

HOLY  FAMILY

S C H O O L

**Parent and Student Handbook
2018-2019**

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"Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students."

MISSION STATEMENT

A Christ Centered Environment. Academic Excellence. Service to Community.

VISION STATEMENT

To inspire students to achieve academic excellence through innovative instruction and service-learning within a Christ centered environment.

PHILOSOPHY

Holy Family Catholic School is a parochial learning center dedicated to the Catholic Christian tradition of life. Liturgy, Sacraments, prayer, doctrine, and service are the basis of this life and enter all subjects and activities throughout the school day.

Holy Family Catholic School emphasizes a personal, positive, warm, creative process of thinking and teaching while developing basic fundamental academic learning skills in an educational environment. Holy Family Catholic School endeavors to strengthen and develop the WHOLE PERSON by using:

- Cultural and social interests
- Gospel messages and values - lived and shared
- Intellectual capacity
- Morals and values
- Personality, character and emotional development
- Physical education
- Sense of responsibility to self and others.

CORE VALUES

The Core Values of Holy Family Catholic School are the values modeled by the life of Christ and the values of all Catholic Education:

- Academic Excellence
- Charity
- Compassion
- Faith
- Generosity

- Honesty
- Hope
- Kindness
- Peace
- Respect for Self and Others
- Reverence
- Strong Morals and Ethics
- Gratitude
- Self Control

PEACEBUILDERS PLEDGE

I am a PeaceBuilder. I pledge...

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak-up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.

SCHOOL HISTORY

When the Kentucky Iron, Coal & Manufacturing Company acquired the land on which the City of Ashland was laid out, the company made an admirable gesture to the local religious congregations. It offered to give land to any organized church capable of building a suitable structure within a reasonable length of time. Six religious denominations had sufficient strength to take advantage of this offer. The Roman Catholics were one of these six congregations

The Roman Catholics in 1860 received one lot (between Winchester and Carter, between 9th and 10th Streets) on condition that they build a church and school of brick, within three years. The rest of the lots on Holy Family Square were deeded to Holy Family in 1879 for \$1,500.

The Catholic school - Holy Family - was built in 1863 and was staffed by Lay teachers. In the fall of 1877, the Sisters of St. Francis came from Rochester, Minnesota, to help staff the school. The association with the Franciscans lasted

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until 1948, when the Sisters of Divine Providence from Melbourne, Kentucky, came to Holy Family. They staffed the school along with dedicated lay men and women until June 1992.

Construction in 1890 was undertaken to replace the frame school with a new brick building of classrooms, offices, a cafeteria and a gym/auditorium. This building was still in use when plans were made in 1947 to build a new school behind it. The 1890 building was razed in 1956 when eight classrooms and offices were added to the new building. The structure that now stands is the 1947 school plus the 1956 addition.

When it opened in 1863, the school educated first grade through business college students. With the opening of the kindergarten in 1983, Holy Family covered kindergarten through 12th grade. Due to decreased enrollment, the high school and the 7th and 8th grades were discontinued soon after. The preschool program opened in 1992, and the success of that endeavor led to the reinstatement of the 7th grade in 1996. The 8th grade was reinstated in 1997. In 2014 Holy Family Collegiate High School was formed. Ninth and tenth grade students will attend Holy Family full-time, while eleventh and twelfth grade students will attend ACTC.

The proud history of Holy Family Catholic School attests to its place in the community. The school exists as an integral part of the Holy Family parish community. The school's mission is to prepare students to be competent, active and responsible citizens within their families, churches and communities. Through its nurturing and supportive environment, the school encourages self-discipline and responsible behavior while providing a quality education conducive to developing well-rounded, academically proficient Christian individuals.

SCHOOL DATA

Colors: Blue and White

Emblem: Shamrock with Cross

Established: 1863

Motto: "Education you can *BELIEVE* in."

Nickname: The Irish

SCHOOL POLICIES AND PROCEDURES

Absence

Regular attendance of all students supports the academic climate of the school. The school day begins at 7:45 and ends at 3:00.

A tardy will be recorded for a student missing less than two hours of the school day.

A 1/2 day absence is recorded for a student missing 2-4.5 hours of the school day.

A full day absence is recorded for a student's missing more than 4.5 hours of the school day.

When a child does have signs or symptoms related to a communicable disease, they should be kept at home to recover and avoid the spread of illness to others. Please keep your child home if...

1. Illness prevents the student from participating in school activities.
2. Any of the symptoms listed below are observed:
 - Fever greater than 99.6. Students should be fever free for 24 hours (Without the use of medication) before returning to school.
 - Vomiting
 - Diarrhea
 - Jaundice
 - Skin lesions that are draining or pus filled
 - Pink eye
 - Difficulty breathing
 - Head lice (1 day for treatment)

If a child becomes ill during the day and must be sent home, the parent or emergency contact will be called. It is the responsibility of the parent to have the child picked up in a timely manner.

Planned absences due to vacations or attendance at social and sports events are discouraged, as they may impair the child's educational progress and development. The principal and classroom teacher must be informed in writing of a planned extended absence at least one week in advance of the absence. The teacher may provide the child with some work to be completed during the absence. However, parents are responsible for teaching these lessons and for seeing that the work is

completed, corrected, and returned to the teacher. Students are responsible for completing all missed assignments and should expect to complete additional work upon their return to school. Incomplete or missing assignments will negatively affect the student's grades.

Reporting Absences

Parents should contact the office by 8:15 a.m. if their child will be absent or tardy from school that day. State law requires that after an absence, the student must bring a note specifying the date and reason for the absence.

Excused Absences

The following reasons are considered excused absences:

- Student illness

- Family emergency

- Court appearance

- Funeral

- Head lice (1 day for treatment)

- Other special circumstances with prearranged approval

All absences will be recorded as unexcused absences until a note comes from a doctor or parent within 24 hours of the absence.

Students who are absent from school may not participate in evening activities or events, such as team practices and games. An exception will be made for students who must attend an event such as a funeral.

Make-up Work

When students are absent, parents can arrange to pick up work in the office or After School Program after 3:00 that day. It is also the student's responsibility to check with the teacher for any other missed work. Students who are absent due to illness will be granted a day for each day of absence in which to make up the work. Those who experience a prolonged absence should have someone pick up their work and make an effort to complete some of it during the absence if they are able.

TARDY POLICY

Punctuality is important to each child's success in the classroom community.

Students not in **their classrooms by 7:45**, or leaving before dismissal, are counted Tardy. (See absence policy for full day, half-day absences, and detentions)
Students arriving at 7:50 or after must be walked into the building and signed in by a parent in the school office, then the parent must walk the child into church.

An Unexcused Tardy includes, but is not limited to:

- Running late
- Couldn't find homework, etc.
- Alarm clock didn't go off
- Traffic

Examples of an Excused Tardy include:

- A doctor's appointment (doctor's note required)
- Car accident (parent should send a note to explain)
- Hazardous driving conditions (to be determined by the principal)

Truancy

A student who is absent without valid excuse for three (3) or more days, or tardy without valid excuse for three or more days is a truant. (KRS 159.150)

State law requires schools to send written notice to parents when a child has been tardy or absent a total of three times. When this has occurred, school officials will likely request a meeting with the child's parents or legal guardians to discuss the truant behavior and find a solution to the problem.

If truancy persists after parental notification, the school administration can make a referral to the Boyd County Attorney's office for appropriate legal action. In addition, the school must show that it has:

- Sent a written notification of continuing truancy to the parents
- Held a meeting with the parents to discuss the issue, if possible
- Evaluate the child for social, emotional or physical problems what may be contributing to the truancy
- Attempted appropriate intervention

"159.180 Parents responsible for children's violations.

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation. Before any proceedings are instituted against the parent, guardian, or custodian for violation, written notice of the violation shall be served on the person by the director of pupil personnel, and one (1) days shall be given for the termination of the violation. A notice by certified mail, return receipt requested, or by personal service by the director of pupil personnel shall be a legal notice."

Academic Information and Curriculum

Computer Literacy and Technology

Up-to-date technology tools including ipads and SmartBoards as an integral part of the teaching/learning environment

Computer lab and classroom computer use to include Word Processing, Data Base, Webpage design, PowerPoint, integration with curricular subjects and informational technology

Individualized student learning with technology programs in reading and math

Fine Arts

Music, Art

A school-wide musical is produced yearly

Language Arts

English, Reading, Phonics, Spelling, Penmanship, Spanish

Mathematics

Rigorous math program including basic math skills and concepts, computation, problem solving, real-life connections, Pre-algebra, Algebra, Geometry

Qualified students have an opportunity to participate in Advanced Math classes at the Middle School Level, to include Pre-Algebra - 6th Grade, Algebra - 7th Grade and Geometry in the 8th Grade. For entrance into this program, the students must meet the following qualifications:

1. Standardized testing math total of 95% or above

2. GPA of 95% or above in mathematics
3. CSI of 127
4. Recommendation of math teacher indicating the student is a self-motivated and independent learner who is capable of handling a rigorous Math course.

****Those eligible students are expected to participate on the academic and "Math Counts" teams****

Physical Education/Health

Physical fitness, physical development and hygiene programs, drug and alcohol prevention programs

Religion

Catholic doctrine, Family Life, preparation for the reception of Reconciliation and First Eucharist (Grade 2) and Confirmation (Grade 7 & 8 on alternating years), Liturgy of the Eucharist celebrated daily, retreats, Sacrament of Reconciliation, Stations of the Cross, Rosary, other faith traditions

The following is taken from the Diocesan School Board Policies for the Diocese of Lexington:

2000 Catholic Identity and Ethics

2002 Teaching of Religion in Schools

2002.1 Religious Education in all Schools

All students enrolled in any school of the diocese must participate in religion classes offered by the school and in religious services of the school.

Science

General Science and laboratory experiences

Social Studies

Regional and Kentucky History, U.S. History, Geography, Western Civilization, current events, critical thinking, study skills, decision-making, self learning, conflict resolution

Admission (Records and Registration)

Nondiscrimination Policy

Holy Family Catholic School is committed to the existence of a parish school, staffed with educators who help our children to prepare in a Christian atmosphere, for their secondary education. Holy Family does not discriminate on the basis of sex, race, color, or national or ethnic origin in admitting students. All rights and privileges are accorded to all students and all programs and activities are available to them.

Pre-Registration

Pre-registration for all students will take place each year for the following school year. A registration fee and instructional materials fee will be required for all students. This amount will be determined on an annual basis.

Registration

Holy Family Catholic School exists primarily to teach the children of the parish; therefore, Catholic children of the parishioners are accepted first. Children outside the parish, Catholic before non-Catholic, are accepted as enrollment allows.

The basic purpose of Catholic Schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. All students are expected to participate fully in the religious program of the school.

The school meets or exceeds the education requirements as stated by the Kentucky State Board of Education and the Office of Catholic Education of the Diocese of Lexington.

Registration Records

A complete physical examination, proper immunization record with doctor's signature, a Kentucky Eye Exam, TB test, birth certificate, and baptismal record (for Catholic students) are required for admission. For strenuous exercise or sports, a doctor's certification of good health may be required by the principal, coach, or physical education instructor.

A transfer student must have grades and test scores sent directly from the previous school. Students seeking admission into grades 1 and 2 will be interviewed by the principal and evaluated before admittance. Students

seeking admission into Grades 3 through 8 will have their standardized test scores reviewed and be interviewed by the principal. The administration has the right to determine acceptance to Holy Family based on past school records, entrance tests and conferences. Some transfer students may be subjected to a probationary period of at least the first nine weeks. This may be extended at the principal's discretion.

The office should be notified IMMEDIATELY of any change in address or phone number, as the school must be able to reach the parents or guardian in case of an emergency.

Withdrawal

Parents should notify the principal of the date and reason for student's withdrawal. The student's permanent records will be mailed to the new school upon request from that school, providing no delinquent bills exist.

After-School Program

Our After-School program is sponsored by Holy Family School. A professionally trained staff ensures quality programming. The program is licensed by the State of Kentucky and meets all Day Care Standards. The hours of operation are 7:30A.M.- 6:00 P.M. when school is in session. Morning hours are for the convenience of families needing care for children attending the afternoon Preschool class.

In order to ensure that the staff of the After-School Program has contact information on all students in their care, Holy Family asks that all parents register their children with the After-School Program.

Arrival

All students in Kindergarten - Tenth Grade are dropped off at the second gym door. Drivers leaving the drop-off should drive around the circle in front of the church doors and circle back toward Carter Avenue and exit via Carter Avenue.

Members of the Holy Family Safety Patrol serve as door holders at the top of both sets of metal steps.

Preschool students enter the building through the gate entrance between the church and school on Winchester Avenue. Parents may park on Winchester in front

of the church or school and walk their children to the door. Parents who drop older siblings off at the gym doors can park bordering the playground and walk between the church and school to the Preschool entrance. After pressing the security button and being "buzzed" in, parents should make verbal contact with the Preschool teacher or instructional assistant.

Students arriving late should enter via the 10th Street door. Parents should walk their students to the office and sign them in.

Asbestos

Inspection of asbestos in the building is made on a regular basis and a complete inspection report is available in the School Office. The asbestos-containing materials at Holy Family Catholic School are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions. All guidelines of the Kentucky Department of Natural Resources and Environmental Protection are being followed.

Cafeteria and Lunch

A hot lunch with milk is served daily in the cafeteria. Students may bring their lunches and purchase milk in the cafeteria. Children are not permitted to bring cans of drinks, whether soda pop or juice; however, paper containers of juice are acceptable. Parents are not permitted to bring fast food into the cafeteria for their children's lunches. Children are not permitted to leave the grounds at lunchtime, unless accompanied by a parent. Students should be signed out by a parent in the office before leaving and signed back in by a parent upon return to school. If cafeteria fees exceed \$25 parents will be notified so the charges don't become excessive.

Lunches are to be paid for daily or prepaid weekly or monthly.

Free or reduced-price cafeteria lunches are available for those who qualify for the government-subsidized program. The identity of the children on free or reduced-price lunches is kept confidential. Forms for the program are sent home with each child at the beginning of the school year.

While in the cafeteria, students are expected to use the same manners required in

their home dining room. Cooperation with teachers, staff, and lunchroom volunteers is expected at all times.

Cancellation of Classes

If school is not in session, it will be announced as stated under School Closings. Parents will be notified of school closings via school "Remind" Local media will also be notified in the event that school is closed. Please listen for weather announcements and do not leave your children at the school unless an adult is present. Students will not be counted tardy on mornings when road conditions require extra caution.

Code of Conduct

Discipline is fundamental to all education. By following a code of conduct based on Christian principles, a student develops self-discipline and good judgment. A disciplined student body can then enjoy an environment of creative learning, mutual respect, trust, and cooperation.

The teachers and the principal are primarily responsible for providing and implementing guidelines for good behavior. It is assumed that parents also offer their children responsibilities and duties that foster good disciplinary habits. Together parents and school share the goal of developing in each child a well-disciplined character. Teachers cannot be responsible for students who disregard safety regulations.

Sanctions for infractions of rules and regulations are imposed with dignity, fairness, consistency, and consideration for all.

Decisions regarding disciplinary matters are made at the most appropriate level. If a student does not comply with the school's code of conduct, the following consequences will ensue:

1. The staff member speaks to student regarding the offense.
2. The staff member informs the principal and the teacher describing the incident completes a disciplinary action form.
3. The staff member notifies or confers with the parent.

4. The staff member refers the student to the principal for a repeated offense. (At this point a Tues. or Thurs. Detention may be deemed necessary.)
5. The principal, staff member and parent confer and a second disciplinary action form is filled out and signed by the parent and the principal.
6. The student may be suspended from classes for not less than one day or more than five days. Suspension may be served either in or away from school.
7. If offenses continue, the student is asked to withdraw or is expelled from school.

The faculty and administration consider some offenses indicative of serious problems that need immediate action. An offense may have occurred either on or off school grounds, during a school-sponsored activity, or an extracurricular program. The principal will determine the method and intensity of punishment with consideration given to the age and mental acuity of the student and the severity and repetition of the misconduct. Offenses requiring immediate action are:

1. Serious immoral conduct or serious violation of civil law
2. Insubordination, defiance, disrespect or disregard of school property or personnel
3. Uncooperative attitudes or behavior
4. Intimidation or abusiveness
5. Stealing, dishonesty or cheating
6. Possession or use of any item the principal deems inappropriate in school, including cigarettes, drugs (medical or illegal), alcohol, snuff, matches, pornography, firecrackers, firearms, knives, razors or other harmful instruments

Communication

This school year parents will receive daily or weekly email communication with their child's teacher. Each teacher will compose an email stating topics covered in class during the school day or week along with any assignments, homework, due dates, or other important announcements.

Messages from Home

Parents wishing to deliver messages, lunches, money, or other items to their children must leave them in the office. The principal or secretary will deliver

them to the child at an appropriate time to keep classroom disruptions at a minimum.

School Home Communications

The following forms may be utilized:

- Behavior Notification Form (attached as appendix)
- Classroom Incident Report (Grades 4-8)
- Classroom Performance Notification
- Dress Code Violation Form
- Detention Notification Form

**SCHOOL TO HOME COMMUNICATION
BEHAVIOR NOTIFICATION**

Student _____ **Teacher** _____

Date _____ **Class/Venue** _____

Behavioral Expectations:

Prepared for Class
Attentive
Alert
Neat
Positive Attitude

Homework completed
Cooperative/respectful attitude
Class participation
Good study skills
Truthfulness in work/speech

Your child has been corrected for the following inappropriate school behaviors. Please speak to your child regarding your expectations for his/her daily behavior. Please call if you would like a conference or more information regarding our child's behavior and how we can best help him/her to be successful.

- | | |
|----------------------------------|--|
| _____ Argumentative | _____ Discourteous |
| _____ Clowning for attention | _____ Destruction of Property |
| _____ Talking during instruction | _____ Verbal disrespect |
| _____ Ignores class directions | _____ Out of place |
| _____ Unbecoming language | _____ Inconsiderate of others feelings*
(excessive teasing, bullying or taunting) |

Such misbehaviors may result in the loss of playground privileges, field trip participation and/or morning detention, etc. If an effort is not shown to improve classroom behavior, then the student stands to lose his/her privilege to participate in the extracurricular activities offered by the school community.

Please respond, sign and return this notification form the following day.

How was this notification addressed at home?

Parent Signature_____ **Date**_____

In addition to these communication tools, various field trip forms, liability waivers, survey questionnaires, and/or other forms may be sent home throughout the academic year.

Updating your email address in the school office will ensure that you get messages sent through mass emails.

School Web Page

Please refer to our school web page at holyfamilyashland.weebly.com for updates and important information concerning our school.

School Marquee

Check the signs on Winchester Avenue and 10th Street and on the gym building facing Carter Avenue for notification of various school activities. Smaller signs containing news and events are located on the outside of the school building beside the Winchester, playground and 10th Street doors.

School Visits

Parents are always welcome to visit the school. To visit a classroom requires an appointment. Please contact the principal or secretary to schedule a classroom visit. Only school personnel or authorized individuals are permitted in the areas of the classrooms, library, and gym during school hours. The staff and students should report to the office any questionable person on the grounds or in the building.

All visitors are required to sign in and out at the office.

Teacher Notes

Parents will receive weekly newsletters from their child's teacher alerting them to school activities. These can be found on the school website.

Telephone

Students need permission from the office to use the phone. Students may not call home for forgotten books, assignments, or permission slips. A student may have in their possession a cell phone, but they may not make or receive phone calls during the school day. The phone is not to be used for games or text messaging. (Please see cell phone policy for more detail.)

Daily Schedule

The principal and teachers are not responsible for students who arrive early unless the parent has notified the principal by written request stating the time the child will arrive and the reason for the request and has received the principal's permission for the variance. The gym entrance doors open at approximately 7:25. Teachers are not responsible for students who are on the grounds or in school after dismissal unless they are participating in an extracurricular activity under the supervision of school personnel.

Preschool:

Morning Preschool: 7:40 to 10:40 A.M.

Arrival begins at 7:30 A.M.

Afternoon Preschool: 12:00 to 3:00 P.M.

Arrival begins at 11:50 A.M.

Grades K-8:

Arrival: 7:25 A.M. -7:40 A.M.

School Begins: 7:40 A.M.

Dismissal: 3:00 P.M.

Lunch:

10:45 A.M. to 12:35 P.M.

Parents will be required to register their children with the After-School Program. Students will be sent to the After-School Program if they have not been picked up by their parents at school by 3:15 P.M.

Dismissal

Students in Preschool dismiss from the church doors facing the parking lot at 10:40 A.M. and at 3:00 P.M. Drivers should enter the parking lot via Carter Avenue and drive around the circle near the church doors. The preschool assistant will assist children in getting into cars while the teacher supervises other students. Parents may also park bordering the playground and walk to the church doors to pick up your child. Drivers should exit via Carter Avenue.

Students in Kindergarten through Tenth Grade gather in church to close the school day with a prayer at 3:05. Siblings gather in the narthex with the teacher of the oldest child. Parents should drive to the circle by the church doors where children are assisted into their cars by staff members.

Dismissal traffic should enter the grounds via 10th Street and drive toward the playground. At the corner of the gym, drivers should turn right and make two lanes heading toward the church circle. Larger vehicles should stay in the right lane and drive around the circle by the church doors. Smaller cars can stay in the left lane and make a "U" turn at the corner of the gym nearest the church. Both lanes alternate the right-of-way and head toward Carter Avenue. Exit is via Carter Avenue.

Staff members will assist students into cars in both driving lanes. Drivers should not park in the driving lanes. Parents may park bordering the playground, get out of the car, and walk to the church narthex to pick up their children.

Dress Code

Holy Family Catholic School requires a high standard of grooming and uniform dress for various reasons:

1. Uniforms help students concentrate on their school work and instill discipline.

2. Uniforms help students resist peer pressure and are more economical than the purchase of youth apparel.

All students must be in accordance with dress code daily unless otherwise specified by the principal.

PS to Grade 5:

Shirts for Girls or Boys:

- Students are required to wear a white or light blue solid color polo shirt from the J.C. Penney Izod uniform collection, Tommy Hilfiger, or Shaheens uniform school collection.
- Shirts must be a classic polo with no cap sleeve, no snaps, no logo, and no scalloped sleeves or collars.

Slacks/Shorts for Girls or Boys:

- Navy dress slacks/shorts may be purchased from the J.C. Penney Izod uniform collection, Tommy Hilfiger, or Shaheen's uniform collection.
- Slacks/shorts may have a flat or pleated front.
- No cargo-style slacks/shorts are permitted.
- Slacks/shorts with insignia are not permitted.
- Shorts must not be more than three (3) inches above the ground when the student is kneeling.
- Shorts may not be worn during the months of November-March.
- Girls and boys may wear navy shorts from the JC Penney Izod uniform collection, Tommy Hilfiger, or Shaheen's uniform collection.

Jumpers/Skortts

- Girls may wear the Holy Family plaid jumper/plaid skort to be purchased from our providers. The skirt/short may not be more than three (3) inches above the ground when the student is kneeling.
- Girls may wear a navy skort or skooter from the J.C. Penney's Izod uniform collection, Tommy Hilfiger, and Shaheen's uniform collection.
- Jumpers and skortts must not be more than three (3) inches above the ground then the student is kneeling.

- Navy or white knee socks or footed tights must be worn from November to March.
- When dressed in a jumper, girls must wear soccer-length shorts under their jumper.

Scooters

Girls may wear a navy pleated front scooter purchased from the JC Penney IZOD uniform collection, Tommy Hilfiger, Shaheen's uniform collection. The scooter may not be more than 3 inches above the ground when the student is kneeling. Navy or white knee socks or footed tight must be worn from November-March.

Grades 6 to 10:

Shirts:

- Middle School students may wear any solid color polo shirt from the J.C. Penney IZOD uniform collection, Tommy Hilfiger, or Shaheen's uniform collection.
- Shirts must be a classic polo with no cap sleeve, no snaps, no scalloped sleeves or collars, and no logo.

Slacks/Shorts

- Khaki or navy dress slacks/shorts may be purchased from the J.C. Penney IZOD uniform collection, Tommy Hilfiger, or Shaheen's collection.
- Slacks/shorts may have a flat or pleated front.
- No cargo-style slacks/shorts are permitted.
- Slacks/shorts with insignia are not permitted.
- Shorts may not be worn during the months of November-March.

Jumpers/Skorts

- Girls may wear the Holy Family plaid skirt/plaid skort from our providers. Navy or Khaki skirts are permitted. The skirt/skort may not be more than three (3) inches above the ground when the student is kneeling. The skirt or skort must be worn with a white or light blue polo. Navy or white knee socks or footed tights must be worn between November and March.

All Students PS to Grade 10:

Sweatshirts/Sweaters

- Students are required to purchase a navy Holy Family sweatshirt with the Holy Family logo. These sweatshirts may be worn to school.
- Solid navy or white cardigans or pullover sweaters may be worn.
- Students are not permitted to wear sweatshirts or hooded sweatshirts with other logos.

Belts

- Students in grades 3 to 10 must wear a plain black or brown belt. No large buckles or open weave belts are allowed.

Socks

- Socks must be solid white, black, or navy.

Shoes

- Students must wear shoes that are in good shape. Shoes with laces are preferred on Gym day. No lighted or wheeled shoes allowed.

Jewelry

PS to Grade 5: Girls may wear post-style, non-dangling earrings. A religious necklace or simple watch may be worn. Boys may not wear earrings. All other jewelry should be left at home.

Grades 6-10: Students may wear a religious necklace, inconspicuous rings or bracelets and girls may wear small hoop earrings, no larger than a dime. Boys may not wear earrings.

Hair

- Hair must be clean and groomed.
- Bangs must be cut to stay out of the eyes.
- Boys' hair may not be below the ears on the sides nor come below the shirt collar in the back.
- No extreme styles or facial hair is permitted.

Gym Uniform:

PS to Grade 3

- When dressed in a jumper, girls must wear soccer-length shorts under their jumper.

Grades 4 to 10

- Students must purchase gym uniforms from the Physical Education teacher.

Dress Code Exceptions:

- SPIRIT JEAN DAY
 - Each month students will be allowed to wear blue jeans and "spirit" shirts. Spirit shirts are any Holy Family shirt. They can be from a Holy Family team, a Holy Family event or another Holy Family shirt purchased to show school spirit.

DRESS CODE VIOLATIONS

The principal reserves the right to determine if a student is in accordance with Holy Family's dress code. If in doubt concerning an item of apparel or a style, consult the principal before purchasing or wearing the item. A written warning will be issued for an initial dress code violation. The second infraction will result in the parent being called to bring adequate clothing.

Electronic Device/Cell Phone

Students are not permitted to use cell phones or other electronic devices (pagers, beepers) while at school. This policy will be effective during all school day functions, both on campus and off campus (ex: field trips, After School Program, recess, restroom breaks, athletic practices, etc.) The school will not be responsible for any electronic equipment that is lost or stolen from any student while at school.

Any student carrying a cell phone, pager, beeper or other electronic device, and using one during the school day without permission of a staff member will have the electronic device confiscated. The parent will be responsible for picking up the confiscated device from the homeroom teacher. Multiple offenses may result in more serious consequences which will be at the discretion of the principal.

Expulsion

Holy Family is a non-public school. As such, it has the right to expect high standards of conduct and work from students and excellent cooperation from parents.

Persistent, undesirable behavior by students will not be tolerated. Expulsion will be imposed for any immoral or illegal conduct or activity, extreme rudeness to teachers or other supervisory adults, or behavior that threatens the emotional or physical well-being of other students. Poor work habits, excessive absences and general lack of cooperation may also be grounds for dismissal. While the school identifies many rules of conduct in this handbook, the list is not all-inclusive. The school reserves the right to determine the seriousness of student actions.

The school also has the right to expect cooperation from parents. This means that parents are expected to follow the school grievance procedure in the event their child is affected by the code of conduct.

The first step in the grievance procedure is for the parent to go directly to the party involved, whether teacher or principal. If not satisfied, the parent should go to the immediate supervisor, whether principal or pastor.

Parents failing to support the school or who are uncooperative or abusive to teachers or staff may be required to withdraw their children from the school. The principal, in consultation with the pastor, will decide when this sanction is appropriate.

Extra Curricular Activities

Academic Extracurricular Activities

Opportunities to broaden knowledge and skills in the above areas include but are not limited to: Math Counts, Math-a-thon, Odyssey of the Mind, Governor's Cup Competition, Conservation essays, and Ashland Daily Independent Design an Ad Contest, Science Fair, School and Diocesan Spelling Bees and Geography Bee.

Seventh graders that qualify academically may participate in the Duke TIP Program.

Working as a team, the school community of priests, administrator, teachers, aides and parents strive to develop the natural God-given potential of each child so that as a person of God and as an individual member in

society, the child may be challenged to grow personally and eventually, as an adult, to contribute in a significant and positive manner to the Christian ideal of the world community.

Student Activities

- Archery
- Basketball
- Catholic Schools Week
- Community Outreach Work
- Kiwanis Key Club
- Lectors at Liturgies
- Poster and Essay Contests
- Safety Patrol
- Scouts
- Servers at Liturgies
- Soccer (Middle School)
- Sports
- Activities Committee
- Track (Grades 1-8)
- Volleyball

Through close cooperation between the principal, teachers, and other school authorities as deemed appropriate by the principal, a student's eligibility to participate in extra-curricular activities may be restricted or denied based on the following:

- A. Academic performance—A student not maintaining a *C* or above average in academic subjects, or having a *D* or *F* on his/her mid-term or report card, may be suspended for a period of time until the grade is brought up to a *C* average or above. Students will not be permitted to play in games or practice with their team while suspended.
- B. Absence— If the student has been absent from school on a particular day, he/she cannot participate or practice/play in any extracurricular activity on that same day unless an exemption is given by the principal.
- C. Behavior/discipline — A student must also maintain good behavior. Any infractions serious enough to have resulted in the principal's having to

contact the parents will also be grounds for suspending a student from extracurricular activities.

Extracurricular activities should not interfere with the student's academic program. A student shall maintain consistent academic and behavioral standards throughout the year.

Opportunities for Parent Activities and Volunteering

- Athletic Booster Work
- Chaperone/driver for Field Trips
- Coach
- Fundraising Activities
- Homeroom Mothers
- Library Aide
- Parent Teacher Organization
- Scout Leader
- Teacher Aide
- Fall Festival
- St. Patrick's Day

All parents who choose to volunteer for the school will need to complete a CMG Connect training course, required by the Diocese.

Fees

Tuition

Tuition rates are established by the School Board and will be published each spring for the upcoming year. The yearly budget reflects the priorities of Holy Family School's philosophy and goals, which have been set by the school community.

If a child is entering school midterm, fees will be pro-rated, based on the entry date.

Financial Assistance is determined by a "third-party" based upon need. Information concerning those students on financial assistance is strictly confidential. Application for financial assistance can be made through the FACTS website. A link is on the school website.

Nonpayment of Fees

Transfer of permanent records and report cards will be withheld until payment in full is received of outstanding tuition or other financial responsibilities to the school.

Field Trips

These educational activities are an outgrowth of class instruction. Permission slips will be given prior to the trip, and must be returned prior to departure. Field trips are a privilege, not a right. Students are expected to maintain certain behavioral and academic standards to be able to participate.

Diocese of Lexington forms must be completed for all field trip drivers. They must be 21 years of age, possess a valid driver's license, and have proper insurance coverage.

Forms

Many school forms are available in the school office and/or on the school's website. Please be advised to adhere to their individual rules and regulations.

Fundraising

As a parish-supported school, Holy Family School is dependent upon the contributions of parishioners, tuition, donations and other fund raising for its operating expenses.

All parents/guardians are expected to support and participate in fundraising activities of the school.

Student Fundraising

Service projects

During the year the students participate in several service projects to help our local and extended community. Examples of this are the Jump Rope for

Heart and the St. Jude Mathathon. These are strictly volunteer service projects. All money is sent to the charitable organizations.

Student Activities Fundraising

Student fundraising events for student activities, including school-sponsored trips such as the annual Safety Patrol trip to Washington, D.C, and the Eighth Grade service trip, must have the prior approval of the principal. All funds collected for such activities must be deposited in the Student Activities Account of the PTO Account. These funds will be withdrawn from the PTO Account when needed to pay for the designated activities.

Health and Medical

Health Records

Under the direction of the County Health Nurse, the school is required by Kentucky law to have physical examinations and valid immunization certificates on file within 30 days of students entering Holy Family for the first time.

Those students not in compliance will be requested to comply immediately or to withdraw from school.

All students must have physical examinations and updated immunizations upon entering PK/Kindergarten.

Students must also have a new physical and updated immunizations before entering 6th grade.

Communicable Diseases or Communicable "Health Nuisances"

A. Strep throat

The child may not return to school until 24 hours after the first dosage of medication was taken.

B. Fever

No child will be allowed to remain at school with a fever.
A child should return to school only after being fever-free for 24 hours.

C. All Other

We will adhere to the requirements of the State Department of Health in all matters.

Illness and Accidents

Children are taught safety rules and are supervised carefully, yet accidents happen. In cases of accident or illness, the school will follow the instructions given by parents or guardians on the emergency cards. The parent will be contacted before the child is permitted to leave the school, except in an emergency, when the principal will see that the child is taken to a hospital or doctor's office. (The doctor will not treat the child unless it is a life-or-death situation). The school will continue to try to reach the parents until contact is made.

Insurance

To participate in extracurricular sporting activities, students must have accident insurance from any insurance carrier.

Medication

A. Given at home

Please inform the office, in writing, if your child is taking medication for any reason. Sometimes children behave differently when on medication, and it is most helpful for appropriate school personnel to be aware of such circumstances.

B. Prescription medication

If prescription medication is to be taken at school, it **MUST** be brought to the office in the original prescription container by the parent, along with a written note of specific directions for administration of the medicine. The secretary, who keeps a daily log, will dispense the medication. Children are not to medicate themselves with prescription medicine, or any other type of medication.

C. Non-prescription medication

These medications may be accepted on an individual basis as provided by the parent or legal guardian provided a completed authorization for giving medication form is on file. State law prohibits dispensing any medication without explicit written permission and directions from parents. The medicine (with the exception of inhalers and cough drops) should be brought to the office with a permission note and specific written directions as to time and size of dose.

No student is permitted to have any form of medication on his/her person or to give another student any form of medication or drug. Doing so is a serious offense and could result in suspension or expulsion.

Homework

Homework should grow out of class work. It is intended to supplement and deepen the understanding of class work. The amount of homework assigned will be determined in accordance with the student's grade level.

Approximate time requirements are:

Kindergarten - occasional and brief
Grades 1, 2 and 3 - up to 30 minutes/day
Grades 4 and 5 - up to 60 minutes/day
Grades 6, 7 and 8 - up to 80 minutes/day

The need to instill good study habits in our students and for students to accept their responsibility to complete work on time has made it imperative that a homework policy be implemented at Holy Family School. While it is valuable for children to participate in sports, scouts, dance classes, etc., it is essential for parents and students to realize that schoolwork must take priority during the academic year.

If absence is due to illness, please notify the teacher as soon as possible so that assignments may be prepared. Every effort will be made to have the work available after school. Please make arrangements to have homework brought to your child.

The faculty has established the following guidelines:

1. Homework is required to be handed in when the teacher calls for it (whether at the beginning of the day or during a specific class time).
2. Homework that is late (for reasons other than those outlined above) will receive a 10 percent reduction in grade. Homework assignments will be deducted 10 percent each day up to 3 days after which will be recorded as a zero.
3. Students with excused absences will have one day for each day of absence to complete all makeup work. Any work not turned in at the end of that period will be subject to the grading policy above.

Lost and Found

Lost clothing and articles are a continual problem. Students' names should be on everything they bring to school. Lost items will be kept for only a few weeks and then donated to charity. Please check the office for missing items.

Make-Up Days for Snow Days

The state law requires that school calendars contain 177 teaching days. School days cancelled for snow or other reasons must be made up. The school calendar designates days to be used as "make-up" days when needed.

Parking Lot

Parking between the church and the gymnasium is prohibited as children exit from this area.

Parking on the lot is prohibited from 11:15 A.M. to 1:00 P.M., which is student recess time. Students play on the lot as well as the playground.

Parties

Individual Party

Party invitation may be distributed at school only if every student (or all of same gender) in the child's class is invited. Hard feelings and tears often occur when only a certain few are invited.

School Parties

Halloween, Christmas, and Valentine celebrations are held. After consulting with the teacher, homeroom mothers can make arrangements for treats and activities.

Birthday Parties

Birthday celebrations are not permitted during class time. However, a nutritious birthday treat may be shared with classmates at the end of the day.

Progress and Evaluation

Parent/Teacher Conferences

These conferences are scheduled at the end of the first nine week grading period. Parents must sign up for a ten-minute appointment with the child's homeroom

teacher in order to get the report card on these scheduled days. On the other three grading periods, children will bring report cards home.

Conferences with teachers are encouraged. You need not wait for the regular conference time if you have a special concern. Simply call the office for an appointment with the teacher.

Report Cards

Report cards will be issued approximately every nine weeks. Parents must sign the report card and promptly return it to the school.

Kindergarten will use a scale of S (satisfactory), N (needs improvement), and I (improving). Students in Grades 1-2 will use a scale of E (excellent), G (good), S (satisfactory progress), P (problem area) and I (improving).

Students in Grades 3 through 8 will use a traditional scale:

A = 93-100

B = 85-92

C = 76-84

D = 75-70

F = 69-0

The students will also receive midterm grades halfway through each quarter. All grading and evaluating is constructive and based upon the objectives established by each teacher for each subject area.

Promotion

Students who have completed their grade level work and have attended school in a satisfactory manner will be promoted. If promotion is doubtful, parents will be notified by the end of the third nine weeks.

It may be recommended that a student work with a tutor during the summer in order to be prepared for the next academic level.

Safety Drills

Drills will be held at regular intervals, as required by law. These include fire drills, earthquake drills, tornado drills, and lock down drills. They are an important safety

precaution. It is essential that when the first signal is given, everyone is to follow directions promptly. Directions will be given in each homeroom at the beginning of the school year and they will be posted in a visible place by the exit door in each classroom. All adults who are in the building at the time of a drill must follow the same safety rules as the students.

School Hours

See "Daily Schedule."

Security System

In order to provide a safe environment, the school doors are locked at all times. A buzzer system at the doors on 10th St., Winchester Avenue, and the playground entrances allow control over who enters the school. Please press the button to be "buzzed" in.

Entrance to the school can be made through the main door on 10th Street from 7:30 A.M. to 3:30 P.M. during school days.

Those seeking entrance to the After-School Program are to use the playground entrance from 7:30 A.M. to 6:00P.M.

Preschool students may use the Winchester Ave. gate entrance from 7:30 A.M. to 7:40 A. M. and 11:50 A.M. to 12:00 noon each morning.

The staff does not allow persons who are not associated with the school to wander in the hallways. Parents and visitors arriving at the school are to report immediately to the school office to sign a Visitors Log.

Students Threatening Violence (Policy of the Diocese of Lexington)

In the event that a student threatens violence to self or others, the following steps will be taken:

1. All threats, verbal or written will be taken seriously
2. Such incidents will be reported to the principal immediately
3. The student will be suspended pending a psychological assessment. (The school must have professional assurance that the child does not present a danger to himself or herself, or others at the school.)

4. The principal shall inform the parents of any student who was threatened that they have the legal right to file a police report regarding terrorist violence, which is a criminal offense.
5. All appropriate measures regarding care of all students will be taken.

Support Services

Screening

Holy Family students have the opportunity to have vision and hearing tests during the school year.

Speech

A screening survey for speech and language difficulties is provided for all students in grades PK-1 and other students through grade four who are new to our school. Parents will be notified if the screening indicates the presence of a speech problem. A speech therapy program through the cooperation of the Ashland Independent Schools is provided at no cost to our students.

Title I

Tutoring is provided in math and reading for those students identified by their teachers as needing some additional help in these vital areas. This service is provided with federal funds channeled through the Ashland Independent Schools.

Students with Special Needs

Students who are considered by teachers and parents to need special accommodations and/or assistance during the school day may qualify for a Holy Family Student Education Plan. The principal, parents, and the student's teachers will meet to create the plan.

Gifted Services

Every effort is made to identify and meet the needs of academically gifted students. Upon entering the sixth grade, those students (determined by the students' performance on his/her most recent Terra Nova Test), will be selected to enroll in Pre-Algebra and continue in higher-level math classes in seventh and eighth grade.

Testing Program

Kindergarten-8th Grade - Measures of Academic Progress three times yearly

Kindergarten and up - Star Test or Early Literacy Test three times yearly

Grades 2-8 - Terra Nova Achievement Test

Grades 5 & 8 - Diocesan Test of Religious Education

Toys

Students of all grade levels are prohibited from bringing toys, dolls, music players, balls or tape recorders to school. The school provides playground equipment and toys for outdoor and indoor recesses. Children are permitted to bring items for "Show and Tell" or as directed by their teachers.

Tuition

Tuition is determined by the Holy Family School Board yearly. It is payable in full before the school year begins or in a variety of payment options through the FACTS program. A link to FACTS is on the school website.

Use of Facilities or School Property

Each student is responsible for treating his/her desk and locker with care and respect. The school periodically replaces desks that show wear. It is up to the student to use the desk and locker for their intended purposes. Students should report any problems to their teacher so that they can be rectified. Any student who willfully damages either his/her desk and/or locker will be assessed the fees necessary to replace and/or repair the damage.

School facilities may not be used during school hours for meetings or activities without specific permission from the principal. Students are not permitted in the gym and bleacher areas except during physical education classes, specified lunch hours or school assemblies, or with an authorized adult for practices or games.

Volunteers

See the Parent Activities list outlined in the Extra Curricular List section and/or contact the school office or the classroom teacher to discuss areas of needs or ideas for volunteering opportunities.

Webpage

The Holy Family School web address is: holyfamilyashland.weebly.com .This is a wonderful communication resource for our greater school community. You are invited and encouraged to "surf" our website.

OUR SCHOOL CALENDAR

The calendar is posted on the school website.