Community Service Guidelines

- Every student in **grades 6-8** will be expected to record **10 hours** of community service each year. Community service hours should be completed by the **first week in April** each year. Students are encouraged to complete their **10 hours** with one type of service, though it is not required. It is not necessary to record more than 10 community service hours a year. Seventh and Eighth graders who complete more than 10 hours of community service may have someone nominate them for a Service Award.
- Acceptable community service opportunities include unpaid work that is performed outside of regular school hours and/or family responsibilities through a parish, school, or other nonprofit organization that meets a community need. Liturgical Ministries, Student Council, National Junior Honor Society, California Junior Scholastic Federation, and Safety Patrol do not qualify as community service. If you are unclear whether or not a service opportunity meets the guidelines, ask your homeroom teacher or administration.
- It is the responsibility of each student to find and complete service hours that meet the guidelines before the **first week in April**.

Community Service Record

- Each student must fill out a form for the service provided. Forms can be found in the office and on the website.
- A separate form is needed for each type of community service performed. The student must include a full description of his or her duties. The supervising adult must rate the student and sign the form. The student's parent may not be a supervising adult.
- Students must get the record form signed the day the service is completed.

Reflection Paper Guidelines

- Must include answers to the following questions:
 1. What was your community service? What did you do? When did you do it?
 2. Why did you chose this community service project?
 3. What need in the community did it serve? Is someone's life different or better because of what you did?
 4. What did you learn from your service? Has your life been affected because of your service?
 5. Would you do this type of community service again?

6. What scripture quote(s) speak to you about your community service? Why? Sixth graders must include one scripture quote, seventh grades two scripture quotes, and eighth graders three scripture quotes. All scripture references must be written like the following: Matthew 1: 2-5. Seventh and Eighth graders must have the scripture quotes embedded within their essay.

- Reflection papers must be in essay format and should be typed, double-spaced and in a font 12 or 14. Students should use the same guidelines that they use for other papers in their classrooms.
- One reflection paper is to be turned in per student. If a student completes his or her community service hours with more than one type of service, then six questions must be answered for each type of service.

Deadlines, Grades, and Consequences

- Community service forms and reflection papers are due to the student's homeroom teacher by the **second Monday in April**. There are not exceptions if a student wants full credit.
- Reflection papers are graded as a Religion Project.
- Students who do not complete their service hours and reflection paper by the deadline will have their third trimester Religion grade lowered by a full letter grade. Eighth grade students who do not complete their service hours and reflection paper may have their diploma held.

Holy Family School
Community Service Record
(Grades 6-8)

Name _____ Teacher _____

Hours Completed _____ Date(s) of Service _____

Student's Written Description of Service

Supervising Adult's Response

Please rank the following for this student's service using the following scale: 5-outstanding, 4-better than average, 3-average, 2-needs improvement, 1-marginal, 0-ineffective

Attitude ____

Followed Directions ____

Punctual ____

Leader, if required ____

Respectful ____

Completed Tasks ____

Other comments-

Supervising Adult Signature

Date

Organization

Position Title

2009-2010

EMERGENCY FORM – Holy Family School

Directions: Please complete *both sides* of one emergency form per student. Complete ALL areas.

Mark "N/A" in all spaces that do not apply to student.

PRINT in BLUE or BLACK ink ONLY.

Student's Last Name	First Name	DOB m/d/yy	Sex	()	Home Phone
Address			City		Zip
Father's Name			Mother's Name		

Complete the following parent information only if different from student information above:

Address: _____	Address: _____
City: _____	City: _____
Home Phone () _____	Home Phone () _____

Father's Employer: _____	Mother's Employer: _____
Occupation: _____	Occupation: _____
Work phone: _____	Work phone: _____
Pager () _____ Cell() _____	Pager () _____ Cell() _____
Student lives with: <input type="checkbox"/> Father & Mother <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other (who): _____	

List below at least two people, over 18 years of age (friend, relative, neighbor), who are authorized to pick up your child during school/extended care hours. If your child becomes ill or injured at school and we cannot reach a parent, one of these people may be called to pick up your child:

Name	() Daytime phone	Name	() Daytime phone
Name	() Daytime phone	Name	() Daytime phone

Complete ALL areas below – PHONE numbers as well as names MUST be provided:

Physician's name: _____	Phone:() _____
Dentist's name: _____	Phone:() _____
Orthodontist's name: _____	Phone:() _____
Name of health insurance plan: _____	Group No./ID: _____

In the event of a serious emergency, I understand that my child will be sent by ambulance to the nearest hospital unless I list my hospital of choice here: _____

Complete ALL areas below. Use "NOT APPLICABLE" if the question does not pertain to student:

Is your child allergic to any of the following: specific drug(s), food, other (such as bee sting), please explain below:

Does your child have a chronic illness such as asthma, diabetes, epilepsy, etc., please explain below:

If your child takes prescription medication on a regular basis, please explain below:

Most frequently used e-mail address. The school will communicate with parents via e-mail concerning News & Notes, important notices, teacher/administration contact, etc. (You may provide 2 addresses.)

E-mail address – (please print clearly) _____

E-mail address – (please print clearly) _____

Do we have your permission to share your name, student's name, home address, home phone number and e-mail address with Holy Family Parish? [] yes [] no

In the event of major disaster or emergency, such as a devastating earthquake, please list below people to whom your child may be released (please include people who can get to the school quickly). In addition, you must include the name and phone of one contact person who is out-of-state.

_____	() _____ / () _____	_____
Name	Daytime phone Evening	Relationship to child
_____	() _____ / () _____	_____
Name	Daytime phone Evening	Relationship to child
_____	() _____ / () _____	_____
Name: Out-of-State Contact	Daytime phone Evening	Relationship to child

Completion of this Emergency Form does not constitute permission for any staff member or employee of Holy Family School to authorize medical treatment for this student. A student who incurs a life-threatening emergency would be treated at a hospital.

_____	_____	_____
Signature of father OR	Print father's name	Date
_____	_____	_____
Signature of mother	Print mother's name	Date

STUDENT NAME – print clearly Last: _____

First: _____

Holy Family School – 2009/2010

CONSENT TO TREATMENT OF CHILD AND HANDLING OF CONFIDENTIAL INFORMATION

ONE FORM PER STUDENT – COMPLETE BOTH SIDES OF FORM

I am a parent or legal guardian of (**PRINT Child's Name**) _____, ("my child") who is a student at Holy Family School. I have read, understood and consent to the following concerning my child:

- 1. First-Aid/Emergency Treatment:** Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first-aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The physician listed on the student's Emergency Card or 2) emergency physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.
- 2. Medical Supervision/Administration of Medicines:** I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this paragraph below, that the school may administer **epinephrine injection (Epi-Pen)** to my child, and if the school has agreed to administer **epinephrine injection (Epi-Pen)** by signing this paragraph below, I authorize the school to administer the **epinephrine injection (Epi-Pen)** listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM. This authorizations will be kept on file in the school office and MUST BE RENEWED at the beginning of each school year.

In consideration of the arrangement indicated in this paragraph, the undersigned hereby releases and discharges the Diocese of San Jose, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Education and Holy Family School and their respective officers, agents and employees (the "Diocese") for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Diocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Name of Parent/Legal Guardian (PRINT): _____

Signature of Parent/Legal Guardian: _____

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Mrs. Harrell, School Principal: _____

>>>>>> PLEASE COMPLETE REVERSE <<<<<<<

3. **Release of Student to Qualified Emergency/Medical Personnel and Third Parties:** Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

4. **Gathering, Use and Release of Medical Information:** Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.

5. **General Terms of Parental Consent:**
CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 12, 2009. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY EITHER PARTY. IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

DATED: _____

Signed: _____

Print name: _____

Relationship to child: _____

>>>>>> PLEASE COMPLETE REVERSE <<<<<<<

Youth Code of Conduct

Every youth is expected to act in a *Christ-like manner*.

Every youth is expected to be *respectful*.

Every youth is expected to follow the *rules and policies* as given.

Every youth is expected to *cooperate* with classmates, teachers, peers and adult leaders.

Every youth is expected to *communicate in an appropriate manner*.

Every youth is expected to *respect the personal boundaries and property* of others.

Every youth is expected to *promote and support a safe, fun and healthy environment* through positive participation.

No youth will tolerate abuse of any kind!