

OUR MISSION

Holy Family School, as a Catholic Educational Community, strives to create a God centered atmosphere where teachers, staff, students and parents in a spirit of freedom and love share human knowledge enlightened and enlivened by faith. We endeavor to respect the potential of every child, while challenging their intellect. We provide students with a rigorous and relevant education that motivates them to recognize and develop their unique God given gifts and talents as responsible citizens in a dynamic global environment.

With the Holy Family as our model, we strive to interrelate the goals of academics, athletics, the arts, and altruism.

ADMISSION PREREQUISITES

- Children will be admitted to the Kindergarten following the guidelines of the Lakewood Board of Education calendar.
- At the time of registration for all students, parents must present certificates of birth, baptism, and any other sacrament received, and of immunizations.
- In case of a transfer student, an educational evaluation may precede registration. The last report card, results of a nationally recognized test and the scholastic records must be presented or forwarded. An interview with the principal prior to being accepted to Holy Family School may be required with the parent/guardian, and student in order to determine the eligibility of transfer students to join our school community.
- A registration fee or re-registration fee is paid annually for each child.
- Holy Family School admits students regardless of race, color, creed, or national and ethnic origin.

ATHLETICS

The intention of our athletic program is to teach and develop physical skills, mental discipline, sportsmanship, and the driving spirit necessary for successful living.

Holy Family School students have an opportunity to participate in many different sports programs beginning in Kindergarten and continuing through 8th grade. In order to participate in a sport, a student must have a current physical form on file.

Satisfactory academic performance and appropriate conduct are required for students to participate. In addition, a uniform or participation fee may be required. (For additional information regarding sports please consult the Sports Handbook).

ATTENDANCE/TARDINESS

Homeroom begins promptly at 8:00. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and/or tardiness create a genuine hardship for a student and are regarded as very serious problems. Excessive tardiness will be addressed through a letter home, and possible conference with the Principal.

Students absent from school may not participate in after school activities.

Students returning from any absence must bring a written excuse signed by their parent/guardian that includes:

- Name
- Days absent
- Reason for absence

The note should be given to the teacher. If absence is due to a contagious illness, a note from the doctor is required.

Excused Absences Include:

1. Illness of the student (doctors note required absences of more than 2 days)
2. Serious illness or death in the immediate family.
3. Legal requirement to attend court.

Parents/Guardians will be notified in writing if their children accrue excessive absences.

If a child is going to be absent, the Parent/Guardian must call the school nurse between 7:00 and 8:00AM. If the health office is not contacted, a call will be made to the child's home, parents place of employment, or emergency contact to ensure the safety of the child.

If a child is out 2 or more days due to illness, work will be provided upon request and can be picked up at the main office at the end of the school day.

Parents/Guardians are to request make-up work by 9:30AM.

Early Dismissal: Please follow these instructions

- Send a note clearly explaining the reason/reasons for your child's early dismissal request (dentist, doctor, etc.)
- The parent/guardian must come into the office and sign his/her child out of school. **Your child will not be released to ANYONE unless so designated by you in writing. A written note must be submitted for each and every dismissal.**
- If your child is to return to school before the end of the school day, please accompany your child to the office and sign him/her back into school.

CALENDAR

The school calendar is prepared yearly by the principal and faculty and approved by the Diocesan Office of Education in Trenton. This calendar will be posted on the school website.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are required to notify the school office and child's teacher in writing whenever there is a change so that the records on your child can be kept up to date. This includes change in address, cell phone number, place of employment, and emergency contacts.

COMMUNICATION

A newsletter is published and posted on the school website monthly and sent home with the youngest or only child of each family. Please be sure to check your child's folder on Tuesdays, as most communication will be sent home on a weekly basis.

CONFERENCES

A scheduled Parent/Teacher conference is held after the end of the first trimester. Parents are encouraged to schedule other conferences as needed. All arrangements should be made directly with the teacher via note or telephone call. Please provide ample notice and the reason for your request so the teacher may assemble requested

information and be appropriately prepared to discuss your concerns. Additional conferences may be scheduled at other times of the year by either teacher or parent request.

COUNSELOR

A psychologist is on staff at our school to provide counseling services. Services are available to students and parents one day each week. Students and parents are asked to make use of these services by arranging an appointment through the school office.

DIOCESAN POLICY

Holy Family School follows the guidelines and policies established by the Diocese of Trenton Office of Catholic Education.

DISCIPLINE

A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Such behaviors will not be tolerated.

More specifically students are expected to:

- Respect the rights and property of others
- Cooperate with those in authority
- Follow individual class regulations
- Be kind
- Be courteous
- Take responsibility for their actions
- Wear the required uniform and abide by the dress regulations
- Abide by established policy regarding electronic devices

Should a student choose to disregard the expectations, there will be consequences, which may include after-school detention or suspension by the Principal.

Serious offenses such as the following may warrant suspension or expulsion:

- Bullying
- Physical Assault
- Possession of a weapon
- Sexual Harassment
- Threats of violence **
- Truancy
- Smoking
- Leaving school premises without permission
- Chronic disrespect or disobedience
- Immoral behavior
- Repeated disregard of school policy
- Vandalism

*** Please note. All threats will be taken seriously. Parents will be contacted that day and must come to school to pick up their child. We are required by law to notify the Lakewood Police Department.*

The principal is the final arbiter of student behavior issues. The principal will follow Diocesan Policy regarding expulsion.

DRESS REGULATIONS

K-8 Students are required to wear uniforms each day, unless otherwise directed by the principal.

- Uniforms must be neat and clean.
- Shirts and blouses must be tucked in
- Skirts must be no more than three inches above the knee.
- Gym uniforms and sneakers are worn to school on the day PE is scheduled
- On “no uniform days”, the students must dress appropriately for a Catholic School environment. If a student’s outfit is deemed inappropriate (i.e. halter tops, flip flops, short shorts, tight fitting or revealing clothing, t-shirts displaying inappropriate words or pictures, etc.) the student will be directed to call their parents for more suitable clothing.
- Students are excused from wearing their uniform on their birthdays. Students with summer birthdays or ones that occur while school is out of session may choose another day to be out of uniform.

- Trendy hairstyles and dyed or bleached hair on girls and boys is not allowed
- Boys' hair may not be longer than the bend of the neck.
- With the exception of crosses, religious medals, watches, and small earrings (girls only) no other jewelry may be worn
- Girls are not to wear make-up or artificial nails during school hours. Girls may wear a natural or clear nail polish; French manicures are permitted on natural nails only.
- Tattoos or other body decorations are not permitted

Uniforms:

- Regulation style jumpers, skorts, imprinted shirts, uniform pants and shorts must be from the uniform shop; all other items including socks, shoes, white sneakers (no heelys), navy sweat pants, etc. can be purchased at the store of your choice.
- Shoes for girls and boys are to be black (or navy) in color. Girls K-8 wear navy knee-highs or tights; boys wear black, gray or navy socks with the school uniform. Boots, high heeled shoes and sneakers are not worn with the regulation school uniform.
- Sneakers worn with gym uniform or during the season when shorts may be worn should be as white as possible. Some navy or gray detail is acceptable. No light-ups, characters, or decorations. White socks are worn with sneakers for both girls and boys.

EMERGENCY CLOSINGS

Any emergency closing will be announced over the Honeywell Instant Alert System and

WOBM, Toms River 1160 AM; 92.7 FM
News 12 New Jersey / TV and online

Holy Family School winter closings are generally determined by the Lakewood Public Schools decision. In instances of delayed opening, Parents should check their respective districts for delayed busing information and times.

In the unusual circumstance when school must be canceled during the school day, school personnel will call parents to notify them. If parents cannot be reached, the students will not be released from school.

EXTENDED DAY PROGRAM (EDP)

HFS offers this supervised service each day that school is in session, from dismissal until 6:00PM. All students are enrolled at registration. Fees are billed to the family based on use. Before care is available beginning at 6:45AM.

EVALUATION OF STUDENTS

Teachers use a variety of methods to evaluate students. These may include tests, quizzes, reports, projects, and classroom observation. Report cards are issued three times per year. A progress report is sent home mid-way through each marking period. In addition, the school participates in the diocesan wide Terra Nova Testing Program annually in Grades 2-8 during the month of March.

FIELD TRIPS

Field trips are planned with a specific educational purpose in mind. Students must have a signed permission slip for each trip. Students will remain at school on the day of the trip if a signed permission slip has not been returned. Please note that students who lack self-discipline may be excluded from the activity. Students going on field trips are representing Holy Family School; all rules of proper behavior and courtesy are expected.

FIRE / LOCK DOWN DRILLS

One fire drill and one lock down drill will be conducted monthly as directed by New Jersey State Regulations. All drills are important and every person in the school building should act accordingly. The purpose of the drills is to practice leaving the building, or securing the building as quickly and efficiently as possible and to be prepared in the event of a real fire or other emergency.

The following are the responsibilities of every student during drills:

- Follow the direction of the teacher or adult in charge at all times
- Proceed quickly and in an orderly fashion to the designated area or exit
- DO NOT TALK AT ANY TIME
- Stay in line, remain quiet, and await further instruction

Our only assurance of students' safety is everyone's complete cooperation. Students who do not cooperate in observing the above responsibilities are endangering the lives of everyone in the building.

HEALTH SERVICES

The school health department is responsible for seeing that each child is properly immunized, the chart below will serve as a guide for parents:

Immunization Requirements:

- Polio series of 3 doses with 1 dose given after 4th birthday or any 4 doses prior to entering Kindergarten
- DTP/DTaP - 4 doses with 1 dose on or after 4th birthday or any 5 doses prior to entering Kindergarten
- Measles, Mumps and Rubella: Any child entering Kindergarten; 2 doses
- Varicella – 1 dose on or after 1st birthday, required for entering Kindergarten
- Hep B - series of 3 is required for entrance into Kindergarten
- DTap – Grade 6 – 1 dose. A child is not required to have a dose until five years after the last DTP/DTaP or Td dose.
- Meningococcal – Grade 6 – 1 dose

If the student is too ill to remain in school, we will call the home or the emergency number to inform parents. The student will be kept in the health office until a parent or some person responsible for him/her arrives.

All grades have their height, weight, and B/P checked annually. Children in grades K, 2, 4, 6, & 8 receive vision screenings. Audio screenings are done on grades K - 3 and 7. Scoliosis screenings are done yearly on all children in grades 5 & 7. If your child should receive a notice from the school nurse, it is your responsibility to have him/her checked by your physician, and then **report results to the school health office.**

Medication (prescription and non-prescription) will not be given without a doctor's note.

Medications — If a student must bring medication to school, the following requirements must be met:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.

5. Any child with life threatening allergies must have a special form completed by the doctor and proper medication must be in the health office. These forms are available in the health office.
6. Refrigeration is available.

In cases of strep throat, conjunctivitis, pediculosis (head lice), impetigo, and ringworm, proof of treatment such as a doctor's note, or the medication prescribed must be provided to school health office before child returns to class.

In cases of chicken pox, all lesions must be scabbed over before the child returns to school. The student must report to the school nurse on the first day back to school. If your child is sent home or has fever 100.2° or above he/she must remain home for 24 hours fever-free before he/she returns to school.

HOMEWORK

Homework is defined as an assignment related to class work that is to be prepared or completed outside of class. It should be assigned according to these guidelines:

1. Homework should be purposeful and its relevance and format clear to the student
2. The number, frequency, and degree of difficulty of homework assignments may vary with subject matter.
3. These time allotments serve as guidelines in making assignments:
 - Grades 1-3 average ½ hour per night
 - Grades 4-6 average 1 hour per night
 - Grades 7 & 8 average 1 to 1 ½ hours per night
4. Homework should be of a type which can be completed by the student without requiring additional instruction from a teacher
5. Homework will be reviewed by the teacher

Properly designed regularly scheduled homework is considered an integral component of the instruction program. A quiet place should be made available for this purpose, and a regular time for doing homework may also be helpful in developing good study skills. Parents/Guardians may provide guidance for children, but should not do the assignments for them.

INSURANCE

The Diocese requires mandatory insurance for all students. A minimal fee is added to the school fee for this purpose.

LITURGIES AND PRAYER SERVICES

An all-school mass will be scheduled for the first Friday of each month. A different grade each month will be responsible for planning the mass. Dates for these masses and other special liturgies and services will be sent home in the newsletter. Parents are most welcome to join us.

LUNCH

Students may bring their lunch or purchase lunch through Maschio's, our lunch service provider. Please refer to the ordering guidelines previously sent home. **Glass containers are not permitted in the cafeteria.** Soda and drinks with high sugar content or caffeine are not permitted.

Students are expected to observe school rules while in the Cafeteria.

MIDDLE STATES ASSOCIATION

Holy Family School is fully accredited by the Middle States Association.

PERSONAL BELONGINGS and ELECTRONIC GAMES

GameBoys, MP3 Players, iPods, laser pointers, cell phones, etc. are not to be brought to school. Electronic toys and/ or equipment of this nature may tend to distract the child and other children from the learning process and can be easily lost or damaged. Should you want your child to bring a cell phone to school, please remember that it **MUST BE TURNED OFF AND IN THE CHILD'S BACKPACK OR LOCKER DURING SCHOOL HOURS.** The first time a teacher discovers an unauthorized use of a cell phone, the cell phone will be confiscated and sent to the office and returned to the student at the end of the school day.

Should this occur a second time, a parent will be required to retrieve the cell phone.

Parents and students are asked to read and sign The Diocesan Acceptable Use Policy each year with regard to computer use in school.

It is recommended that personal items be labeled with the student's name.

PROMOTIONS and RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- Physical or social immaturity
- Frequent or long absences

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

SACRAMENTS

Religious instruction is considered of utmost importance in education, for without religion, there can be no education in the true sense of the word. Religion is taught as part of the daily curriculum.

Catholic students at Holy Family School receive the following sacraments:

- Reconciliation and Holy Eucharist – grade 2
- Confirmation – grade 8

Preparation for Sacraments is ongoing throughout the school year in conjunction with requirements of the Parish Religious Education Program.

SCHOOL HOURS

School hours are from 8:00AM to 2:25PM. Days of early dismissal are noted on the annual calendar, students are then dismissed at 12:25. Front office hours are from 7:45AM until 3:30PM. EDP is available on full and early dismissal days until 6:00PM. Before-care is available each day that school is in session, beginning at 6:45AM.

SCHOOL PROPERTY

Students are expected to exercise reasonable care of all schoolbooks, supplies, and equipment used by them in either curricular or extracurricular activities. There will be a consequence for any defacing of textbooks, library books, supplies, and/or equipment. Parents/guardians will be liable for damages. Books must be covered and carried in a backpack.

STUDENT GOVERNMENT

Holy Family School has an active Student Council, which follows the school motto of Strong in Faith, Joyful in Hope and Active in Charity. Elections are held each year for the executive members and each grade has a representative to serve on the general council. Meetings may be held during the school day, or after school.

TRANSFER PROCEDURES

All transfer requests are processed through the front office of the school. Upon signed request, health records will be released; permanent records will be mailed directly to the new school. It is requested that you arrange for an exit interview with the principal.

TRANSPORTATION

Students may not under any circumstance board a bus other than the one to which they are assigned.

Bus Conduct:

Students are expected to maintain the same level of conduct on their bus as is expected during the school day. General rules of safety must be followed at all times, including wearing a seat belt and staying seated when the bus is in motion. A report of misconduct on the bus will result in appropriate disciplinary action. Repeated misconduct will result in loss of bus privilege. In such cases, the parents/guardians of the child involved become responsible for seeing that their child gets to and from school safely.

Student Transportation:

B6T forms are sent home annually to every family. You must complete and return the form so that we can begin the process of forwarding the information to the sending district by their March deadline. All busing to Holy Family is provided through the district where you reside; B6T forms must be on file, regardless of your intention with regard to busing your child to and from school.

TUITION / FINANCIAL OBLIGATION

Tuition is set each year by the School Board and approved by the Diocese of Trenton. Responsible parties will receive an annual payment booklet before the first of ten monthly installments is due in July. It is the responsibility of parents/guardians to stay current with payment, and meet all financial obligations (registration, tuition, fundraising, graduation fees, etc.) as indicated upon registration each year.

Should there be a reason you are unable to meet your financial obligations, as per agreement, please contact the tuition office so alternate arrangements for payment can be made. Disregard of the agreement between both parties may result in withholding of reports cards and/or diplomas.

VISITORS

For the safety and security of students and personnel, ALL visitors must enter directly through the front office and sign the visitor's log. This includes all parents/guardians, volunteers and service personnel. Visitors must obtain a visitor's badge and should continue to their specific destination within the school. To limit classroom disruptions, unscheduled visits to the classroom are not permitted.