

# Holy Family Catholic Academy



## Parent and Student Handbook

**2021-2022**

1916 19<sup>th</sup> Street, Ensley  
Birmingham, AL 35218  
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[www.HFCatholicAcademy.org](http://www.HFCatholicAcademy.org)



# **Welcome to Holy Family Catholic Academy!**

## **Motto**

**Where every teacher is a *light* and every student is a *gift!***

**Mascot: Tornado**

**Colors: Royal Blue & Gold**

## **Introduction**

Holy Family Catholic Academy, a ministry of Holy Family Catholic Church, strives to educate the whole child by providing a quality Catholic education in a safe and caring learning environment. Focusing on Gospel values, children are encouraged to strive for excellence in spiritual, academic, social, and physical activities. Through a variety of curricular and extracurricular activities, children are taught to become productive and exemplary Christian leaders for the future.

Students who enter our school are challenged to achieve their fullest abilities in keeping with the God-given talents they possess. Teachers strive to uncover students' strengths and teach to a variety of learning styles through their knowledge of how the brain learns with classroom management and discipline techniques.

Through prayer and a collaborative, collegial spirit, an atmosphere of excellence emerges and is sustained by the dedication of all who aspire "to teach as Jesus did" and to walk in His footsteps.

## **Mission Statement**

The mission of Holy Family Catholic Academy is to create an innovative, challenging education in a safe and welcoming environment where learning, faith, service and community are based on Gospel teachings.

## **Vision Statement**

We envision a school with a diverse student population where all of the students develop independent minds, effective leadership skills, Christian characters of compassion, and the skills to become a success in high school, college, and society.

## **Church Affiliation**

Holy Family Catholic Academy is an integral ministry of the Roman Catholic Church. Because of this affiliation, the goal of our school is to provide a quality education in a Christian environment, which will allow the students to grow spiritually as well as academically. Students are expected to attend mass throughout the year and take religion classes. The student body is a representative of a variety of backgrounds, and members of various Christian denominations are accepted each year.

# The Holy Family Catholic Academy School Creed

## School Creed

Society will draw a circle that shuts me out, but my superior thoughts will draw me in. I was born to win if I do not spend too much time trying to fail. I will ignore the tags and names given by society since only I know what I have the ability to become.

Failure is just as easy to combat as success is to obtain. Education is painful and not gained by playing games. Yet it is my privilege to destroy myself if that is what I choose to do. I have the right to fail, but I do not have the right to take other people with me. God made me the captain of only one life- my own.

It is my right to care nothing about myself, but I must be willing to accept the consequences for that failure, and I must never think that those who have chosen to work, while I played, rested, and slept, will share their bounties with me.

My success and my education can be companions that no misfortune can depress, no crime can destroy, and no enemy can alienate. Without education, man is a slave, a savage wandering from here to there believing whatever he is told.

Time and chance come to us all. I can be either hesitant or courageous. I can swiftly stand up and shout:

“This is my time and my place. I will accept the challenge.”

**All students are required to learn the school creed which is recited daily.**

# **Academics and Attendance**

## **Parent's/Guardian's Role in Education**

We, at Holy Family Catholic Academy, consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Family Catholic Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he /she is capable of becoming.

## **Curriculum**

As an important partner in Catholic education, we recognize that Catholic education exists to provide a holistic formation of people as living witnesses of faith. We demonstrate our mission when we engage with, and support our member boards in sustained, substantive school improvement and student growth that is reflective of a Catholic professional learning community.

## **Courses Offered**

Language Arts-Reading  
Mathematics, Science  
Social Studies, Religion, Literary Circle  
Physical Education  
Character Education

Alabama Course of Study, Diocesan Curriculum Standards, aligned with Common Core Standards, are used as guidelines for academic planning and instruction.

## **Educational Goals**

- \*To provide a quality education for each and every student
- To develop common knowledge and skills in the language arts/reading, mathematics, science, social studies
- To develop an appreciation for music, art and literature
- To expose each child to the cultural and the Christian heritage with which they have been endowed through religion class and community service
- To cultivate the natural virtues of courtesy and refinement of speech and manners
- To give the students a proper understanding of the value and the necessity of hard work
- To provide for parent(s) and children periodic evaluation of the child's progress

### **Spiritual-Moral Development**

-To provide an attitude of acceptance and respect of each individual because of his/her dignity as a person and a child of God.

-To foster respect for obedience to authority, and at the same time, to develop self-discipline and self-control.

-To make each child aware of the principles and values of a moral life as contained in the Catholic Christian Doctrine.

### **Academic Information**

Progress Reports and Report Cards will be distributed and/or mailed to parents/guardians at the mid-point and end of each quarter. Student's progress, conduct and attendance should be reviewed by parents/guardians. Mandatory conferences may be scheduled during grading periods and the end of each semester.

### **Grading Scale**

93-100 = A

84-92 = B

74-83 = C

65-73 = D

64 and below = F (Failing)

### **Standardized Testing**

Holy Family Catholic Academy administers the *IOWA Assessment and CogAT*. The test is administered to grades 6-8. The tests are administered in the spring of each school year and consist of testing areas in reading, mathematics, language, science, social studies, vocabulary, language mechanics, math computation, spelling and word analysis, and cognitive skills. Test results are received by the school prior to the end of the year and a brief summary of the testing is sent home with the last report card. Testing results are maintained in each student's academic record.

All students will be tested during the first semester using a selected standardized practice test. Results will be basic indicators in developing lesson plans to enhance desired skills/outcomes.

### **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent student research, and creative thinking. Parents/Guardians should help their children by arranging a quiet, comfortable place for the students to work and by seeing that the assignments are completed.

**Types of Homework:**

**Independent Practice** - Independent practice provides for the practice of skills thoroughly taught in the classroom. Students should be successful in completing these assignments without parental assistance or re-teaching.

**Extension or Enrichment** - This assignment furthers student learning of topics currently under study. A minimal amount of parental assistance may be necessary.

**Student Interest** - This assignment is one selected by the student, based on personal interest or preferences.

**Study** - Study involves concentrated thought in an effort to learn. A written assignment may not be necessary. This assignment can be used to preview material, as well as, prepare for assessment.

**Parent(s)/Guardian(s)' Guide to Homework**

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child/children with suitable study conditions.
3. Provide an opportunity for students to learn good work habits.
4. Provide parents with an opportunity for growth in responsibility.
5. Take the opportunity to see what your child/children is/are studying and how well he/she is doing.
6. Check notebooks for assignments and general class work.

We feel learning is important and that learning should continue after school hours. The daily homework is in no way to be viewed as punishment, but rather as a way for encouraging and extending the learning process.

**Attendance**

A child must be present a minimum of 180 days to be considered for promotion to the next grade. To receive the maximum benefit from class and instructional participation, it is important that a child report to school each day. However, when a child must be absent from school, he/she should have his/her parents/ guardians call the school the same day. If the school has not been notified by phone, the student's parent/guardian will provide the school with a written explanation concerning all his/her child's unexplained absences upon his/her return to school.

It is the student's responsibility to make up all assignments, projects, and tests he/she missed during his/her absence. Early dismissal, late arrival, or leaving for any reason e.g. doctor or dental appointment will prevent students from receiving a perfect attendance award.

# **School History and Philosophy**

## **School History**

Holy Family Catholic Academy is a parochial school located in the inner-city section of Birmingham, Alabama. It is a Roman Catholic middle school that houses students from grades sixth to eighth grade. Holy Family started out as a missionary school. Father Cornelius McGraw of the Passionists religious organization arrived in Birmingham to find a suitable place to open a mission. Father Arnold Vetter was appointed to start the long-proposed mission in Birmingham. Sister Anthony Leonard suggested Ensley as the most needed and neglected community in Birmingham. In the summer heat of Alabama, Holy Family Mission was opened on September of 1938. Four grades opened that school year. The Felican Sisters of Chicago Province accepted the opportunity to take on the task of teaching the African American children in the Ensley area of Birmingham. This was the first missionary work for African American children for this area.

In September of 1940, a fifth sister came and fifth grade was added. Enrollment stood at 240. The following year another grade was added, then another in 1943. Eight grades and eight sisters were now working at the school.

## **Beliefs**

Catholic tradition, and the spirit of the Passionists Community. In this, academically students are prepared for their future roles as responsible citizens.

1. We believe each child is a gift from God made in His own image and likeness with unique gifts and talents.
2. We believe that our school is a place where Christ is made known, loved, and served by all.
3. We believe that all students have the ability to learn and succeed.
4. We believe that character development is an essential part in students' formation.
5. We believe that we have a duty to help our students become responsible citizens in our society.
6. We believe that the administration, faculty and staff are called to provide differentiated instruction in order to meet the various learning needs of all students.
7. We believe that a unified effort of administrators, teachers, staff, parents, students, and community members is necessary to provide a supportive learning environment where students can meet their full potential.

## **Philosophy**

Holy Family Catholic Academy's educational mission is to work together with the parents, who are the primary educators of their children, and endeavor to assist each student in the harmonious development of his/her spiritual, physical, moral and intellectual endowments. Holy Family strives to provide an atmosphere of Catholic community, integrating religion and life, so that the student may "...experience learning and living fully integrated in the light of faith."

All members of our community are called to the ministries of evangelization and discipleship. Through evangelization, our students are drawn to a deeper relationship with Jesus and encouraged to bring the good news to others. Through discipleship, in justice and in service, the students are led to serve those in need, to seek peace and to defend the life and rights of others.

It is the educator--teacher, administrator, pastor--who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the tradition and vision they share. Respecting each learner as created by God with special gifts and needs, they direct the learning process as guide and companion.

Catholic education proposes that knowledge is for our service and that it must be directed toward the common good and the salvation of all. An education is truly Catholic when it uses learning to introduce the students to the faith and to form them in Christ.

### **Community Characteristics**

Holy Family Catholic Academy has been a part of the Ensley Community for over 80 years. The community shows its support to the school by donating time and services to our students. The Ensley community takes a strong pride in the love and appreciation of having a Catholic school in their area.

### **Admissions Policies**

Application for registration implies goodwill on the part of parents in complying with the philosophy and regulations of Catholic Schools in the Diocese of Birmingham, Alabama.

***The following requirements must be met before acceptance is final:***

- Application/Registration Form
- Non-Refundable Registration Fee of \$250.00
- Last Year's/Current Report Card noting promotion
- Standardized Test scores (current year)
- Any Additional Requested Academic Records
- Current Blue Immunization Card (IMM50)
- Birth Certificate with state seal (a copy)
- Social Security Card (a copy)
- Documentation of custody
- Copy of Tax Return for 2020 (for scholarship and/or scholarship applications)
- Balance of Fees from Previous Year Paid (for returning students)



**Non-Discrimination Policy of the Diocese of Birmingham in Alabama**

“It is Diocesan policy that all schools are integrated. The Catholic Schools will not be a refuge for anyone trying to avoid integration in the public schools. It is of utmost importance that principals and pastors exercise discretion in judging admission of pupils.

They must refuse admittance to anyone who, in the opinion of the principal or pastor, is attempting to circumvent the laws or court orders affecting integration in Public Schools.”

It is also their right and duty to decline the application of students who do not meet our standards of achievement and behavior.

All new students must present previous report cards, copy of standardized test scores, and where applicable, birth or baptismal records as proof of age. All students’ records are reviewed. Assessments are administered in Math, Language Arts, and Reading to assist in addressing students’ skills and needs.

Proof of age must be presented at the time of application, and it will be subject to verification.

“Since this is a Catholic School, curriculum requirements call for all students to participate in religion classes. During the school year, students are required to attend specified religious activities or services.

Any information on the registration form, which is later found to be erroneous, could be cause for nullification of registration or immediate dismissal of the student.”

New students entering our schools will be expected to provide academic records and other forms of identification which indicate academic performance and activity in previous schools.

# School Uniform and Dress Code

## Dress Code

Every student is expected to wear the seasonal Holy Family Catholic Academy uniform. (Dennis Uniform Company for specifics requirements.

**Girls:** plaid jumpers/skirts, plain white polo shirts with school logo or blouses with collar, no ruffles or decoration, knee length socks (navy), brown or black dress shoes. No large or dangling earrings may be worn, for safety reasons. Girls are expected to have a naturally occurring hair color. Extensions should not exceed the middle of your back. Nails should be neatly trimmed and not too long or spiked. Please insure that uniform skirts are not too tight or too short. Shorts can be worn under uniform skirts so long as they are not visible.

**Boys:** navy pants, navy/black socks, plain white shirts with collar or white polo with school logo, brown or black dress shoes. Boys are expected to have a regulation haircut in a naturally occurring hair color. Locs are permitted but must be neat and well groomed. No excessive parts, cornrows, tails, designs, etc... will be allowed. Boys are expected to wear a belt around their waist at all times. Earrings are not permitted.

***Kindergarten Boys and Girls wear white shirts or blouses with collar or white polo shirts and navy blue skorts, jumpers, skirts, shorts, or pants.***

***Note:*** Gym shoes may only be worn for physical education class and designated out of uniform days.

*No Duffel/Travel Bags are allowed in school.*



205-822-7025

On days when the students are permitted to come out of uniform, the students usually conduct themselves in a manner similar to the way they are dressed and groomed. Any type of dress or grooming which is disruptive will not be permitted. Walking shorts (knee length) are the only type of shorts allowed. Shirts with inappropriate slogans or advertising are not permitted, even when worn under uniform shirts.

**Outer Wear:**

*Outer wear must be navy blue, with no visible logos, other than Holy Family's.*

*No hooded apparel is permitted during the school day.*

Heavy coats or raincoats may be worn for outside activity and/or when determined by circumstances: weather, classroom problem, athletic activity.

**Dress Code Violations:**

**First Warning:** Parent/guardian must sign/return verbal warning regarding dress code violation.

**Second Warning:** Student will be assigned detention.

**Third Warning:** Student will be sent home until dress code violation is corrected.

# Financial Information

## Financial Policies

All finances are handled through HFCA. Financial assistance in the form of scholarships and grants is determined through an application process and indicators of need.

**Holy Family Catholic Academy**  
**1916 19<sup>th</sup> Street Ensley**  
**Birmingham, AL 35218-2056**  
**(205) 780-5858**

[www.HFCatholicAcademy.org](http://www.HFCatholicAcademy.org)  
<http://HFCatholicAcademy.QuickSchools.com>

## Registration Fee

The registration fee is non-refundable. It must be paid in full at the time of admission. This fee helps defray the cost of incidental fees, resources and supplies and includes but is not limited to student information system subscriptions and online learning access, textbooks and Chromebook rentals, tutorial programs and workshops, classroom supplies, locker rental, etc.

## Tuition

In order for the school to operate effectively and maintain high standards, a tuition fee is necessary. Tuition is determined on a yearly basis with a \$400 monthly base. **Students are withdrawn from class/school if school tuition agreement is not met.**

*Tuition is due on the 1st of each month beginning August 1, 2021 through May 1, 2022. Tuition can be paid in advance quarterly or at the beginning of each semester.*

All tuition and fees are to be paid in full before report cards, progress reports, records, or other information are released to parents. If a student is transferring to another school, all monies are to be paid before records are sent to the school of their choice.

It is recommended that you pay tuition by cash, money order or cashier's check. Personal checks that are returned will incur an additional fee of \$35.00.

## Tuition Payment Terms

### **I. Tuition**

Tuition is due on the 1st and must be paid by the 5th of every month.

### **II. Past Due Tuition**

The following steps will be taken for Past Due accounts:

**7 Days:** Friendly reminder letter/email will be sent.

**14 Days:** Friendly phone call and letter advising that tuition account is now considered seriously delinquent and is being referred to the Tuition Committee for resolution.

**21 Days:** A letter from the Tuition Committee advising that if the account is not current by the end of the month:

1. Child(ren) will not be re-admitted the following month and electronic access will be restricted.

2. Transcripts and/or other records will not be issued or forwarded to other schools until balances are paid in full.

**III. ENROLLMENT WILL NOT BE PERMITTED FOR THE NEXT SCHOOL YEAR UNTIL ALL DEBTS ARE CLEARED FROM THE CURRENT YEAR.**

Your child(ren) will be considered conditional until all debts are cleared from the previous year.

**IV. Financial Obligations**

Under no circumstances will transcripts or other records be issued to any other school if tuition is not paid as referenced in Section I.

**Graduation Fees**

A graduation fee of \$100.00 is charged to all Eight Grade students. This includes the cost of diplomas, cap & gown rental, photos, programs, and miscellaneous charges relating to graduation.

**Field Trip Fees**

Parents are responsible for the cost of admission and transportation to special local field trip activities as needed.

**Uniforms**

Students are responsible for purchasing their own school and physical education uniforms.

# School Calendar and School Hours

## School Hours

The school day officially begins at 7:45 A.M. and dismisses at 3:15 P.M.

The school building officially opens at 7:30 A.M.

**Devotion begins at 7:50 a.m.**

Students are to be in class by 8:00 A.M.

**Any student arriving after 8:05 a.m. must be checked in by a parent/guardian.**

Students can be admitted to class with a tardy slip from the office.

## Arrival and Dismissal

Students being driven to or picked up from school should use the cafeteria entrance from the playground. **(Students should not arrive at school before 7:30 A.M. and should leave the school by 3:30 P.M.)**

Students arriving early in the mornings are to come in, sit down, read a book, study, and remain quiet.

Please teach your child/children the proper procedure for crossing the street. At no time should you double park or permit your child/children to cross in the middle of the block.

*After school care is available for an additional weekly fee. After care is from 3:30 to 5:30 Monday to Friday. Students not picked up by 5:30 will incur a late fee of \$1.00 per minute.*

## Early Dismissal

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher or the office stating the time and reason. PARENTS/DESIGNATED FAMILY MEMBERS (21 years or older) MUST SIGN THE CHILD OUT AT THE OFFICE. No student will be permitted to leave the campus for any reason without the expressed permission of the parents/guardians.

## After School Activities

A variety of after school activities will be provided. Information will be sent home about each activity and students may register for the one/ones of their choice. Permission slips are required for participation.

### **Cancellation of School**

Cancellation of school takes place only during circumstances such as inclement weather, equipment failure, public crisis, or death. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstance.

Notification of cancellation will be handled through email, phone announcement, media coverage (TV, radio, etc.)

In the unusual circumstance where school must be cancelled during the school day, school officials will ensure that all students can make contact, have satisfactory transportation and supervision at their home before releasing them from school.

# Quick Facts from A to Z

## Alcohol and Drug Policy

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to the appropriate law enforcement agencies.

## Announcements

Special announcements will be emailed, posted, and/or mailed. Visitors, parents, or students must have all school related notices or outside flyers approved by the principal/principal's designee. Various forms of communication (email, text, phone call, printed letters/flyers, etc.) will be used to keep parents/guardians informed of important information.

## Athletic Competition

Varsity and intramural athletic competition are promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experiences.

## Audio-Visual Materials

Our school encourages the use of audio-visual and other multi-media equipment. Proper care and security of this equipment are essential in order to maintain this exciting and effective aspect of our teaching program. Students are not allowed to operate or be in possession of audiovisual equipment without an audio-visual authorization signed by their teacher. Use of the equipment is restricted to school activities.

Any students accessing the Internet for purposes other than education will be barred from usage for a period prescribed by the principal. Any students found using the computer to bully, to profane the school, or any student at Holy Family Catholic Academy will be subject to suspension and/or expulsion.

## Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given for academics, citizenship, sports, clubs, attendance, cultural achievements, and demonstration of Christian service.

## Cafeteria Rules

All meals will begin with Grace. The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands to themselves. Students



are not allowed to save places in line or at the tables. Seating will be arranged in selected groups with a seat between them.

**\*Students will have access to the microwave.**

### **Dining With Students**

When desiring to have lunch with your child, advance notice is helpful. The traditional lunch for Thanksgiving, Christmas, and special events will be arranged for each grade level. Information/Reservations will be announced through flyers and email.

### **Change of Address/Telephone**

It is very important that every student maintain an up-to-date address and contact number/record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. Let us know where you can be notified during the day.

### **Check Out Procedure**

A check out form with designated family members is required for all students. No student will be checked out of school with any person not identified through the form and no one under the age of 21. A Check-out Form must be completed.

### **Cheating**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense will result in disciplinary actions such as detention and/or suspension from school.

### **Classroom Parties**

Major classroom parties can be held during Christmas and the End of the Year. **Schedule and approved treats** for students' birthdays and special holidays will be handled by the principal/principal's designee and classroom teacher.

It is requested that all parties be attended by a parent/guardian, who is responsible for preparation and clean up. **Please clear parties with the principal/principal's designee before planning or purchasing goodies.**

### **Conferences**

Parent-Teacher-Student conferences are encouraged after each grading period/report cards. Mandatory conferences are scheduled for students experiencing unsatisfactory performance. Parents are asked to make an appointment (during scheduled times) with the teachers. These conference times are very valuable to the overall education program.

Parents/Guardians are encouraged to maintain contact with teachers. It is not necessary to wait for the regular conference time to address special concerns. Please call the school to arrange a phone or visitation conference (205-780-5858).

### Discipline

One of the aims of our school is to develop in each student, self-discipline and consideration for others. No organization exists without rules by which its members must abide. The better the regulations are observed, the more freedom the members enjoy. The discipline of a school does not deny freedom and self-expression, but controls and guides students to the formation and development of character. Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedure, or refer the situation directly to the principal.

An atmosphere of refined behavior and controlled conduct is expected in our school. A discipline code and definite restriction regarding conduct are necessary to create a climate conducive to learning.

Courtesy is expected of the student at all times. Disrespect of any kind or unchristian behavior towards teachers, other school personnel, or other students will not be tolerated.

Smoking, according to laws passed by the Alabama State Legislature, is forbidden for those under the age of 18 years in public places. Therefore, smoking is prohibited for all students on school premises. Even more importantly, it is injurious to your child's health and welfare.

The chewing of gum is strictly outlawed in our school. A lot of work goes into cleaning and maintenance of the premises, so we cannot tolerate having gum on the floors, desks, books, etc. The student found guilty of having or chewing gum in school will be expected to remove the gum.

### Detention

There will be scheduled detention hall on designated days after school or on Saturdays. Students receiving a detention slip must report to the principal no later than five minutes after dismissal. **NO STUDENT WILL BE EXCUSED FROM DETENTION.** All parents will be notified the day before if his/her child must remain for detention. Three or more detentions can/will result in an automatic suspension, probation, or expulsion.

Refusal to obey the directive of a school official, talking back to a teacher, continuous or frequent disturbances in a class, and lack of effort in studies are examples of more serious offenses which warrant parent-student-teacher conferences with the principal/principal's designee.

**FIGHTING and/or BULLYING (STRICTLY FORBIDDEN)** in the school or on the campus. Violators will be subjected to suspension, and/or expulsion from school depending on the incident and circumstances. Conferences with the student(s), and parents/guardians will be conducted and an "Action Plan" developed to address the situation.

If these measures fail to bring about improved attitude and behavior, the student will be faced with one or all of the following processes:

1. **Suspension:** Suspended from school (not to exceed 10 days) until scheduled conference with the principal/ principal's designee. The principal decides upon the length of the suspension. This action becomes part of the official school student record.
2. **Expulsion:** Withdrawn from school and can be considered only for a hearing with legal authorities:
  - a. Life-threatening Misconduct.
  - b. Chronic and incorrigible behavior that under mines classroom/school discipline.
  - c. Lack of academic progress
  - d. Display of behavior which constitutes a definite menace to other students.

### **Doctor and Dentist Appointments**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Parents/ Guardians should send a note or phone the office.

All students leaving the campus must be signed out by a responsible adult. No student will be allowed to leave the campus unless permission is granted by the parent/guardian or designated check-out person.

### **Medications:**

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

- **Child's Name**
- **Name of child's doctor**
- **Frequency**
- **Dose**
- **Date**

### ***Asthma Medication***

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent/guardian.

### **Emergency Drills**

Fire /Tornado drills are conducted periodically each year. Detailed escape plans are posted inside of the door of each classroom.

During tornado drills, each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall.

For fire drills, each class has an escape route to an outside area that is a safe distance from the building. Children are directed to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner. Teachers are to check attendance rosters immediately.

Parents are requested not to enter the building during Fire/ Tornado Drills.

### **Emergency Information**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent/guardian names and other designated persons
2. Complete and up-to-date address.
3. Home phone and parents' work phone.
4. Emergency phone numbers of designees.
5. Physician's name and phone.
6. Medical alert information.

### **Equipment Usage**

Our school contains a variety of educational, safety and maintenance equipment. Students should not use or handle equipment, unless they have been specifically authorized to do so. If school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

### **Food and Drinks**

Food and drinks are not to be carried throughout the school. The food is to be RESTRICTED to the Cafeteria. Students are expected to cooperate with this policy at all times. **Glass bottled drinks are not permitted on school property.** Lunches are served daily. School lunches are prepared by professional cooks working in consultation with state and federal regulations. Special menu choices are available.

### **Fees**

The school charges a variety of fees for different services and materials. Fees should be paid promptly. If a student or his/her family has financial problems which affect the payment of school fees, the situation should be brought to the administration where suitable arrangements can be made.

### **Field Trips**

Field trips within our city and to nearby points of interest are scheduled by administration and classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips before the scheduled date and will always be asked to sign a permission form on official school stationery. If the proper form is not returned, the student will

not be allowed to board the bus. Legally, the school may not accept phone permissions or forms not signed by the parent or legal guardian.

**Local field trips are covered by fees. For other events, admission and transportation costs may be incurred.**

### **Fundraising**

Our school will hold fund-raising campaigns throughout the year. The PTO will collaborate with the school and Holy Family 100 Fundraising Group on all fundraising efforts. **All families are expected to participate in activities that are designed to benefit all students.**

### **Immunization Certificate**

Alabama Law requires all students enrolled in an Alabama school to have a certificate of immunization. This form may be secured from the Jefferson County Health Department or the child's personal physician's office. A new student may be enrolled temporarily for 30 days. A certificate must be presented by the 30<sup>th</sup> day or the student will be withdrawn from school as required by Alabama Law.

### **Lunch**

The school is excited to report that the cafeteria is under renovation. Until renovations are complete and the cafeteria reopens, families are asked to provide a healthy lunch from home. The school highly discourage parent(s) or guardian(s) from bringing commercial fast food to the school for children. In the event the school secures a caterer for lunch, the purchase of lunch will be at the expense of the parent(s) or guardian(s).

### **Off Limit Areas**

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, inner office high school campus except for gym days and other school scheduled activities, kitchen maintenance area; and the trash collection compound. Students are expected to cooperate and refrain from playing in or visiting in these areas.

### **Outside/Playground Policies**

Decisions to have outside recess is determined by the administration. Students should always dress for outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled activities.

### **Parent Teacher Organization**

Holy Family's PTO has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the school year.

A strong PTO is vital to the success of a school. Holy Family needs each and every one of its parents to be active participants this year. A team effort ensures the best academic program for all students.

Each year the PTO sponsors projects. With the help of all parents, these projects will be very successful. The money allows the PTO to fund activities and resources for the classrooms and school facility.

### **Parent Volunteers**

Holy Family Catholic Academy considers parent volunteers as a very special resource. Parents or Guardians receiving scholarship assistance are required to volunteer at least 1-2 hours each month at the school. Parents/Guardians are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. **Youth Protection is a class that must be taken before volunteering.**

### **Passes**

Teachers issue hall passes for valid reasons. A student is required to have a pass any time he/she is out of class. No exceptions. Only one student from a classroom may use a hall pass at a time.

### **Physical Education**

The staff at Holy Family Catholic Academy believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for the physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program for all students. Students must wear their proper physical education uniform on scheduled days.

### **Pictures**

Occasionally, throughout the year pictures will be taken of students and placed in the media. **If you do not want your child's picture taken and published, please place it in writing to the administration.**

If school pictures are taken, there will be a sitting fee for each child.

### **Playground Rules**

Students are to remain in the fenced or blacktop play area during outdoor activities. Tackle football is not permitted. Other dangerous activities such as piggyback riding, rock throwing, or object throwing will not be permitted. Misuse or destruction of playground equipment will not be tolerated.

School staff will supervise outside playground activities. At least two adults are on the playground during activities. Students left on campus after 3:30 will not be allowed on playground unsupervised.

### **Possession and/or use of Weapons**

The possession and/or use of weapons or any objects used as weapons on the school campus is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to the appropriate school agencies as well as law enforcement agencies.

### **Promotion and Retention**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention: a). indifference or lack of effort on the part of a capable student, b). physical or social immaturity, and c). frequent or long absences.

Parents/Guardians can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

### **Records**

The school will maintain records on all students. Information included in these records may not be released without written parental consent except under certain circumstances once all financial obligations and requirements have been cleared: A transcript of a student's records will be forwarded to another school when a student transfers. A transcript will be sent when a student applies for admission or scholarship to a secondary educational institution.

### **Report Cards**

Report cards are issued following the completion of each nine-week grading period. Progress Reports are issued at the mid-point. Please carefully review your child's progress report and contact the school if you have questions regarding grades.

Parent/Teacher Conferences are scheduled following the completion of the first and third marking periods. Mandatory conferences are scheduled for parents/guardians, students, and teachers. A parent/guardian may request a conference with their child's teacher at scheduled times during the school year. Please call the school for an appointment if a conference is desired. Phone conferences are also encouraged. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent/guardian. Please make every effort to meet with the teacher if you receive such a request.

Parents/Guardians are asked to review test papers, assignments, and/or reports and indicate comments and signature on the papers.

### **Responsibilities and Duties of Teachers**

The primary responsibility of our teachers is to guide learning experiences within the capabilities of each student. We hope to develop the skills, knowledge, appreciation and ideals necessary to create a productive member of society. There are six areas of specific responsibility for each teacher:

- Continued acquisition of matter knowledge and effective techniques of instruction.
- Daily professional preparation including lesson plans for substitutes.
- Provided favorable environment through effective classroom management.

- Continuous pupil evaluation and periodic reporting based on subjective and objective observation.
- Outside classroom duties such as attendance at professional meetings, hall duty, monitor music and art classes, playground assignments and extra-curricular sponsorships.

### **School Office Hours**

Office Hours: 8:00 A.M. – 3:30 P.M.

Extended office hours are available by appointment only.

### **Silent Reading Time**

Reading is an important part of our school program. A 30 minute weekly session will be set aside for silent reading. Students and teachers alike will be able to use this time to enjoy reading their favorite books. Please encourage your child to read at home each day for 15 minutes.

### **Special Projects**

Each year, our students present special projects and/or fairs. These activities are the highlights of our academic year. Parents are encouraged to support activities and to promote their interests.

### **Study Skills**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

### **Substitute Teachers**

Every student will periodically be taught by a substitute teacher. Substitute teachers are generally other school teachers who conduct classes when teachers are ill, on leave for personal business, professional training, or family emergency. Students are to be courteous and cooperative. Any misconduct in the classroom will be dealt with immediately.

### **Summer Enrichment**

We offer Enrichment classes during the months of June and July for students who need that additional assistance in a few subjects or to extend learning through STEAM (Science, Technology, Engineering, Arts, and Mathematics). Often just as the year is ending some



students are just beginning to catch on, or they need that extra reinforcement of a small group to thoroughly understand a concept. This program is offered to all grade levels.

### **Telephone & Cell Phone Policies**

**The office telephone is to be used by the students with permission depending on the urgency.** Students are allowed to use their cell phones in case of emergencies determined by the principal/principal's designee. The Cell Phone Policy 2018 outlines the rules for cell phone usage. All cell phones are collected at the beginning of each school day and returned at the end of the day. Exceptions are made in school situations determined by the principal/principal's designee.

### **Traffic Regulation on Campus**

Whenever dropping off or picking up your child/children on the playground, **cars must never be driven across the yellow line, basketball courts, or directly in front of the cafeteria. Please park your car when dropping off/picking up a student.**

### **Valuables**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items must be safeguarded by registering and leaving them at the main office.

### **Vandalism**

Our school and school equipment are private property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that students pay for property that has been damaged, school or personal.

### **Visitors**

All visitors are asked to report to the office when they arrive at the building. Parents are always welcomed at Holy Family Catholic Academy and may visit at any time with clearance from the front office. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as our teachers' schedules do not allow time for drop-in conferences. Teachers may be contacted by note, telephone, or email. Parents/Guardians are not permitted to speak or disturb classrooms when given a pass.

### Walking Students

Students who walk to school should come straight to school. Remain on sidewalks at all times and cross only when it is safe to do so. Remember the safety rules: walk with a friend and never accept a ride from a stranger. Parents, please emphasize this safety precaution, as we do in school.

### Withdrawal of Students

An application for withdrawal should be completed by the parents/guardians of any student who is withdrawing in the middle of a semester. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school for enrollment. **No records will be forwarded until parents/guardians have met their financial obligations.** The school should be notified at least two (2) day in advance of a student's impending withdrawal. The student will receive a withdrawal form. All textbooks, library books, lunch payment and fees must be cleared before the student secures a transfer record to another school.

**Holy Family Catholic Academy Board**  
**Grievance Procedures for Parents**

Parents are to be very clear that the Holy Family Catholic Academy is in charge of the daily administration of the school. The Holy Family Catholic Academy School Board including the Director of Schools is supportive of its principal and teachers and insists that all parents exemplify respect for the school principal and teachers.

If the parent or guardian has a concern or a grievance, the following procedure is to be followed:

1. The concern is to be taken to the teacher after having gained permission or conference from the administration.
2. If the concern is not resolved at the time of the conference, the parent is to set up a conference with the principal.
3. If the concern is not resolved after the meeting with the principal, a written request indicating the unresolved concern may be made to the Director of Schools and the School Board for its consideration and action it deems appropriate.
4. At the time of the parent's/guardian's written request to the Board, the parent must provide documentation of having had a conference with the teacher as well as with the principal.
5. If either of the first two steps is omitted, the Board will not give consideration to the request.
6. At no time is the parent to supersede this procedure by going to the Pastor or the Director of Schools. The Pastor and the Director of Schools are members of the Board, and if it becomes necessary for the Board to intervene in a situation, they will be involved at that level.
7. The Board will review the concern and respond to the parent/guardian in an appropriate manner.



# Holy Family Catholic Academy Handbook Acknowledgement Form

This page is to be signed by all students and parents/guardians indicating that they have received and read this handbook. Sign and return it to the homeroom teacher. You may also scan and email this form to [Principal@HFCatholicAcademy.org](mailto:Principal@HFCatholicAcademy.org)

This form must be returned in a timely manner.

I (we) have read the Holy Family Catholic Academy Handbook and will support the rules and regulations set.

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| Parent / Guardian Signature | Parent Name Printed | Date |
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| Parent / Guardian Signature | Parent Name Printed | Date |
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| Student Signature Student | Name Printed | Date |
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