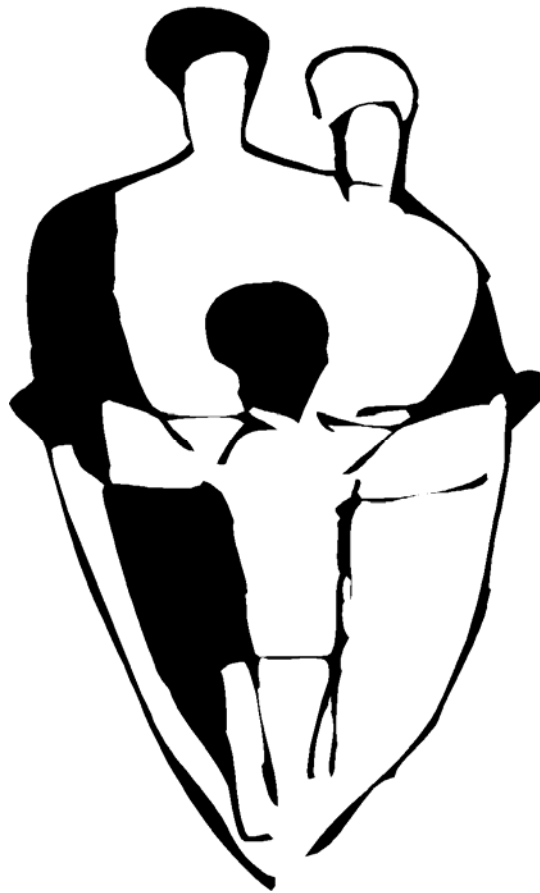


# Parent/Student Handbook 2007-2008

Accredited by the Western Association of Schools and Colleges



## Holy Family Cathedral School

530 South Glassell Street  
Orange, California 92866  
714-538-6012

## ***THIS SCHOOL IS ABOUT LIFE***

*We believe that every facet of life is important spiritual,  
physical, intellectual, and emotional.*

*We believe that every child is unique and valuable because  
his life comes from God.*

*We believe that one of the purposes of life is to improve  
the life of all people everywhere.*

*We believe that if we have helped a child to become more  
human, less racist, more able to believe in the  
ultimate value of life, more helpful-then we  
have prepared him/her for life.*

*Sisters of St. Joseph of Orange*

We cherish our affiliation with the Sisters of St. Joseph of Orange. On March 13, 1949, Bishop Timothy Manning turned over the first spadeful of earth in the official ground breaking ceremonies of Holy Family Cathedral School. The Sisters of St. Joseph of Orange were given charge of teaching in the school.

By August, 1949, the school was completed and opened with an enrollment of 225 students. Sr. Mary Barbara opened the school assisted by four sisters and two lay teachers. The original unit consisted of eight grades in four classrooms and a kindergarten held in the hall. By September, 1953, a four-room addition had been constructed making eight classrooms.

In 1976 Holy Family was chosen as the Cathedral for the Diocese of Orange. Bishop William Johnson was installed as the first bishop of Orange on June 18, 1976.

A kindergarten program was developed in 1988 and twenty-nine students were enrolled. The same year an extended day care program was established on the school grounds. Today HFCS services over 540 students in 18 classrooms, grades K-8.

Modeling on its patron family, Holy Family Cathedral School builds a productive caring community based on the redeeming message of God's love. Throughout the changing times of its fifty three year history, the school has followed its fundamental mission to provide spiritual and academic excellence within a Catholic faith experience.

***“God,...let my children grow up in Your presence  
and seek Your ways,  
and attend to your work....”***

-M.W. Edelman

Dear Parents,

Welcome to a new school year at Holy Family Cathedral School. We, as a faculty, look forward to working with you and your children during the 2007-2008 school year.

In the front of this handbook you will find the school's Philosophy and Mission Statement. Please take time to read these important statements. As Catholic educators, our staff is committed to the school's Philosophy and Mission. In choosing Holy Family Cathedral as your children's school, we count on your commitment to it's Philosophy and a full participation in school and parent activities.

Please keep this handbook nearby for reference. It is designed to communicate school information, guidelines and policies. We ask you to read this handbook carefully and review it with your children so they will understand their responsibilities as a member of the school community.

Success happens when people work together and support one another in an atmosphere of mutual respect and love.

May our year together be Gospel centered. Let us acknowledge each day that Jesus Walks on this Campus...in each of us.

God's blessings on you and your children,

Margaret Harlow and Staff

## **MISSION STATEMENT AND SCHOOL PHILOSOPHY**

Holy Family Cathedral School is dedicated to the education and formation of the whole child – spiritually, intellectually, artistically, psychologically and socially. Our ministry of education supports diverse learning styles and scholastic experiences.

We recognize that the care and education of the child begins with the family and that parents are the primary educators of their children. We support parents in their role by providing a learning and nurturing environment which promotes strong Catholic values.

Our children are the future leaders of society and will assume a role in establishing a more just and peaceful world. Therefore, we strive to develop in each child a positive and well-balanced self-image. We encourage each child to become a life-long learner and to acquire the necessary knowledge, skills and values in order to live cooperatively and responsibly in this world.

### **Student Learning Expectations**

- Faithful Christian
- Life Long Learner
- Responsible Citizen
- Effective Communicator
- Global Citizen

***Holy Family Cathedral School is fully accredited by the Western Association of Schools and Colleges (WASC).***

The purpose of this handbook is to present the philosophy, organization and policy of Holy Family Cathedral School. **The policy statements are necessarily general and the administration (Rector, Principal) reserves the right to make specific applications as circumstances arise.** Please read this handbook carefully and keep it for reference during the school year.

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## **I. HOLY FAMILY CATHEDRAL SCHOOL STAFF**

Rector	Reverend Don Romito
Parochial Vicar	Fr. Bill Cao
Principal	Mrs. Margaret Harlow
Vice Principal	Mrs. Marie Ubl
Pre-Kindergarten	Mrs. Sandy Brucker
Kindergarten K-1	Mrs. Angie Clark
Kindergarten K-2	Mrs. Sara Fisk
Grade 1-1	Mrs. Kathy Doonan
Grade 1-2	Mrs. Charleen Klein
Grade 2-1	Mrs. Sara Christian
Grade 2-2	Mrs. Joanne Wilhelm
Grade 3-1	Ms. Lisa Barnard
Grade 3-2	Ms. Jill Hubbartt
Grade 4-1	Mrs. Shelly Seckendorf
Grade 4-2	Ms. Elisa Padilla
Grade 5-1	Mrs. Jenny Kromling
Grade 5-2	Miss Frances Bjazevich
Grade 6-1	Ms. Beth Morris
Grade 6-2	Ms. Megan Gabler
Grade 7-1	Mrs. Holly Slyker
Grade 7-2	Mr. Garrett Long
Grade 8-1	Ms. Erica Grigsby
Grade 8-2	Mrs. Marian Nanry
Accelerated Math	Mrs. Khadija Ali
Computer Teacher	Mrs. Rose Mary Valeriote
Music Teacher	Mrs. Toni Dhuyvetter
P.E. Instructors	Mrs. Janice Estrada/Mr. Brian Jo
Librarian	Mrs. Elena Castillo
Resource Teachers	Mrs. Dana Kuller/ Mrs. Kathy Smith/Mrs. Jan Hirota
Teacher Aide K	Mrs. Dorothy Montano
Teacher Aide 1-1	Mrs. Kathy Garcia
Teacher Aide 1-2	Ms. Emily Ludwig
Teacher Aide 2-1	Mrs. Melda Arick
Teacher Aide 2-2	Mrs. Laura Baumann
Teacher Aide 3-1/3-2	Mrs. Teresa Kegel
Teacher Aide Gr. 4/5	Mrs. Elise Balthrop
6 <sup>th</sup> Grade/Resource Aide	Mrs. Elise Balthrop
Teacher Aide Gr. 7/8	Mrs. Stephanie Hernandez
Computer Aide	Mrs. Debbie Muise
Scrip Coordinator	Mrs. Adela Tapia
Nurses	Mrs. Judy Taylor
Counselor	Dr. Patrick Murphy
Development	Mrs. Barbara Kelly
Office Manager	Mrs. Bonnie Leach
Secretary	Mrs. Maureen Zermeno
Receptionist	Mrs. Rosita Rising
Bookkeeper	Mrs. Vicki Espinosa
Day Care Director	Mrs. Lisa Jones
Custodian	Mr. Blas Villa

## **2007-2008 Parent Advisory Council**

Fr. Don Romito		Rector
Margaret Harlow		Principal
Marie Ubl		Vice Principal
Barbara Kelly		Director of Development
Greg Dhuyvetter	997-3074	Technology
Karen Hennessey	544-6904	President
Ann Cross	397-2074	PFA President
Maryle Olivier	532-2442	
Brian Finck		Finance
John Cebula		Finance
Karen Hennessey	544-6301	Liaison for Parish
Christine Greubel	589-7636	

### **2007-2008 Parent-Faculty Association**

#### Administration

Margaret Harlow	Principal
Marie Ubl	Vice-Principal

#### Officers

Ann Cross	President	397-2074
Cathy Earlman	Secretary	997-3738
Duane Clinkscales	Treasurer	288-1189

#### Committee Chairman

Hospitality	Leticia Perez	998-4658
Room Parent Coordinator	Sandy Jimenez	289-9123
	Dee Dee Maciel	974-5365
Fund Raising	Susan Lawhorne	564-0016
Communications	Adelia Tapia	544-5853
Safety	Pam Greinke	637-9176
Volunteers	Kim McCaffrey	744-3984

# WE ARE PARTNERS IN EDUCATION

## II. PARENT INVOLVEMENT

- Family presence at weekly Mass.
- Contribute a positive influence on the school community.
- Fulfill financial obligations.
- Volunteer services when needed.
- Attend PFA general meetings and activities.
- Maintain open and positive communication with the classroom teacher.
- Foster sound study habits within the home.

## II. GENERAL INFORMATION

### • **Safe Environment**

All parents and family members that wish to work with the students in any capacity are required to be fingerprinted through the Diocese of Orange. In addition, each adult must have completed "Safe Environment Training." This safety program is offered online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). A certificate of completion is issued at the end of the training. The certificate must be brought to the school office as proof of training. The two requirements are mandated by the Diocese of Orange.

### • **Non-Discriminatory Statement**

Holy Family Cathedral School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

### • **Child Abuse Reporting Obligations**

In accord with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report the proper authorities for their investigation and review.

### • **Family Rights**

Upon presenting a written request and signing a Diocesan form, parents may inspect the official student cumulative records.

- **Code of Christian Conduct Covering Students and Parents/Guardians (Diocesan Handbook code 4180A)**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

- **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the child in the school might be morally impossible. In such a case, it is imperative that

the opinion of the principal regarding moral impossibility be sustained from a pastoral viewpoint by the pastor of the parish.

- **Abuse of Teachers and School Staff**

Any parent, guardian, or other person who insults or abuses any teacher or school staff in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and may be punishable by a fine. (E.C. 44811-2) A report will be filed with the local law enforcement agency. The student is subject to expulsion.

- **Admission**

Priority is given to children of registered members of Holy Family Cathedral Parish. Students from families living outside the parish may be admitted according to the space available.

Policy of Acceptance of New Students:

Kindergarten

1. Holy Family siblings
2. Holy Family parishioners
3. Kindergarten applicants must be five years of age by **Sept. 1**, Pre-K by Dec. 1.
4. Applicants are evaluated for readiness in language, motor skills and perception.
5. Baptismal certificate
6. Immunization records
7. Birth certificate

First to Eighth Grades

1. Holy Family siblings
2. Holy Family parishioners
3. Report card from school of previous attendance
4. Applicants are evaluated in language arts and math
5. Baptismal, First Communion, Confirmation certificate (where applicable)
6. Immunization records
7. Meet with school personnel
8. Birth Certificate

- **Grade Level**

No grade level changes will be made after the first day of school until academic and developmental testing has been completed. Administration will make final decision.

- **Daily Schedule**

**School Hours**

Morning Bell, Daily	7:45 am
Tardy Bell, Daily	8:00 am
Dismissal Bell	2:50 pm
Minimum Day	11:50 am

**Office Hours**

7:45 am – 3:30 pm      Messages will be returned in a timely manner.

Individual classroom schedules will be given out at Back to School night.

- **Attendance**

***Parent Responsibilities:***

Research clearly shows that student absenteeism and skipping class are significantly reduced when parents take an active interest in their student's school attendance. We ask parents to:

- \* To be punctual in bringing their child to school.
- \* **Inform the school at 538-6012 ext. 372 for any absence by 8:30 am. Upon return to school send a written note as to reason your child was absent.**
- \* Be aware of and provide permission for every absence.
- \* Provide the student with a note explaining the reason for the absence. The student is expected to bring this note to their teacher when returning to school.
- \* Parents who wish to have their child withdraw from school on a temporary basis (family holiday, etc.) must discuss the situation with the teacher and principal one week prior to the withdrawal.
- \* Excessive tardies may result in detention or time made up after hours.
- \* Excessive absences may result in possible retention, reduction in grade and/or disciplinary action.
- \* We encourage medical and dental appointments be made after school hours.

***Student Responsibilities:***

All students are expected to:

- \* Attend all scheduled classes and homeroom regularly and punctually.
- \* Bring a note to the teacher if they wish to be excused during the day.
- \* Bring a note to the teacher after returning from an absence.
- \* Accept responsibility for all work missed by absence and catch up on all work missed. The responsibility is on the student to approach the teacher to find out what work and assignments have been missed, and to seek extra help or clarification from the teacher outside of class time.

If a student arrives after 10:30 a.m. the student is marked absent for the morning. If a student leaves before 2:30 p.m. the student is marked absent for the afternoon. **When a student is absent he/she may not participate in any extra-curricular activities held the same day.** On the day he/she returns to school, a written excuse stating the date of absence and the reason for his/her absence must be presented to the teacher.

- **Tardiness**

Learning to be punctual is a very important part of a child's education. A student is tardy if not in line for morning assembly at the 8:00 bell. As stated in the Diocesan Administrative Handbook **“Excessive absence or tardies, even if necessary and excused, may be grounds for decreased credit or disciplinary action.”** An excessive tardy is 6 per trimester. **Parents will be contacted following a 6<sup>th</sup> tardy to rectify this problem.** When a student is tardy for the second time during a trimester and for each subsequent tardy, the student will sit out the first recess. **Consistent tardies may result in time made up after school.**

- **Absence Due to Illness or Other Circumstances**

**For a single day absence, students will receive the work they missed when they return to school.** The work will be done when the student returns to school. It is the responsibility of the students in grades 4 thru 8 to take the initiative in getting the work they have missed while absent from school. **It is not the teacher's responsibility to provide the assignments ahead of time.**

Excessive absence is considered 10 days per trimester, a total of 30 days per school year. Excessive absence could possibly affect grade level promotion. A parent conference will be requested for excessive absences.

- **Dismissal for Medical or Dental Appointments**

Time spent in medical and dental treatments is called medical absence and the child is considered present. Dated slips must be brought from the doctor or dentist stating the time spent there. A note from the parent will not be accepted for a medical excuse. Frequent absences of this type are detrimental to the student's class work and should, therefore, be kept at a minimum.

- **Lost and Found**

**Personal property must be labeled with the child's name and grade. This includes sweaters, sweatshirts, lunch bags and boxes, bookbags, etc.** The lost and found barrel will be outside the 3<sup>rd</sup> grade room during school hours. Articles not claimed by the end of each trimester will be given to the St. Vincent de Paul Society or to the used uniform chairperson.

- **Backpacks**

The school reserves the right to search backpacks at anytime.

- **Books**

It is important to respect and take care of books as well as other school property. To help protect the books, they **must be covered**. We ask that you do not use contact paper on textbooks. Students will be asked to pay for damaged or lost books.

- **Forgotten Lunches, Books, Homework, etc.**

Classroom interruptions must be kept to a minimum. Any forgotten article brought to school during class time should be **left on the table outside of the office, not brought to the classroom or playground**. Make sure your child's name and grade is on the article.

Parents are not permitted to go to the classroom or playground without prior consent from the school office. **Please do not hand lunches over the stanchions.** This is for the safety of our children.

- **Telephone**

In an **emergency**, students may use the office phone.

- **Cell Phones**

Cell phones must be kept in a student's backpack during the school day. They may not be used to phone or take pictures during school hours. Cell phones may be used for

emergency use only after school with a staff person's permission. Cell phones may never be used to take pictures on school campus. Cell phones not in a backpack will be confiscated and taken to the school office for parent pickup.

- **Birthdays**

Birthday treats may be brought to school to celebrate your child's special day. Please check with your child's teacher as to the time of day your treat will arrive. Please no cakes or any item that requires cutting. Birthday invitations may not be distributed at school unless the entire class is invited. The exception would be all boys to a boy party and all girls to a girl party. We ask students not to plan birthday lunches for a select few at school.

- **Family Bulletin and Calendar**

Usually on the last day of each month your newsletter and hot lunch menu will be sent to you via email. These are **important communiqués** from the school and we recommend they are read completely. Families who need two monthly newsletters need to contact the school office with the proper email addresses. A weekly communication, News & Notes, will be sent home every Wednesday via email that school is in session. Families without computer access will need to notify the office by September 15, 2006.

- **Telephone Calls**

Volunteers should not use the school telephone for personal business unless a rare emergency arises. Likewise, volunteers will not be called to the telephone unless a rare emergency arises. However, a message will be taken and delivered.

- **School Pictures**

School Pictures will be taken in **September**. Dress uniforms are to be worn for school pictures. Sweaters must be worn. Spring Pictures will be free dress – refer to dress code.

### **III. TUITION AND FEES FOR 2007-2008 SCHOOL YEAR**

Tuition guidelines and arrangements must be strictly adhered to. Each family is expected to live up to the signed Tuition Agreement on file at the school office.

#### **Fees**

Registration Fee/Supporting Parishioner \$250 per family (due at registration)  
Registration Fee/Non-Supporting Parishioner \$300 per family (due at registration)  
Entrance Fee (Pre-K) \$250 per student  
Entrance Fee-(grade K-7) \$205 per student  
Entrance Fee-(grade 8) \$280 per student (includes graduation fee)

#### **Tuition**

### **Supporting Parishioner**

Pre-Kindergarten \$5,200

Kindergarten \$4,712

Grades 1-8 \$4,340

### **Non-Supporting Parishioner**

Kindergarten \$5,507

Grades 1-8 \$5,284

1. Tuition payments are made on a 12-month basis (June 1-May 31) or prepayment by June 1<sup>st</sup> and receive a 2% discount.
2. Tuition is due on the 5<sup>th</sup> or 20<sup>th</sup> of each month through FACTS Management
3. If payments are delinquent on the due dates, your child/children could be asked to withdraw from school.
4. Outstanding tuition balances at conference time must be paid in cash or money order to ensure conference.
5. Final balances for the school year are to be completed by June 9<sup>th</sup> (K-7).

### **Other Payments & Fees**

1. All NSF checks will be charged \$25.
2. Checks are to be made out to Holy Family Cathedral School.
3. After 2 returned checks, we will only accept cash or money order.
4. Tuition and fees (i.e. library, hot lunch, day care, lost/damaged books) for graduating students must be paid in full by May 1<sup>st</sup> before student receives graduation gown.

### **Holy Family Cathedral Parish Scholarship**

It is our desire that every Catholic student has the opportunity to attend a Catholic school. If your family is experiencing financial difficulties, we urge you to apply for tuition assistance. Holy Family Cathedral Parish has limited funds available for a Partial Scholarship Program to provide specific and limited financial assistance to parent(s) who clearly demonstrate a need for such assistance.

Scholarship applications can be obtained from school office and returned directly to PSAS (Private School Aid Service). Application should be made by mid February. **Applicants must be supporting parishioners of Holy Family Cathedral and in the school for one year.** Families may lose their scholarship if their account does not remain current.

Families who experience financial difficulties throughout the school year and feel the need for some form of tuition assistance, should contact the principal at their earliest possible convenience.

If your family is in a position and wishes to do so, we welcome your contributions to the Tuition Assistance Fund. We need the support for tuition assistance compensation as our budget depends on this income.

### **Registration**

The registration fee that is non-refundable must accompany all registrations. Re-registration received after the designated date, will be placed on a waiting list. These guidelines are necessary to facilitate the contracting of teachers. **To re-register you must be current in your tuition payments.**

## **IV. FUND RAISING**

Each Holy Family Cathedral School family is required to “fundraise” \$350 in profit for the 2007/2008 school year, plus a minimum donation of \$75 toward the Annual Auction. Any or all of the designated fundraisers may be used to reach the \$350. Once the \$350 in fundraising profit has been realized any additional profit will be split...50% refunded to family and 50% goes to the school. Your profit-earning period will be May 1, 2007 to April 30, 2008. You will receive a quarterly report. The fundraiser choices are Candy/Gift Wrap, Cookie Dough, Candy and Scrip Purchases. The Auction requirement is a minimum \$75 gift (**proof of value**), or \$150 buyout. The purchase of **two** Auction dinner tickets fulfills the requirement also. Each Auction ticket purchase is worth five mandatory service hours.

All checks turned in for fund raisers and payments must be from Holy Family families. No second party checks will be accepted.

- **Mandatory Service Hours**

Anyone who volunteers at school must have fingerprint clearance by the State of California and the Diocese of Orange. Forms may be obtained in the school office. In addition, each adult must have completed “Safe Environment Training.” This safety program is offered online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). **Parents going on overnight field trips must have fingerprint clearance and Safe Environment Training.**

Each family is required to give 25 hours of service to the school per year, May 1, 2007 through April 30, 2008. Extended family and friends may help you work off up to 10 of your mandatory hours. Each hour is worth \$10.00. Hours not worked will be billed in June. Each family records their own hours in a notebook, located on the table outside office. All parties working with children must be fingerprinted. This includes field trips and overnight events. Outdoor Ed for 6<sup>th</sup> grade counts for 15 hours. Fishing Trip for 5<sup>th</sup> grade counts for 5 hours. Catalina for 7<sup>th</sup> grade counts for 20 hours.

Volunteers supervising students are asked to not bring siblings under the age of 16 due to liability.

## **VI. ARRIVAL AND DISMISSAL**

Morning supervision on the playground begins at 7:40 am. **The school will assume no liability for supervision before 7:40 am.** Children arriving before 7:40 am. will be checked into and charged for the Extended Care Program. Once students have arrived on the school grounds, they may not leave the school grounds until 2:50 pm. In addition, students involved in extra curricular activities may not leave the school grounds until dismissal by the moderator at the conclusion of said activity. Students not picked up will be given a 10-minute grace period at Extended Care (3:15 pm/12:15 pm early dismissal). The school assumes no responsibility for students after they leave the grounds following dismissal. **Any student who walks home must have a note on file in the school office and a copy must also be given to the student’s homeroom teacher.**

## **VII. APPOINTMENTS**

- **Teachers**  
Arrangements for conferences with a particular teacher may be made by means of a written note to the teacher, telephone call to the teacher's voice mail or through their email.
- **Teacher conferences** may not take place before school without an appointment.
- **Teachers are not available to conference when they are on yard duty.** To ensure the safety of our children, if you wish to speak with a teacher, please follow the above procedure.
- **Principal or Vice Principal**  
Meetings with the Principal or the Vice-Principal must be made by telephoning the school office for an appointment.
- **Visitors**  
Visitors (including parents and relatives) must first sign-in at school office to receive a visitor's pass. **This pass must be worn for the duration of the visit and the visitor must return to the office and sign out.** Volunteer lunch servers must also receive a visitor's pass.

## VIII. FOOD SERVICES

- **Lunches**  
Parents have the option of participating in the hot lunch program or bringing a lunch from home. Students have access to vending machines for drinks and snacks. Lunches brought in by the parent must be labeled with the child's name and grade and left on the table outside the school office. Please do not send food items that need to be warmed. No microwave use is available to students.
- **Milk**  
Milk orders will be taken one time for the entire year, September thru June. **Orders will not be taken after September 1.** Applications for free or reduced milk rates are available in the school office. Please make checks payable to **Holy Family Milk Fund.**

## IX. CURRICULUM AND ACADEMIC POLICIES

- **Religious Education**  
Religious education in Holy Family Cathedral School has a three-fold objective:
  1. To facilitate the spiritual development of the student and to nurture the student's personal relationship with Christ.
  2. To build community and Christian service awareness.
  3. To develop enlightened Catholics through the academic knowledge of the faith.
 The time scheduled for the teaching of religion is of primary importance in the school's daily schedule. Liturgical and paraliturgical services, private and communal prayer are intrinsic parts of religious formation. The students are introduced to the practice of

Christian service. Even in the very early grades children are instilled with a sense of mission and concern for others.

Religion is taught in every grade and is based on a Scriptural approach to Catholic doctrine. Students have an opportunity for daily prayer in the classroom, at school masses and attendance at daily mass. Students receive preparation for the Sacrament of Reconciliation.

Children in the second grade receive their First Holy Communion as well as the Sacrament of Reconciliation if they have fulfilled all requirements. Parents must attend the appropriate and required meetings held prior to the reception of the Sacraments. These meetings are facilitated.

Report card grades for religion are given for the academic knowledge of subject matter. No attempt is made to assess or reduce spiritual growth to a grade.

Christian Family Life Education is a process of on going education from first grade through high school in the Diocese of Orange. Its objective is to develop in students an appreciation of life in all its forms as God's greatest gift to humanity and to strengthen positive attitudes towards it. This area of curriculum is integrated into Religion and Science. The Family Life Program is used in grades K-8 to achieve these goals. Parents and guardians will be notified in writing when sex education is presented. Written and audiovisual materials used are available for parent's review.

- **Core Curriculum**

In planning and developing curriculum, Holy Family Cathedral School utilizes a balanced approach of the **California State Standards, the Diocesan Curriculum Guidelines, In-depth Studies and WASC accreditation criteria and reports.**

Math, Language Arts (Reading, Writing, English, Spelling, Vocabulary), Social Studies, Religion and Science are taught in all grades. Additional subjects Music, Art Masters, P.E. and Computer are also taught in all grades. The library will be open for grades K-7.

Our Inclusion/Resource center is available for those students needing daily assistance with classwork.

A junior high model is used for grades 7 and 8.

- **School Counselor**

Dr. Patrick Murphy our school counselor is available for students and parents. To make an appointment with Dr. Murphy call 538-6012 ext. 364 and leave a message.

- **Testing**

The Iowa Test of Basic Skills published by Riverside Publishing is the adopted testing program for the schools in the Orange Diocese. In addition, students in Grades 5 and 8 will be given the Religion test ACRE.

General classroom tests will be given to check the strengths and weaknesses of the content taught. Mistakes should be viewed as helping to pinpoint difficulties and should guide the efforts of the student and teacher.

## **ACADEMIC POLICIES**

- **Grading Systems**

### **Kindergarten**

#### *Achievement Code*

**S** = Successful

**N** = Needs growth in this area

**Level 2** = Exceeds grade level expectations

**Level 1** = Adapted curriculum (student must have an Individual Learning Plan or adaptation/modification supplement)

(No level identified if student is working on grade level curriculum)

#### *Comment Code*

+ = Area of strength

√ = Needs improvement

Kindergarten assessment has two main categories of evaluation, and “S” for success and mastery of the curriculum and an “N” indicating the need for growth.

### **Grade 1-3**

#### *Achievement Code*

**O** = Outstanding

**S** = Successful

**N** = Needs growth in this area

**Level 2** = Exceeds grade level expectations

**Level 1** = Adapted curriculum (student must have an Individual Learning Plan or adaptation/modification supplement)

(No level identified if student is working on grade level curriculum)

#### *Comment Code*

+ = Area of strength

√ = Needs improvement

In grades 1 through 3 the “S” means the child is successfully completing the required course of study for his/her particular grade level. The “O” is reserved for students working from a curriculum and text of the next grade level or above.

### **Grade 4-6/Grade 7-8**

*Achievement Code*

A = 95-100	B- = 80-82	D+ = 67-69
A- = 90-94	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = 59 and below

**Note:** Percentages may be utilized instead of letter grades.

**Level 2** = Exceeds grade level expectations

**Level 1** = Adapted curriculum (student must have an Individual Learning Plan or adaptation/modification supplement)

*Comment Code*

+ = Area of strength

√ = Needs improvement

- **Honor Roll**

Students in grades 6-8 have the opportunity of achieving recognition as a member of the Honor Roll.

Gold Honor Roll

- Must have a 3.75-4.00 GPA, with no grade lower than a C+, in the following subjects: Religion, Math, Science, Social Studies, and Language Arts.
- No lower than a B- in any special subject (Music, PE, Art, Computer) or conduct.

Blue Honor Roll

- Must have a 3.5-3.74 GPA, with no grade lower than a C+, in the following subjects: Religion, Math, Science, Social Studies, and Language Arts.
- No lower than a B- in any special subject (Music, PE, Art, Computer) or conduct.

**Academic Honors Banquet**

Following the second trimester an Honors Banquet is held to honor those students in grades 6, 7 and 8 who have achieved Blue and Gold honor roll for the first two trimesters. Recognition is also given to members of CJSF.

- **Report Cards**

Following are the dates for each trimester:

August 30 – November 14

November 15 – February 22

February 25 - June 6

- **Progress Reports**

Progress reports are sent home for every student. This will be done **mid trimester** to inform parents of student's academic progress. This will allow time for improvement in subject areas if necessary prior to the end of the trimester. However, if a student's academic performance seriously declines after progress reports have been issued he/she may receive a D or F in a particular subject area.

Parents are encouraged to discuss their children's progress with the homeroom teacher or subject area teacher. We strive to meet the individual needs of students. Many resources are available. **If you have any concerns please discuss them with the teacher.** Arrangements for a conferences with a particular teacher should be made by means of a written note, telephone call or email at least a day in advance.

- **Conferences**

Formal parent-teacher conferences will be held at the end of the first trimester. Parent/teacher conferences can be initiated by parent or teacher as needed throughout the school year. Tuition must be in good standing at this time.

- **Retention**

When a student is experiencing difficulty in mastering the basic skills of a grade level and the teacher, after consultation with parents and principal, feels it is in the best interest of the student to retain that student, the following procedure will be utilized.

1. Consultation between teacher and parent during the first trimester indicating slow progress.
2. Conference between teacher, counselor and parents no later than the end of the second trimester advising parents of the possibility of retention and the development of a plan of action designed to meet the identified needs of the student will be developed.
3. Subsequent follow-up parent-teacher conferences indicating student progress.
4. A final decision regarding subsequent grade placement will be given to parents no later than the mid-point of the third trimester.

- **Promotion and Graduation Requirements**

Only students who satisfactorily complete the required work for a particular grade (in the basic skill areas) and have fulfilled financial obligation will be promoted to the next grade. Referrals, excessive absenteeism or tardiness are grounds for non-promotion. In addition, participation in 8<sup>th</sup> grade graduation activities will be determined by the behavior contract issued in March.

Diplomas of Graduation are given to students who successfully complete the course of study prescribed by the school. Failure to complete the course of defined curriculum will result in a Certificate of Attendance in lieu of a Diploma. Only students receiving Diplomas of Graduation will receive recommendations to attend a Catholic High School.

- **Homework**

Homework is posted daily by 4:00 on the school website at [www.holyfamilyk8.org](http://www.holyfamilyk8.org).

Expected time limits:      Grades K-2 .... 1/2 hour      Grades 5-6 .... 1 1/2 hours  
   Grades 3-4 .... 1 hour      Grades 7-8 .... 2 hours

Please be mindful that assignments are not always written, but may consist of research or reading assignments.

- **Make Up Work**

Parents may request make-up work via email to the teacher when a student is absent. Teachers do not give work prior to absences or vacations.

- **Field Trips**

Field trips serve the educational program by taking students to those resources in the community, which cannot be brought into the classroom. We encourage field trips as a part of our instructional program, as long as they have some clear educational and/or cultural value.

All students participating in field trips must return a completed field trip permission form prior to the day of the field trip. **Any student who does not turn in the required form will not be permitted to participate in the field trip. The student may not call for verbal permission.** All students under 60 lbs must be in a booster seat.

Money for overnight field trips will be due according to the plan laid out by the classroom teacher. **Any payments coming in after due date must be paid in cash or money order.**

If you are driving for a field trip you **must attach a copy of your driver's license and current insurance to the permission form** and return to the teacher **48 hours** in advance. This must be done for **each** field trip. The teacher has the responsibility for checking this information and may cancel the field trip if not enough drivers have volunteered. A permission slip is required for each field trip. Field trips exceeding \$15 may involve a fund-raising event. A sample "field trip permission form" is at the back of this handbook. Parents are not permitted to bring other siblings on field trip. Students are not allowed to travel in the front passenger seat of any vehicle with an air bag on the passenger side.

- Drivers and chaperones must have a fingerprint clearance and safe environment.
- Drivers should be over 25 years of age.
- Drivers must have a valid driver's license. **A copy should be given to the classroom teacher.**
- The driver must carry liability insurance as required by state law. **A copy of proof of insurance must be given to the classroom teacher.** This is a key element since the insurance carried by the driver will typically be used before the diocesan insurance comes into play.
- Each occupant over 60 lbs. must have and use a seatbelt. Those under 60 lbs. must be in a booster seat.

- No one may ride in the bed of a pick up truck.
- **When driving on a field trip you must go directly to field trip destination and back to school. No stops for food, treats, etc. can be made.**

## **X. LIBRARY**

- **Overdue Books**

Kindergarten thru 2nd grade will not be charged a fine but he/she will lose their library privileges for that week.

3rd thru 7th grade will be charged 25 cents per day for each overdue book beginning on the due date. Once the book or books have been returned, the student will have up to one week to pay their fine. Until then, the student loses their library privilege.

- **Lost or Damaged Books**

Students are responsible for payment of lost or damaged books. If a lost book is found, a refund will be given. Library privileges will be suspended until the book is found or paid for.

## **XI. STUDENT RESPONSIBILITY**

- **Holy Family Philosophy of Discipline**

We believe that positive acknowledgment for appropriate behavior should be emphasized at all times. We strive to build in each child a positive self-image and to develop an attitude of care and respect for oneself, others, and the environment. At Holy Family, we accomplish this by emphasizing self-discipline, the ability to make choices that approximate the actions of Christ and require control from within. Therefore, students are held responsible for their actions. Self-discipline develops self-confidence and self-respect. Our goal is to help students think before they act, so that they may learn from the choices they make as well as from the consequences that follow.

Each faculty member will outline specific guidelines for acceptable classroom behavior. Procedures that students must follow will be formulated. Homeroom teachers will communicate expectations to the students at the beginning of the school year. Continued disregard of the rules will result in further disciplinary action. Parents will be informed concerning any discipline problems when they arise. It is expected that parents and students work cooperatively with the teachers and administration to provide a classroom conducive to learning, promote character building, and foster self-discipline.

- **Responsibility Form (Grades 3-5)**

A daily monitoring of a student's behavior at every grade level will provide for self-awareness and, therefore, opportunity to grow. Parents will be made aware weekly of

the progress of their children. The form that will be used will be shared with you at Back to School Night. This weekly assessment will be reflected in the cumulative conduct grade on each report card. A detention will be reflected by a 70% or lower on the weekly responsibility form. **A referral will be reflected as an additional grade factored into the conduct grade with an equivalent value of 65%.**

- **Discipline Policy (Grades 6, 7 and 8)**

Students in grades 6, 7 and 8 are aware of the school's rules and expectations. Working toward self-discipline and consistency the students will be held accountable for their actions. The policy is three infractions (refer to General Student Rules and Expectations) result in a detention being issued. The homeroom teacher will track the infractions and issue detentions. Detentions issued Monday and Tuesday will be served on Thursday of that week. Detentions issued on Wednesday, Thursday or Friday will be served on Tuesday of the following week. Three detentions will equal a referral.

- **General Student Rules and Expectations**

In addition to those individual rules and consequences posted in every classroom, the following are to be recognized:

1. Students must show respect to all school personnel, volunteers, and each other.
2. Inappropriate language, name-calling, bullying, hitting, teasing, and pushing will not be tolerated.
3. Students are required to follow our uniform and non-uniform codes at all times.
4. Students must have the permission of the teacher to leave the classroom.
5. No one is allowed in a schoolroom without school personnel.
6. All textbooks need to be covered at all times.
7. Classrooms, desks, and personal belongings must be clean and orderly.
8. No food is allowed on the field.
9. Each student is to clean his/her lunch area before being dismissed from the table.
10. Students must show respect to supervisors on lunch duty.
11. In an **emergency**, students may use the office phone.
12. Playing in the restrooms is not allowed.
13. Sporting equipment is not allowed at school unless requested by P.E. instructor.
14. Electronic games, radios, CD's or CD players, cameras, tapes, trading cards, comic books, magazines, playing cards, toys of any kind, etc. are not allowed at school.
15. Cell phones must be turned off and in backpacks at all times during the school day and until the student is picked up by an adult. No cell phone pictures may be taken on the campus at anytime; before, during or afterschool.
16. All students are to report to class on time.
17. Gum chewing is not acceptable in the classroom or on the school grounds at any time.
18. Students must follow before and after school car line procedures.
19. Any student who walks or rides a bike home must have a note on file in the school office and a copy must also be given to the student's homeroom teacher.

20. Students may not leave the school grounds at any time during the school day without written permission from the parent(s) and clearance from the office. Only those people listed on the emergency slip filed in the school office will be permitted to pick up your child. Please notify the office in writing if your family's transportation arrangements have changed.
21. All students will be responsible for the protection and preservation of school property and for the good of others.
22. Parish Hall bathrooms are off limits to all students at all times.

- **Detentions**

Detention slips will be issued to a student who is demonstrating values or an attitude contrary to those listed on the weekly responsibility form. A detention is served by staying after school on **Tuesday and Thursday from 3:00-3:40 pm.**

- **Referrals**

A disciplinary referral is an action taken by a teacher or administrator for more serious infractions of school regulations. The written referral will be sent to the office and filed. The following items are considered inappropriate behavior for a follower of Christ's teachings and deserving of an immediate referral:

1. Behavior inconsistent with Christian values, responsibilities, or self-control on school grounds or at school related functions.
2. Receiving 3 detentions per trimester, which indicates cumulative disciplinary difficulties.
3. Disrespect: sarcasm, arguing, rudeness, defiance, and disobedience.
4. Dishonesty: cheating, copying, deliberate lying and/or falsifying information.
5. Destroying or defacing school property or student property.
6. Continual or willful disturbances of a class or assembly.
7. Violation of social habits, such as sexual harassment (see p. 11).
8. Fighting.
9. Playing games considered dangerous by the school.
10. Words or actions that are unbecoming of a young Christian student.

- **Consequences for Referrals**

For each referral, a conference is set up to include the parents, student, Principal or Vice-Principal, and teachers. During the conference, the consequences of the referral will be discussed along with the development of an "action plan" for improving the student's behavior.

1<sup>st</sup> Referral: In school suspension

2<sup>nd</sup> Referral: Out of school Suspension

3<sup>rd</sup> Referral: Out of school Suspension and Expulsion proceedings are initiated.

A student receiving 2 referrals within a school year will be put on discipline probation for the 1<sup>st</sup> trimester of the following school year.

- **Discipline Procedures**

1. Grades K-2: Detentions are issued according to established classroom discipline policies.  
Grades 3-5: A detention is issued for an accumulation of one conduct grade of 70% or lower in a week.  
Grades 6-8: A detention is issued for 3 infractions.
2. A detention is served by staying after school on Tuesday or Thursday from 3:00-3:40 pm.
3. After a student has 3 detentions in a trimester, the 1<sup>st</sup> Referral Notice will be sent home for a parent signature. A conference is set up to include the Principal or Vice-Principal, parents, teachers, and student. During the conference, an “action plan” will be formulated to help develop positive behavior. At this time, the date for an in school suspension will be determined.
4. If the student receives 3 more detentions during any trimester, then a 2<sup>nd</sup> referral (out of school suspension) will be issued. A conference is set up to include the Principal or Vice-Principal, parents, teachers, and student. During the conference, an “action plan” will be formulated to help develop positive behavior. The date for the out of school suspension will be determined. For specifics on suspensions, please refer to that section in the Parent/Student Handbook.
5. If the student receives 3 more detentions during any trimester, then a 3<sup>rd</sup> referral (expulsion proceeding are initiated) will be issued. The student will receive their second out of school suspension. A conference is set up to include the Principal or Vice-Principal, parents, teachers, and student. For specifics on expulsions, please refer to that section in the Parent/Student Handbook.
6. Referrals are only earned after a student has received 3 detentions during a trimester. If a student only receives one detention during a trimester, then that detention will not count against them for the next trimester. However, referrals accumulate progressively for the entire year as explained in items 3-5 above.
7. Referrals may also be issued for a serious infraction of school rules. Depending on the nature of the infraction, the student may immediately receive a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> referral. Administration reserves the right to make the decision.

- **Grave Offenses**

There are certain actions that are so detrimental to the spiritual and moral development of the students and/or pose a threat to the safety of the children and staff. They are considered grave and are subject to immediate suspension and/or expulsion proceedings.

- A. Cumulative disciplinary difficulties

1. Continued willful disobedience
2. Actions gravely detrimental to the moral or spiritual welfare of a student and staff
3. Open, persistent defiance
4. Habitual Truancy
5. Leaving school grounds without permission

- B. Violation of criminal law

1. Possession, use, sale or distribution of:

- \* Narcotics
- \* Alcohol
- \* Tobacco
- \* Matches/lighters
- \* Dangerous weapons or substances on school property or at school related events

2. Assault or battery of any student or school personnel
3. Gang affiliation or gang related verbal or non-verbal communication, or bodily harm made to anyone.
4. Abuse of computer/internet/phone.

C. Behavior that is so outrageous that it shocks the conscience or behavior of the community.

- **Cases Involving Grave Offenses**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is automatically given an out of school suspension, a 3<sup>rd</sup> referral will be issued, the initial parent-principal conference is dispensed with, and expulsion proceedings are initiated. This procedure involving cases of grave offenses should be followed where the continued presence of the student at school (even for a short periods of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students. Where immediate suspension followed by probable expulsion is a school procedure due to the violation of specific rules, such rules and the consequences of their violation should be clearly made known to students and parents or legal guardian at the time of admission to school and should be re-explained at least once a year to the students and parents or legal guardian. In no case shall a teacher on his/her own authority attempt to expel or suspend a student. Parents will be notified at all times.

- **Procedure for Suspension**

A. In cases where the absence of immediate disciplinary action (here, suspension) would pose a real threat to the health and welfare of another student, or the students in general, the principal may remove the student from class, or the yard, etc. and contact the parent or legal guardian as soon as possible. In cases such as this, where the suspension is necessary, requirements as to due process may be adhered to after the fact. In these cases, the principal should actually know, or reasonably be led to believe, that such action is necessary due to the emergency nature of the situation. The requirements of due process must be adhered to within a reasonable time thereafter.

B. In all other cases where suspension is necessary but no real or immediate danger to the health and welfare of another student or the students in general exists, the following minimum guarantees of due process will be followed and should be implemented by the vice principal with another adult present:

1. **Notice:** This is satisfied by telling the student that you are going to suspend him or her; informing him/her what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
  2. **Evidence:** This is satisfied by making the student aware of what information the principal has which would lead the principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
  3. **Hearing:** This means an informal give and take between student and principal. In other words, "Do you have anything to say?", etc. and listening to his or her side. Then, the principal may make a decision to suspend based on the evidence and responses to the presentation of such evidence.
  4. **Parental Contact:** It is always necessary to inform parents or the legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent might be included in these steps so that the parent is aware of the total situation prior to the decision to suspend. Where this is not possible, a parent or legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
- C. A student may receive an out of school suspension for disciplinary measure at the discretion of the administration.
- D. No student shall be suspended from school for more than five (5) school days at a time. The student must be given the opportunity to "make up" work that would be given had he or she been in class.
- E. Prior to re-admission to class, a second parent conference must be held in order to reacquaint the student and parents with the school rules. If possible, a clear plan of action by the student, which would avoid the possibility of a second suspension, should be outlined. In this way, the student's progress toward self-discipline shall be clearly monitored by the parents and the school.

A written record of the procedures followed in the case of suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept on file by the school.

- **Procedure for Disciplinary Expulsion**

Students accepted into Holy Family Cathedral School will not be dismissed except for a serious and clear cause, and only after parents have been notified of the seriousness of the situation by means of parent, pupil, teacher and principal conferences. If improvement is not forthcoming, the principal will make the final decision in consultation with the pastor.

1. The principal or his/her delegate shall arrange a conference with the student and the parents or legal guardian who shall be informed of:
  - a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.

- b. The evidence upon which this assessment is based.
  - c. The right of the student at this time to present a statement, which would lead the school to believe that expulsion, is not warranted.
  - d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time, a second conference with the student and parents or legal guardian shall be arranged by the principal or his/her delegate. At this time the procedure outlined above shall again be followed as to a, b, and c. After this conference the pastor in consultation with the principal will make a final decision.
  3. Written records of the various proceedings leading to expulsion must be filed and a copy sent to the Department of Catholic School.

Note: Students expelled or withdrawn from school for disciplinary reasons are prohibited from attending any school sponsored or related event.

- **Harassment**

Harassment will not be allowed at Holy Family Cathedral School. This includes:

1. Verbal harassment-slurs, derogatory comments, epithets, name-calling, belittling or degrading words.
2. Physical harassment-assault, touching, pinching or grabbing
3. Visual harassment-derogatory drawings or gestures.

If the child experiences this treatment, please report the incident immediately so the behavior can be addressed.

## **XII. SCHOOL UNIFORMS**

- **Philosophy of the Dress Code**

At Holy Family Cathedral School, we believe that a student's appearance has an impact on his/her attitude and behavior. Respect for the school community, for the students themselves, and for what the school is giving to the students is manifested by an attitude of "dressing up" rather than "dressing down" for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress for the proper time and place.

- **Dress Code**

The primary purpose of our school uniform code is to assure that the students of Holy Family Cathedral School be neat, clean, and well groomed for all school activities.

**This code will be strictly enforced.** Students are expected to be in full uniform at all times, except on designated non-uniform days or if they have a note from their parents stating a reasonable excuse. Parents are responsible to see that their children are dressed in accordance with this code from the first day of school to the last.

Students who come to school without proper attention having been given to personal cleanliness, grooming or neatness of dress will be sent to the office to call their

parents so that they can come with the appropriate attire. Students will not be allowed back in class until they are properly dressed for school.

- **Uniform Information**

Dennis Uniform Mfg. Co. Phone: (714) 637-8928  
22755-G Savi Ranch Parkway FAX: (714) 637-8241  
Yorba Linda, CA 92887 Phone Orders: (800) 473-8130  
School uniforms are to be purchased from Dennis Uniform Company

- **Uniform Policy**

- **Dress Uniform**

The following uniform items are **required**:

Girls: K-3 Hamilton plaid jumper with blouse (peter pan collar)  
4-8 Hamilton plaid Skirt **or** Culottes with white polo with Holy Family logo.

A red cardigan sweater is required with the dress uniform. A school sweatshirt **may not** be worn with the dress uniform.

**Shirts are always to be tucked in. Skirts/Shorts are not to be worn shorter than three inches above the knee and may not be rolled up at the waist.**

Boys: K-8 Navy blue twill slacks (no cords) with white polo with Holy Family logo.

A navy blue V-neck sweater is required with the dress uniform. A school sweatshirt **may not** be worn with the dress uniform.

**Shirts are always to be tucked in. Pants and shorts *must* be worn at the natural waistline and with a belt at all times. Pants are not to be baggy.**

- **Daily Uniform**

Girls: Hamilton plaid skirt or culotte (Gr. 4-8), Hamilton plaid jumper (Gr. K-3), Hamilton plaid or navy blue shorts; or navy twill pants (no cords).  
Red or white short-sleeved polo knit shirt with logo.

**Shirts are always to be tucked in. Skirts/Shorts are not to be worn shorter than three inches above the knee and may not be rolled up at the waist. Pants and shorts *must* be worn at the natural waistline, appropriately sized and with a belt at all times. Pants and shorts may not be worn in the “baggy” fashion.**

Boys: Navy shorts or navy twill pants (no cords)  
Red or white short-sleeve polo shirt with logo or white oxford shirt with logo. Long sleeve polo shirts are not allowed.

**Shirts are always to be tucked in. Pants and shorts *must* be worn at the natural waistline, appropriately sized and with a belt at all times. Pants and shorts may not be worn in the “baggy” fashion.**

### General Uniform Statements

- When girls in grades 4-8 choose to wear their skirts or culottes to school, they are required to wear their blouse or white polo shirt.
- When primary girls choose to wear their jumper they are required to wear their peter pan collared blouse.
- On dress uniform days boys must wear long pants and white polo shirt.
- When girls wear pants to school, they are required to wear their polo shirt.
- When students wear their shorts, they are required to wear their red or white polo shirts.
- Girls shorts must be no more than 3 inches above the top of the knee.
- Girls skirts must be no more than 3 inches above the top of the knee.

### Uniform Summary

#### **Required**

##### Girls

- Jumper with blouse-grades K-3  
Skirt or culotte with white polo-grades 4-8
- Plaid and/or navy blue shorts (for PE days)-grades K-8
- Red or white polo shirt with logo
- Red sweatshirt with logo
- Red cardigan sweater with patch
- Long pants must be Dennis brand.

##### **Optional**Girls

- Navy blue twill pants
- Uniform jacket with patch

##### Boys

- Uniform jacket with patch

##### Boys

- Navy blue twill pants & white oxford shirt or white polo
- Navy blue shorts (for PE days)
- Red or white polo shirt with logo
- Red sweatshirt with logo
- Blue V-neck sweater with patch
- Long pants must be Dennis brand.

**Uniforms must be cleaned on a weekly basis. There are to be no holes in uniform accessories. Shoes are to be clean and in good condition at all times. Shoes must be tied correctly.**

**Accessories**

Socks: Crew sock rolled once or knee high only. Plain white only, bobby or crew, **which must be worn entirely covering the ankle.** (No short tennis/sport socks) No logos.

Tights: White or navy blue only. No nylons.

T-shirts: **Only plain white T-shirts may be worn underneath a school uniform shirt.**

Shoes: Shoes must be very basic. Navy, blue, black, brown, grey, tan or white only. Shoes must tie or be velcro. No slip-ons, zippers, or high top shoes. No fad shoes allowed. They are not to be a distraction. Shoelaces must be white, blue or black. Sandals, hiking boots, boots, platform, open toed or backless shoes are not permitted. Rubber soled shoes are highly recommended.

Tennis shoes are **required** on PE days, and are highly recommended for everyday use. Oxford type shoes are also acceptable. **Shoes are required to be tied properly at all times.**

Jacket: (Optional) Blue or red uniform jackets may be purchased from Dennis Uniform. Other jackets may be worn outside only, not in the classroom.

Sweaters: Red cardigan for girls, blue V-neck for boys. HFCS patches are required on the upper left side of the sweaters. Sweaters may not be tied around the waist.

Patches: Patches may be purchased separately at Dennis Uniform. Patches are required on school sweaters and jackets.

Sweatshirts: Red crew neck with logo. A uniform shirt must be worn under the school sweatshirt at all times. Sweatshirts may not be worn with the dress uniform or be tied around the waist. Hooded sweatshirts are not permitted.

Turtlenecks: Turtlenecks may not be worn. Please dress your children appropriately for cold or rainy days.

- Belt: Plain navy, black or brown only. Belts must be plain. **Belts must be worn with all pants or shorts.** Dangling, decorated or excessively long belts are not permitted.
- Hats: Only the two regulation hats may be worn, during or after school or at any school related event.
- Jewelry: Students are permitted to wear an appropriate watch and/or religious medal or cross on a simple gold or silver chain only. Girls with pierced ears may not wear dangling earrings. One set of matching small stud earrings is acceptable. Boys are not allowed to wear earrings. Any other type of piercing is unacceptable. **Students may wear one acceptable ring on a ring finger only.** The school accepts no responsibility for damage, loss or theft of jewelry.
- Backpacks: Backpacks with wheels are allowed for **grades 4-8 only.** Accessories and carts may not be brought to school. Backpacks may be searched.

***Please remember to label every article of clothing with your child's name.***

### **Grooming**

- Hair: Boys and Girls are to keep their hair neat and well groomed. Boys' hair should not touch the collar of their uniform shirt, extend below the top of the ears or fall into their eyes. If a haircut is required the student may not return until hair is appropriate length. Hairstyles that are extreme or cause a distraction are not allowed. Hair gel may be used. However no spiking is allowed. Students may not shave their heads. **Hair must be its natural color.** Any student whose hair has been dyed, highlighted or colored will be dismissed from school and may return when their hair is the natural color. No facial hair is allowed. Students in grade 8 who color or highlight their hair will not be allowed to participate in graduation activities and ceremonies.
- Make-up: Make-up of any kind is not allowed at school. Clear nail polish (no sparkles) is allowed. False nails are not allowed. Plain (no color) chapstick is allowed.

### **LiturgY Attire**

All students must wear the Dress Uniform. Uniform sweater must be worn to Mass. Please refer to the Dress Uniform guidelines.

## **Non-Uniform Policy**

On certain days, students do not have to wear the school uniform. They are expected to come dressed appropriately. Extreme fad styles are not permitted. We ask parents to cooperate in adhering to these regulations in order that this privilege may continue. Any student whom the administration feels is inappropriately dressed upon arrival at school will be required to call home for a change of clothing. These policies only apply to appropriate dress on non-uniform days. All other uniform policies remain in effect. Our non-uniform policy applies and takes precedent at all school related functions, such as school dances at other schools.

- 1. No halter-tops, tank tops, excessively short or tight skirts, short shorts, cut offs, sweatpants or beach type shorts are permitted. No blouses may show midriff.**
2. Pants and shorts are to be worn at the natural waist and appropriately sized. **Baggy pants or shorts will not be permitted.**
3. Shirts for boys and girls must be properly sized and are to be tucked in, unless the shirt is straight hemmed and specifically styled to be worn outside.
4. **Sandals, hiking boots, boots, platform, slip-ons or open toed shoes are not permitted.** Rubber soled shoes are highly recommended.
5. Any item of clothing with inappropriate pictures, symbols or words may not be worn.
6. Any clothing item with holes may not be worn.
7. Belts are to be worn with all pants and shorts.
- 8. School hats only are permitted.**
- 9. No spaghetti strap dresses. Dress sleeve must cover all of the shoulder.**
- 10. No army camouflage pants or shorts.**

- **Non-Uniform Dress Code/Spring Picture Day**

- Boys:

- Casual or dress slacks may be worn. Jeans and dress walking type shorts in good condition and appropriately sized are acceptable.

- Girls:

- Only slacks, dresses, skirts or culottes with blouses and/or sweaters may be worn. Jeans and dress walking type shorts in good condition and appropriately sized are acceptable. Jean skirts are allowed.

Students may choose to wear all or part of their dress uniform on non-uniform days. Students will be notified regarding dress-up days.

- **Dress-Up Code**

Boys:

Casual or dress slacks may be worn. Jeans of any kind are not permitted. Dress shorts may be worn. All shirts must have a collar.

Girls:

Only dresses, skirts, or culottes with blouses and/or sweaters may be worn. Jeans, shorts and excessively short skirts are not permitted. Jean skirts of an appropriate length may be worn.

Students may choose to wear all or part of their uniform on non-uniform days. Students will be notified regarding casual dress or dress-up days.

- **P.E. Dress Code**

School uniform shorts, school shirts and tennis shoes are to be worn on P.E. days. Special instructions will be given for students who have P.E. on Mass days.

Any article of clothing not included in the dress code is not permitted.

- **School Dances and School Functions**

The school dress code is to be followed. Those who do not follow the rules will be asked to leave. No flip-flops are allowed. Regional guidelines are distributed before each dance.

- **No writing on school uniforms or any clothing item at anytime, including 8<sup>th</sup> grade graduation.**

- **Graduation Dress Code**

**Boys:** Dress shirt (white or pastel in color), tie, slacks, dress shoes.

**Girls:** Dress, skirt, dress pants. No strapless, spaghetti strap or halter tops.

***The school administration reserves the right to make any necessary decisions, changes or additions to the uniform policy that has not been stated above.***

### **XIII. HEALTH AND SAFETY**

- **Policy on Medications**

1. All medicines, **over-the-counter and prescriptions (including cough drops)**, must arrive at school in original containers. (Some pharmacies will provide two labeled containers for prescription medicine.)
2. All medicines, **over-the-counter and prescriptions**, must be accompanied by one of the following:
  - a. a fully completed Holy Family Medication Administration Form (copy at back of this book) signed by the physician **and** parent/guardian\*

OR

- b. a signed note from the prescribing physician with the following information **and** H.F. Medication Administration Form signed by the **parent/guardian\***
  1. student's name
  2. date
  3. name of medication
  4. route of delivery
  5. dosage
  6. strength
  7. frequency
  8. number of days to be given at school
  9. time drug is to be administered
  10. potential side effects of drug
  11. student's history of allergies
  12. medical condition being treated
  13. history of other medical conditions (asthma, epilepsy, etc.)

\* **Faxes are acceptable.**

School staff members are not permitted to perform nebulizer (“breathing”) treatments on students. If a parent wishes to give an asthma treatment to their child, they may do so with the understanding that, (1) the parent assumes full responsibility for the care of the student, (2) the school and/or nurse will not be held liable for omission or commission in treatment or unwanted outcomes following such treatments, (3) the knowledge that the school does not possess emergency medical equipment, (4) 911 will be called for any emergencies that arise; the staff will respond with basic life support in the event of an emergency and, (5) nebulizer treatments are allowed at school solely for the convenience of the parent and student.

At no time may any member of the school staff administer any type of medication (including aspirin, cough drops) without a medication permission form. Parents must provide the medication for their child(ren). If a child has any type of allergy or health problem, this information should be clearly stated on the emergency form. The school staff and nurse(s) will not be held liable for parental failure to furnish school personnel

with medical information concerning their child(ren). A student may not carry any kind of medication on them or in their backpack (including inhalers, cough drops).

- **Immunizations**  
Students entering HFCS for the first time must be up to date on all immunizations. Students coming from out of state must have verification of the PPD immunization. Pre-Kindergarten and Kindergarten students entering HFCS for the first time must be current in all immunizations.
- **Hepatitis**  
Effective August 1997, kindergarten students must be immunized against Hepatitis B. They must have three doses for school entry. Effective July 1999 California legislation added a 7<sup>th</sup> grade immunization requirement to the California School Immunization Law. Children who have not started their hepatitis B shots before the first day of 7<sup>th</sup> grade will be excluded from school.
- **Lice**  
Head lice checks will be done by the school nurse once a year. Those who have lice will need to follow the health room policy.
- **Varicella (Chicken Pox)**  
Effective 7/1/01 all kindergarteners entering the school year must have written confirmation from the doctor that the child has either had chicken pox or the vaccination.
- **Measles (MMR)**  
**2 doses**, both given on or after 1<sup>st</sup> birthday, for kindergarten entry.  
**2 doses**, both given on or after 1<sup>st</sup> birthday, for 7<sup>th</sup> grade entry.  
**1 dose**, on or after 1<sup>st</sup> birthday, for grades 1-6, 8-12. A second dose is recommended.
- **Polio**  
**4 doses** at any age, but 3 doses are enough if at least one was given on or after:
  - the 4<sup>th</sup> birthday for children aged 4-6 years entering kindergarten
  - the 2<sup>nd</sup> birthday for children aged 7 years and older.
- **DTP/DTaP/DT/Td2**  
**5 doses at any age**, but 4 doses are enough for first entry of children 4-6 years old if at least one dose was given on or after the 4<sup>th</sup> birthday.  
**After the 7<sup>th</sup> birthday, 4 doses at any age**, but 3 doses are enough if at least one dose was given on or after the 2<sup>nd</sup> birthday.
- **Physical for School Entry**  
The Department of Health Services requires that a new Kindergarten entrant must have a physical for school entry. This physical must be done within 18 months of

start of school or at the latest December 2008. Because we are a private school we can ask that this be done earlier.

- **Insurance: Student**

The Student Accident Insurance Program is available for all students while attending school or school-sponsored activities or while being transported to and from school or any school-sponsored activity. Parent's insurance is the primary coverage and Meyers-Stevens (Diocesan Insurance) pays the balance.

- **Coverage**

This insurance covers only those accidental bodily injuries, which are sustained by an insured:

- a. while attending school on the school premises during a regular school day but only during the period beginning one hour before school commences and ending one hour after school is dismissed, provided that if the injury is sustained either before school commences or after school is dismissed that the insured was continuously present on the school premises prior to the commencement of school or following dismissal from school.
- b. while traveling directly between home and school for the purpose of attending or returning from regularly scheduled classes, or school activities scheduled immediately following such classes.
- c. while participating in an exclusively school sponsored activity under the supervision of a proper school authority wherever such activity is taking place, or while the insured is a spectator at an activity exclusively sponsored by the school in which the insured is a registered student.
- d. while being transported under the supervision of a properly designated adult school authority from the home to the school or from the school to the home on a regular school day or to or from an exclusively school-sponsored activity covered hereunder.
- e. while preparing or practicing for or participating in exclusively sponsored school athletics under the supervision of a proper school authority or during actual interscholastic (between schools) competition except while preparing or practicing for or participating in interscholastic tackle football.

- **Non Coverage**

Ordinary day insurance does not cover:

- a. Any activities not specifically sponsored by the school and not supervised by proper school authority.
- b. Overnight field trips sponsored and supervised by school personnel. Short term insurance is available to cover such trips.

In the event that you wish to file a claim, please see the school secretary immediately.

- **Emergency Cards**

If a child becomes ill or is injured while at school, the parent or names listed on the emergency card will be contacted. If an emergency arises and no one can be reached off the emergency card the school will contact medical personnel. Emergency

address and telephone forms must be filled out by the parent at the beginning of the year, and any changes that occur should be called into the school office by phone or sent in a note. It is imperative that two people, living a reasonably close distance and available to come to school be listed on the emergency form. Older siblings must also be listed in order to pick up during the school day. **Children are released only to those listed on the emergency form.** Please be aware this also relates to an earthquake emergency. No child may go home with another family unless there is a note from the parent.

#### **XIV. EMERGENCY PROCEDURES**

- **Disaster Plans**

In the event of a disaster, the faculty of Holy Family Cathedral School is prepared to care for the students. During this disaster period all children will remain at the school under the teachers' guidance until his/her parent(s) personally arrive to care for his/her child.

- **Fire Drill**

California law requires that as many fire drills as possible are to be conducted during the school year. Every child must abide by the following fire drill regulations:

- a. All students shall stop work immediately at the sound of the fire alarm.
- b. On leaving the school building, the walking speed should be subordinate to control and order. There should be no talking, running or pushing.
- c. Students are not to take books or other personal belongings out of the classroom.
- d. The first child to reach any door should open it.
- e. Students in bathrooms or otherwise out of their rooms should join the nearest lines exiting the building.
- f. The students proceed to assigned places on the grounds or sidewalks at least fifty feet away from the building.(5142.4)

- **Earthquake or Emergency Drop Drills**

The Earthquake or Emergency Drop drill does not always involve a school-wide signal. At the command from the teacher "DROP" the student shall:

- a. get under a desk or table
- b. drop to his knees with his back to the window
- c. clasp one hand firmly behind the head, one hand holding object, close eyes tightly
- d. stay in shelter until further instructions are given which would depend upon circumstances and the extent of damage done to the building.

An emergency drop drill shall be held at least twice during the year. (5142.6) On occasions the administration will command a school-wide "drop" drill and an earthquake preparedness practice.

#### **XV. ARRIVAL AND DISMISSAL**

### A.M.

1. Only **one line** of traffic should be entering off of Glassell and La Veta. A.M. drop off is in both of the Glassell and La Veta lots. **Cars are to stay to the right of the driveway. Cars are to move at a safe speed.**
2. Drivers need to pull all the way to the front of both traffic lines. Drivers should not pull out of the car line while waiting for students to exit their cars.
3. Students need to be ready to leave the car as soon as the car has come to a complete stop. Students may **leave cars all throughout the drop off area** as long as cars have come to a complete stop.
4. Students should always leave the cars from the **right side**.
5. **Parents are asked to drop off their children first. Then parents may park in either parking lot and be with their children or take care of office business.**
6. If necessary, parents may park in the La Veta lot and walk their child across the car line traffic. Please do so in front of the Bishop's house
7. Parents that park in the Glassell parking lot after dropping their children off, need to have their cars moved near the first basketball courts by 8:30 a.m. The stanchions need to be arranged for the school day and we don't want to block anyone in on the playground.
8. There should be no drop off or pick up behind the church.

### Rainy Days

#### Before School

- \* Car line drop off is the same for the La Veta lot.
- \* For Glassell lot, drop children off in front of the primary wing. Pull forward toward grade 3-2.
- \* Reminder: Please drop children off first. Then you may park and take care of school business.

### **P.M. and Rainy Day Pickup**

#### Between 2:50 & 3:05 p.m.

- \* Parents park and stay in your car until the bell rings at 2:50 pm. (11:50 a.m. on half days)
- \* Walk to your child's classroom.
- \* Pick up your child(ren) and walk them to your car.
- \* **Please exit as you would on a regular car line days.**

#### After 3:05 to 3:15 p.m.

- \* Students who are left will be sent to Extended Care.
- \* Pick up students from there.
- \* After 3:15, students will be signed into Extended Care. (12:15 pm on half days)

### Please note the following:

- It is important to follow the directions of the **teachers and staff** who are on duty, and to remember that their directions are for the **safety of your children**.

- All students who participate in after school activities are to meet their coach at the lunch tables and walk to the grass area.
- Parents who are driving to away games please park by the Extended Care room and wait for coaches.
- Please remember to inform anyone else who may pick up your children (ie. grandparents) of the car line procedures.
- Students who are **altar servers** must be dropped off in the car line, not at the corner of the church. This is to avoid any back ups in the car line and to keep it moving smoothly.
- Traffic flow subject to change.
- No liability for supervision will be assumed by the school before or after school unless such students are registered for Extended Care or involved in school-sponsored activities. Students may not be dropped off before 7:40am if not in Daycare. **Student spectators may not remain after school without a parental or guardian supervisor.**
- Please drive slowly at all times while on campus.
- No changing clothes after school unless involved in a school sport.
- Only students involved in sports may change after school with the supervision of their coach.
- **An adult must pick up a student at their classrooms.**
- **Students must not walk to other classrooms.**
- Students serving detention must be picked up at the detention room of the week or they will be sent to Extended Care.

- **Bicycle Riders and Walkers**

There is no bicycle riding, skate boarding or roller blading on the school grounds at any time on a school day. Children who violate this rule will have their bikes, skateboards, or roller blades taken away for a designated time. Bicycles are to be walked **on and off** the school grounds **Please see that your child's bike has a lock.** The school assumes no responsibility for student bicycles.

- \* Students riding bicycles are to use the LaVeta exit.
- \* Walkers are to use the exit by room 6-2.
- \* If your child is allowed to **walk or ride their bike home, we require that a note be sent to the school office.**
- The only place to cross **La Veta** or **Glassell** is at the **traffic light on the corner** with the crossing guard. We urge parents to stress the importance of following this rule to their children.

- **Teacher/Student Liability**

Teachers are not allowed to drive students in their cars due to liability.

## **XVI. EXTRA CURRICULAR ACTIVITIES FOR THE STUDENTS**

- **Altar Servers**

Boys and girls from grades 6-8 serve the priest at liturgies within our parish. We expect them to be faithful, respectful and punctual.

- **Student Government**

Membership on the Student Council gives the students the opportunity to develop leadership skills, put into practice the principles of democracy, and develop an attitude of service to their school. Elections will be held in the spring for the following school year.

Please note the following office qualifications:

President, Vice President, Treasurer and Secretary:

1. Must be an 8th grader when in office.
2. The grade point average must "average a B" with no grade lower than a C+ for all trimesters prior to elections.
3. No conduct grade lower than a B.
4. Students receiving any referrals will be disqualified, from running for office.
5. President must have one year Student Council experience to run for office.

Athletics Boys, Athletics Girls, Ecology, Religious Affairs,  
Publicity, Spirit and Activities and Historian:

1. May be a 7th or 8th grader when in office.
2. The grade point average must "average a B" with no grade lower than a C+ for all trimesters prior to elections.
3. No conduct grade lower than a B.
4. Students receiving any referrals will be disqualified, from running for office.

**Note:**

All students must have parent permission and teacher and administration approval in order to run for Student Council. Grades from third trimester progress report will be used as the standard. Posters and/or "name tags" may be distributed. However, during the speeches no props are allowed. Blue tape must be used to secure posters. An elections packet will be distributed to candidates.

Students must maintain academic and behavioral standards while in office.

Academic difficulties will result in the student being asked to leave the council until academic improvement is shown. Students receiving 2 referrals will be asked to resign from office. This also includes students having excessive absences or tardies as stated in the Diocesan handbook. The principal and moderator will choose a replacement. Students who earn a detention will not be allowed to participate in Student Council for the week.

- **California Junior Scholarship Federation**

Students in grades 7 and 8 are eligible to be members of the California Junior Scholarship Federation (CJSF), an organization committed to scholarship and service. Each trimester students who qualify academically are invited to apply for CJSF

membership. Those students who qualify for membership at least twice in their 8<sup>th</sup> grade year will receive the CJSF Honor Award at graduation.

- **Choir**

Students in grades 4 through 8 are invited to join the choir. Choir meets one day a week after school for a one hour and 15 minute rehearsal. The choir sings once a month at regularly scheduled masses. They also perform at school concerts and other events.

## **XVII. AFTER SCHOOL SPORTS PROGRAM (PAL)**

We want to provide for the children a healthy balance of competition and participation. Our primary goal is to offer the children a chance to participate and enjoy the benefits of belonging to a team. In order to participate in the athletic program, students must have no grade lower than a C- in any subject and no lower than a B- in conduct. Students who receive a detention will not be allowed to participate in the next game. Grades will be checked at the middle and end of each trimester. **Students receiving a referral will be removed immediately from that sport.** Students having academic difficulties may be allowed to participate in the school's sport program at the discretion of administration, along with the athletic director and teachers. Good sportsmanship must be exhibited at all times. If this criteria is not met the result may be suspension from the team. If there are recurring problems the student will be dropped from the sports program.

Students participating in the After School Sports Program will pay a participatory fee of \$40 per child per sport.

Holy Family athletic uniforms, loaned by the school to students, are to be worn only on game days. The uniforms must be cleaned and returned to the athletic director at the end of the sport season. An athletic handbook will be given to each athlete. This book is to be read by both the parents and student athletes. The back page of the handbook needs to be signed by parents and the student and returned to the athletic director.

In spring we will have two sports awards banquets to honor all our Holy Family athletes, one for the Jr. Varsity level and one for the Varsity level.

**Under no circumstances may a student who is playing after school sports leave the campus to get snacks/drinks from the local eateries such as Del Taco.**

### **Scouts**

Each of the scouting programs are recognized and participated in by many of our students. Students may wear their scouting uniforms to school on meeting days and are encouraged on various occasions to lead the student body in the raising of the American flag and salute ceremonies.

## **XVIII. EXTENDED CARE**

Holy Family Cathedral School offers an Extended Care program. The program offers a variety of activities, which includes a homework room, recreation and games, arts and crafts, and “free-time” for your child to pursue their own interest in a safe and friendly environment.

The program opens at 6:30 in the morning and closes at 6:00 in the evening. Each week of extended care is to be “pre-paid”. If extended care is being used on a “drop-in” basis, payment is due at time of pick-up. An Extended Care handbook will be given to extended care families. Children may not leave campus at anytime while in extended care.

## **XIX. SCHOOL ADVISORY COUNCIL (SAC)**

Holy Family Cathedral School Advisory Council is a visionary body dedicated to fostering Catholic values and academic achievement for the children of HFCS. The Principal and Rector established the school council in accord with diocesan guidelines to assist in developing policy for the school. The school council is an advisory council that concerns itself with a variety of issues that include, but are not limited to, long and short range plans. Membership consists of 7-10 parents of HFCS students, as well as the Principal, Vice Principal and Rector. The school council meets monthly on the third Tuesday of each month. If a parent would like to place an item on the meeting agenda, it must be submitted to the Principal 10 days prior to the meeting.

## **XX. PARENT FACULTY ASSOCIATION (PFA)**

The Parent Faculty Association of Holy Family Cathedral School pledges moral, financial and service support to our school, its students, faculty and administration. As parents or guardians of a student, we are all members.

Holy Family Cathedral School Parent Faculty Association Board is dedicated to encourage, support and contribute to the everyday operation of the school. The primary purpose is to encourage goodwill and cooperation within the Holy Family Cathedral School Community, to oversee the successful operation of all fundraising, to provide hospitality and to coordinate all volunteers for the efficient operation of the school and its functions.

## **XXI. DONATIONS**

Holy Family Cathedral School has three programs to which parents, parish and community donate. These programs directly help the school. Donations are tax-deductible. Call the Development Office, 714-538-6012, ext. 360, for further information.

**Partners In Education** – annual for the school year September through June. Donors are partnered with an individual classroom or schoolwide program (physical education, music, computers, library) for the year. A Partners In Education donation is \$550 and donations go directly to that classroom to enhance the education of the students for the school year.

**Angels In Education** – annual appeal, started in December 2001. Donations are used for tuition-assistance and allow families to provide a Catholic education for their children. Holy Family Cathedral School has requests each year to provide about \$45,000 in tuition assistance. Having a tuition assistance program allows us to focus on being a Catholic school and not a private school. Many of our

**HFCS Endowment** – ongoing. In July 2004, Holy Family Cathedral School opened an endowment account with the Orange Catholic Foundation. In June 2007, our endowment value was \$307,000, and includes paid life insurance policies. Donations include cash, monthly deposits, sold stock, donations through Cars 4 Causes, and legacy bequests through wills and trusts. Each summer, HFCS receives a check for the interest income of the endowment. An endowment of three million dollars will secure a stable tuition base, as well as meet additional expenses as a result of inflation and cost of living.

#### **Development Office**

Barbara Kelly is the Development Director working on long range planning for the school. Mrs. Kelly can be reached at 538-6012, ext. 360.

## HOLY FAMILY CATHEDRAL SCHOOL LIABILITY RELEASE

### PERMISSION TO PARTICIPATE IN SCHOOL ACTIVITIES AND TO RECEIVE EMERGENCY MEDICAL CARE

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to be included in pictures connected with the school program, for example, yearbook, pamphlets and posters.

I hereby grant permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact you or your child's physician we will do any or all of the following:
  - a. call another physician or paramedics,
  - b. call an ambulance,
  - c. have the child taken to an emergency hospital in the company of a staff member.
5. Any expenses incurred under four (4) above will be borne by the child's family,
6. The school will not be responsible for anything that may happen as a result of false or incomplete information given at the time of enrollment.
7. It is understood that every parent who assists as a driver must have a valid California drivers license and possess evidence of the legal minimum for insurance and that applicable seatbelt regulations will apply.
8. **Fingerprint Clearance** must be on file for anyone (parents, grandparents, etc.) working with students in the classrooms, chaperoning field trips, any activity related to HF students.

## VOICE MAIL EXTENSIONS

School Office Number 714-538-6012

### **372 ATTENDANCE – Please call before 8:30 am on day of absence**

- 305 Mrs. Judith Taylor/ Healthroom
- 301 Mrs. Margaret Harlow / Mrs. Bonnie Leach
- 302 Mrs. Marie Ubl / Mrs. Maureen Zermeno
- 310 Mrs. Vicki Espinosa / Bookkeeper
- 300 Mrs. Rosita Rising / Receptionist
- 308 Mrs. Lisa Jones / Extended Care
- 360 Mrs. Barbara Kelly/ Development
- 363 Mrs. Adela Tapia / Scrip
- 364 Dr. Patrick Murphy / Counselor
  
- 307 Mrs. Elena Castillo / Library
- 309 Mrs. Rose Mary Valeriote / Computer
- 311 Mrs. Toni Dhuyvetter / Music
- 359 Mrs. Khadija Ali / Accelerated Math
- 358 Mrs. Dana Kuller / Resource
- 358 Mrs. Kathy Smith / Resource
- 358 Mrs. Jan Hirota / Resource
- 346 Mrs. Sandy Brucker / Pre-K
- 327 Mrs. Angie Clark / K-1
- 328 Mrs. Sara Fisk / K-2
- 336 Mrs. Kathy Doonan / 1-1
- 329 Mrs. Charleen Klein / 1-2
- 331 Mrs. Sara Christian / 2-1
- 332 Mrs. Joanne Wilhelm / 2-2
- 333 Mrs. Lisa Barnard / 3-1
- 334 Ms. Jill Hubbart / 3-2
- 340 Mrs. Shelly Seckendorf / 4-1
- 330 Miss Elisa Padilla /4-2
- 337 Mrs. Jenny Kromling / 5-1
- 338 Ms. Frances Bjazevich / 5-2
- 344 Ms. Beth Morris / 6-1
- 342 Ms. Megan Gabler / 6-2
- 341 Mrs. Holly Slyker / 7-1
- 343 Mr. Garrett Long / 7-2
- 339 Ms. Erica Grigsby / 8-1
- 335 Mrs. Marian Nanry / 8-2
- 312 Mr. Brian Jo / PE
- 312 Mrs. Jan Estrada / PE
- 348 Sports Line-Weekly
- 351 Sports Line-Daily