

**STUDENT/PARENT HANDBOOK**

**HOLY FAMILY SCHOOL  
2200 CALLAWAY STREET  
HILLCREST HEIGHTS, MD 20748**

**Accredited by  
The Middle States Association**

**Revised 2007**

During the months of September, May and June, ON GYM DAYS ONLY, the students may dispense with the navy blue sweatshirt and wear the gym pants and t-shirt. Students during these months must continue to wear the navy blue t-shirts and sweat pants/shirt. No student will be permitted to participate in gym class if he/she is out of gym uniform.

**SUMMER OPTIONAL UNIFORM**

Navy blue shorts, Holy Family logo golf shirt, navy blue knee socks and uniform shoes. From September 1-September 30 and May 1 until the last day of school, (these days will be announced) the boys may wear golf shirt with Holy Family logo with long pants.

**DRESS-DOWN DAY**

On occasion the students are permitted to dress down. The following items are not acceptable: shorts that end above the knee, halter tops, clogs, shoes without backs, sandals with bare feet, stretch or lycra pants, tight-fitting denim jeans, hats and shirts with derogatory pictures or sayings.

**VISITORS TO THE BUILDING**

All visitors, including parents, must report to the office, sign in and receive a name badge to be worn during the visit. Please turn off all cell phones before entering the school building. NO electronic devices may be used within the school building.

Any parent who wishes to spend time in a classroom is certainly welcome to do so; however, please call the office ahead of time so that the teacher can be notified of the impending visit.

**PARENTS VOLUNTEER SERVICE**

Due to administrative policies, any parent involved in school must participate in the Archdiocesan Child Protection Program, have been fingerprinted and be subject to a Criminal Background Investigation, in process or completed.

**MEDICATIONS**

By Maryland State Law, Holy Family Catholic School cannot dispense medications of any kind.

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**HOLY FAMILY SCHOOL**

**OFFICE HOURS**

**MONDAY THROUGH FRIDAY  
7:30 A.M. TO 3:30 P.M.**

**SCHOOL PHONE NUMBER  
(301) 894-2323**

**SCHOOL FACSIMILE NUMBER  
(301) 894-7100**

[www.schoolnotes.com](http://www.schoolnotes.com)

**Weekly Principal Memo**

**END OF THE YEAR ACTIVITIES**

All students whose parents/guardians have not met all financial obligations by May 1<sup>st</sup> for the year may not participate in end of the year activities (i.e., Library book, lost/damaged book, tuition, Before and After Care payment).

**HOT LUNCH PROGRAM**

It has been documented that students who eat nourishing food throughout the day perform better academically. With this in mind, Holy Family School, in partnership with a private catering company, serves a nutritious and balanced lunch each Monday, Wednesday, Thursday and Friday to all students who wish to participate. For a nominal fee, students are served an entrée, a fruit/vegetable and a beverage.

**NO FAST FOODS ARE ALLOWED. NO CHEWING GUM IS ALLOWED.** Students may bring lunches to school from home; however, students must not bring glass containers or canned sodas.

In the event that a student forgets his/her lunch, parents/guardians are prohibited from bringing fast food to the school.

**FUN TUESDAY**

Each Tuesday, Holy Family students can purchase pizza, chicken or hamburgers delivered fresh from local franchises. Parents of students who participate in purchasing fun lunches are asked to adhere to the payment policy and turn in all monies on the Friday before Fun Tuesday. No exceptions will be made in regards to the policy. FUN LUNCH payments should be sent in an envelope separate from the HOT LUNCH.

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**BOYS: Pre-K through eighth:**

- Navy blue dress trousers (no Levi's, Lee or Wrangler Cords)
- White oxford-style shirt (long or short sleeve)
- Undershirt should be plain white
- Navy blue tie
- Dark belt
- Uniform shoes (Bass leather black)
- Navy blue or black socks, solid in color
- Navy blue cardigan sweater or V-neck sweater (*Holy Family logo*)
- No oversized sweaters or pants are permitted. Pants must be hemmed to the correct length
- Haircuts must be close cut no more than one-fourth inch.
- No earrings

**GIRLS: Pre-K through Sixth: Regulation (V) plaid jumper and *Holy Family logo* sweater.**

- Seventh & Eighth: Regulation plaid kilt and *Holy Family logo* Vest.**
- White Peter Pan blouse (long or short sleeve)
- Navy blue knee socks
- Red cross-bow tie
- Uniform shoe (Mary Jane by Willet)

Jewelry, other than watches or religious medals, and pierced earrings, other than small gold or silver post earrings, is not permitted. A single pair of post earrings in the ear lobe may be worn. Makeup and nail polish (with the exception of clear polish) are not to be worn in any grade. NO Beads for girls.

Outlandish haircuts or hairdos of any kind are not permitted for boys or girls. Shaved sides, extreme color or any haircuts which the administration deems inappropriate, are not permitted. Boys' haircuts must be conservative, no longer than one-fourth inch.

**GYM UNIFORMS**

Navy blue sweatshirt, navy blue sweat pants. (*Holy Family Logo*)  
Navy blue t-shirt, navy blue shorts (*Holy Family Logo*) are to be worn under the sweat suits. Solid white tennis shoes with white soles.

### **HISTORY OF HOLY FAMILY SCHOOL**

Holy Family School was founded in 1957 by the Sisters of Saint Joseph, as a result of demand from parishioners who worshiped at Holy Family Church. The school serves families in the surrounding Prince George's County and the Metropolitan area. Finally, and foremost, our environment is one of a family.

### **NON-DISCRIMINATORY POLICY**

Holy Family School admits students of any race, color, nationality, ethnic origin and disability, if with reasonable accommodation, the applicant is otherwise qualified, to all rights, privileges, and activities generally accorded or made available to students at the school.

### **ADMISSION AND REGISTRATION**

Diocesan regulations require that students registering for **Pre-K-3** must be three years of age on or before September 1<sup>st</sup> of that year and **Pre-K-4** must be four years of age on or before September 1<sup>st</sup> of that year. An interview with the Pre-Kindergarten teacher is required.

Students registering for **Kindergarten** must be five years of age on or before September 1<sup>st</sup> of that year. This registration requires an interview with the Kindergarten teacher.

Diocesan regulations require that a student entering **First Grade** must be six years of age on or before September 1<sup>st</sup> of that year. Registration for incoming students takes place in March. At this time no registration can be finalized without evidence of birth date and proper immunizations.

New pupils from other schools, parochial or public, are tested and should have their latest report card and transfer card with them when registering. For families moving into the area after March registration, these registrations will be handled on a case-by-case basis.

All new students from grades K through eighth are given a readiness entrance test. Pre-Kindergarten students are given a screening test. Passing this test is necessary for his/her acceptance into Holy Family.

### **CHANGE OF ADDRESS**

Any change of address and/or phone numbers should be sent to the school office so that the student's emergency and record card can be kept updated.

### **CALENDAR**

Holy Family School follows the calendar approved by the Archdiocese of Washington. A yearly school calendar is given to each family. Parents are notified if it is necessary to make a change in the monthly calendar.

### **PERSONAL PROPERTY**

The school cannot guarantee the complete security of a child's personal possessions. It is required that students not bring expensive items to school. Coats, lunches, etc., should be marked and labeled. Please do not allow children to bring large sums of money to school. All necessary money should be placed in an envelope and marked for its specific purpose. No games, balls, CD players, electronic devices, or cell phones are allowed. The classroom teacher will confiscate them.

### **FIELD TRIPS**

Field trips are educational and well planned. The need and number of field trips varies from grade to grade. Field trips are privileges afforded to students.

No student has an absolute right to a field trip. Students can be denied field trips if the teacher deems the student failing to meet academic or behavioral requirements.

No student will be allowed to participate in any field trip unless the proper permission form has been completed in its entirety and returned for each specific trip.

No forms such as letters, notes, etc., besides the school's official trip permission slip will be accepted. A copy of the form is in the back of this handbook.

Telephone calls will not be accepted in lieu of a written permission slip.

Students are not allowed to bring audio or visual devices or cell phones to entertain themselves during field trips.

Any parent has the right to refuse to allow a child to participate in any field trip. In this case, the student is required to attend school.

### **HOME AND SCHOOL ASSOCIATION**

All parents/guardians are members of the Home and School Association. This association is designed to be responsible for the needs of the school. All parents are asked to support the activities and attend the meetings.

### **JUNIOR HONOR SOCIETY**

Membership in the local chapter is an honor bestowed upon eighth grade students by the faculty of Holy Family School. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service and Christian interaction. Once selected, members have the responsibility to continue to demonstrate these qualities.

### **STUDENT COUNCIL**

Student government at Holy Family aims to create harmonious relationships among the faculty, the administration, the student body and the community. It helps to develop leadership that strengthens the genius, dignity and worth of individuals, while encouraging the highest standards of scholarship and recognizing the many types of student achievement.

### **TRANSFERS**

Families withdrawing students from the school at the end of the year should notify the Principal as soon as possible. Parents must sign a form authorizing records to be released to the new school. Financial obligations must be up to date before records will be released.

### **SCHOOL CLOSINGS OR DELAYS**

When it is necessary to close school due to inclement weather, we will follow the Prince George's County Public School System. Please listen to your radio or stay tuned to news announcements on television.

### **SCHOOL DRESS**

Since Holy Family School is an extension of the Church and dedicated to its goals and ideals, our school reserves the right to deny students participation in fads of personal appearance which detract from those ideals and which may not promote the sense of family and unity for which the school strives. The dress regulations are as follows:

### **MISSION STATEMENT**

Rooted in the love and faith of Jesus Christ, Holy Family Catholic School strives for academic excellence, racial dignity and respect for self, others and the world.

We, at Holy Family School, through our love of learning, our sharing of life experience, and our love and respect for God and for one another, set an example for the students to lead a full Christian life as set forth by Jesus Christ.

We assist parents in fulfilling their obligations to foster their children's love of learning and to show them how to apply what they have learned to other situations.

### **PHILOSOPHY**

Motivated by the love of Christ and committed to the pursuit of excellence in Catholic education, the goal of Holy Family School is to help students integrate religious truths and values with life in contemporary society, while creating a pleasant environment where students and teachers can expand their minds and hearts.

### **WELCOME TO HOLY FAMILY SCHOOL**

Holy Family School is a coeducational Catholic Elementary School located inside the beltway in Prince George's County. Our mission statement sums up our values. Our goal is to transmit the Christian message and educate to achieve a mature personal relationship with Christ.

Our teachers and staff strive to create a pleasant and supportive environment where students can grow spiritually and academically, by expanding their minds and hearts.

We are pleased to welcome you and your children as you enter the halls of learning at our school, on the road to academic excellence.

### **TUITION**

Each spring the Pastor determines fees for the following year. Three options are available for tuition payments: one payment, two payments or ten payments.

Payments are made payable to Holy Family School directly for the one payment. If tuition is paid in full prior to July 1, there is a \$200.00 discount.

Two payments are due in July and January, and are made payable to **SMART**.

Ten payments are due monthly. The first is due by April 30, (non-refundable) for the *new parents* and is **made payable to the school**. The remaining payments will be paid from July through April, through the tuition management company, **SMART**. The first month's tuition is due by July 15<sup>th</sup> (non-refundable) for *current parents*. Late payments to SMART will be assessed a \$25.00 fee.

**Parent's Agreement for the following year must be signed by April 30<sup>th</sup>.**

The school reserves the right to restrict attendance when the family fails to satisfactorily meet tuition payments. Report cards will not be issued if tuition payments are not up to date for any student. Students may not attend school until the tuition payment is up to date.

### **RETURNED CHECK**

Any parent/guardian whose check is returned by the bank to the school due to insufficient funds must pay a \$25.00 fee. Once the bank returns a check, all other payments must be made in cash or money order for the remainder of the year.

### **ACADEMIC CURRICULUM**

The curriculum reflects the philosophy of the school. Programs are comprehensive and varied to serve the needs of the individual. The curriculum of Holy Family School is in total compliance with the requirements set by the Schools Office of the Archdiocese of Washington and the Department of Education of the State of Maryland. It is kept current and reviewed for the effectiveness in answering academic needs.

### **ATTENDANCE**

Students are required to attend school regularly in accordance with school law. Regular and punctual attendance is one guarantee for success in school. Students who miss time in class are required to complete assignments.

The effect of absenteeism and tardiness on academic performance is well documented. For this reason, records are kept on attendance and tardiness for each student.

Excessive absence can cause major damage to a child's learning process, and may also be a cause for retention. Only long-term hospitalization or homebound teaching situations will be exempted.

Tardiness has a direct effect on academic learning. It causes difficulty for the student who is coming late and the class, which is interrupted for each late arrival. Students need a late pass to enter class after 8:00 a.m. Children are considered late if arriving after the bell has rung in the yard. More than three tardy arrivals make the student ineligible for Honor Roll, Principal's List and Citizenship and Dress Down days.

Late arrivals must report to the office for a pass to enter class. A parent must come in with their child/ren. When a student is sick, parents are asked to notify the office between 8:15 and 9:00 a.m. The school will contact the parent/guardian if a call is not received. Upon returning to school, the student should have a written note from the parent indicating the reason for absence. An extended absence due to illness requires a doctor's note.

School hours are as follows: 7:55 a.m. first bell in yard, 2:45 p.m. dismissal. Dismissal on half days is at 12:00 p.m.

If a child is not picked up by 3:00 p.m. and is not registered in Aftercare, there will be a \$5.00 charge per 15 minutes on a daily basis for supervision by a staff member. End of year activities will be denied if this bill is not paid.

### **MORNING ARRIVAL PATTERNS**

**Grades K through eighth** are required to be in the schoolyard by 7:55 a.m. All parents are required to observe the driving pattern in the morning. All parking should be done in the rectory parking lot. All cars will circle the front yard and drop off behind the safety cones. If an automobile is unable to follow the driving pattern, the students should be dropped off in the parking lot near the Pre-K classroom and the child/ren may walk up the sidewalk. **NO CARS MAY STOP ON CATSKILL STREET.** If a child arrives after 8:00, they must come to the front entrance accompanied by a parent for a late slip.

**All Pre-K students** are to be dropped off in the Pre-K entrance by 7:45a.m. Doors will not be open after this time.

### **DISMISSAL**

If any change occurs in the dismissal procedure of your child, including:

- early dismissal
- change of driver/caregiver
- change of route or mode of transportation

written notice must be given to the school in the morning. No child will be allowed to telephone at dismissal to change plans.

### **LICENSED EXTENDED CARE PROGRAM BEFORE & AFTER**

The extended care program is available Monday through Friday for those students whose parents wish to make use of this service.

Before Care 7:00 a.m. to 8:00 a.m.

After Care 2:45 p.m. to 6:00 p.m.

On days of early dismissal, care will be provided from 12:00 p.m. to 6:00 p.m., except on days specifically noted. This service is in operation only on days when school is in session. For those not enrolled in the regular After Care program, a drop-in is available on ½ days. A form is available at the main office. If a child is not picked up at 12:00 p.m. and is not registered in drop-in aftercare, there will be a charge of \$25.00.

### **MORNING CARE**

Morning Care students are to be dropped off in the back near the Pre-K room. No student is allowed on the property before 7:00 a.m.

The school gives preference in admissions: to siblings, Catholic students registered within the parish, other Catholic students, then, to non-Catholics.

### **PARENT CONCERN & RELATED COMMUNICATION PROCEDURES**

Holy Family encourages open communication between parents/guardians and staff. An OPEN DOOR policy is our ideal for a way to keep the lines of communication open. In the Gospel of Matthew 5:23-24, “Jesus admonishes us to make peace with one another to be pleasing to God.”

If a parent/guardian has a concern about the classroom or about school procedures, it is advisable for the parent to discuss the concern first with the teacher/staff member. Parents/guardians should call the school and leave a message or send a note. The teacher will respond to the phone call within a reasonable amount of time. If the teacher/staff member does not respond in a two-day period, please contact the school again. Many concerns can be settled equitably on the first initial contact between the parties concerned. If this does not happen, the following procedure should be followed:

- STEP I: Parent makes an appointment to discuss the concern, whether academic or behavioral, with the teacher/staff member.
- STEP II: If the matter is not settled equitably between the teacher/staff member and the parent/guardian, then an appointment needs to be made to see the principal.
- STEP III: If the concern still has not been resolved equitably, the parent/guardian may request an appointment with the Pastor of the parish.
- STEP IV: If no resolution results from the above steps, please contact the Schools’ Office of the Archdiocese of Washington.

Parents and guardians are required to uphold the policies of Holy Family School at all times. Abusive language or gestures toward any member of the faculty or staff of Holy Family School will not be tolerated, and could be cause for immediate expulsion of the child, barring them from the school, and or the parents/guardians who display disrespectful demeanor.



### **ENGLISH**

English is acquired through a study of grammar, prose, poetry and composition. All skills taught through this program are geared to develop the speech, composition and literary patterns of each individual. Language Arts skills are developed during Reading, English, Spelling and the Phonics program.

### **SOCIAL STUDIES**

Students are taught the basic concepts of cultural development and identity. Concepts are developed in areas of history, culture, anthropology, geography and political science. American historical development is analyzed according to our ancestral roots and cultures.

### **SCIENCE**

Students in grades third through eighth participate in a behavioral objective aimed to develop the knowledge and application of scientific concepts as well as use the Science Lab for study. Students in grade Pre-K through second grades also learn science. They attend Science Lab once a week. Each winter, all students participate in an annual science fair.

### **LIBRARY**

Our school library is one of our most valuable assets. The library serves as a literary and reference center. It is staffed by a part time librarian, who assists children in book selection, study skills and library skills. Study skills and library skills are taught to grades fourth through eighth. Parents are asked to encourage the use of the library, and to discuss books with their children. Children are encouraged to take care of all materials. A fee is charged for tardy, lost or damaged books.

### **PHYSICAL EDUCATION**

Students participate in a properly designed program of group activities, sequential motor skills and muscular development. All students are required to participate in the physical education program. A student may only be excused for health reasons, if a certificate is presented from a doctor. Proper gym attire must be worn for these classes. (See uniform section)

### **DISCIPLINE**

The primary function of any school is to assist parents in helping their children grow and mature in mind, character, and in the ability to find God in themselves, other people and in their world.

The purpose of discipline is to help students gain and maintain a high degree of self-control and self-esteem. We hold to a firm disciplinary system. This includes an atmosphere of quiet student cooperation, personal accountability and increasing awareness of self-discipline. Rules and regulations are established to see that the rights and responsibilities of students, teachers and parents are respected and preserved. Students who disregard rules and regulations will be handled accordingly, i.e., loss of recess, detention, loss of privileges, call to parents, and etc. Discipline notices will be sent to parents after the individual has not responded to correction.

Students will be suspended or expelled for major offenses such as fighting, leaving school property, abusive language, stealing, disrespect to teachers, destruction of school property, possession of alcohol or firearms, possession of drugs or drug paraphernalia, truancy, continuous disregard of school rules or any conduct unbecoming a Christian student. School staff will decide the action taken.

### **DUE PROCESS/APPEALS**

If an infraction in the classroom occurs, the teachers will inform the student of the nature of the infraction and listen to student's explanation at an appropriate time such as recess, lunch or after school. No classroom instruction time will be sacrificed for this hearing.

If an infraction results in a suspension, the Principal will inform the student and the parents verbally as well as in writing of the infraction and the length and date of the suspension.

If a student is in danger of expulsion, he or she with parents present will be allowed to present his/her explanation of actions in the presence of those observing the action. The final decision of expulsion rests with the advice

of the pastor, with advice from the principal. Pregnancy is not a reason for dismissal, in accordance with the Archdiocese of Washington.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, achieve or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

Some examples of behavior that may be considered sexual harassment are:

- Staring at parts of someone's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading of sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual behavior
- Touching, grabbing or pinching
- Physical sexual assault

If a child has been accused of a serious crime, the administration has the right to place the child on home study until the situation is resolved. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school or parish, will result in discipline of the student(s) involved.

The Pastor, with the advice of the Principal, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

Students in Pre-K through second are in self-contained classrooms and have all the major subjects taught in that setting. These subjects include Religion, Math, Reading, Language Arts, Spelling, Penmanship, Social Studies and Science. There are special teachers for Music, Computer, Physical Education, Library, Art and Spanish.

Students in grades three through fifth are departmentalized in the following areas: Language Arts, Science, Social Studies, Religion and Math. They have special teachers for all extracurricular courses.

Students in grades six through eighth are departmentalized and study the following: Religion, Language Arts, Math, Reading, Science and Social Studies. They too, have special teachers for extracurricular courses.

### **RELIGIOUS EDUCATION**

Based on the National Catechetical Directory, our Religion program aims to develop an active faith based on scripture, doctrine and tradition. Our program engages the students in the Catholic faith, promotes assimilation and evokes response on the various grade levels. Students are equipped to critically evaluate the values of society and are encouraged to make mature Christian choices.

### **MATHEMATICS**

All students' abilities and achievements are considered in the teaching of Mathematics. A continuous curriculum develops the basic skills and motivates the student to investigate independent approaches to this subject. Students receive the necessary background to develop their own abilities and talents.

### **READING**

In order to encourage higher-level cognitive thinking skills, the Reading program is presented using sequential steps of knowledge, comprehension, application, analysis, synthesis, and critical thinking.

### **ATHLETICS**

The Holy Family CYO provides the opportunity for students to participate in activities such as basketball, track and cheerleading.

### **HOMEWORK**

We believe that homework is an integral part of the learning process. It should be considered a supplement to, as well as a source of enrichment for work done in the classroom. Several benefits are gained from homework: students learn to budget their time, develop competency in skills and frequently pursue individual interests. We believe that it is the child's responsibility to be sure to have homework assignments and to complete them daily.

The teachers, in compliance with Archdiocesan policy, assign homework. Children have written assignments at the teacher's discretion. Study homework is equally important and should be reinforced every night. Parents are encouraged to support good study habits and to provide students with a quiet atmosphere.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued four times a year at nine-week intervals. In the middle of each marking period, a progress report is issued to students in grades Kindergarten through eight.

#### **Grading Scale Grades 4-8**

##### **Academics**

**A** 93-100

**B** 85-92

**C** 77-84

**D** 70-76

**F** Below 70

**AC**-Area of Concern

##### **Specials**

**E** Excellent

**G** Good

**S** Satisfactory

**I** Improvement Needed

**U** Unsatisfactory

**WC**- With Accommodations

#### **Grading Scale Grades K-3**

**E** Excellent

**G** Good

**S** Satisfactory

**I** Improvement Needed

**U** Unsatisfactory

**AC**- Area of Concern

**WC**- With Accommodations

**Pre-K** will receive their first evaluation in January.

### **HONOR ROLL/CITIZENSHIP**

Each quarter an Honor Roll is posted listing the names of students who have achieved academic excellence.

#### **Principal's Honors**

In grades four through eight a student must have all A's, exhibit Christian values, receive positive comments from their teachers, and have no more than 3 tardy arrivals. Every student must maintain an S in effort and conduct in every area to be eligible for Principal's Honors.

#### **Honors**

Students must have all A's, B's, exhibit Christian values, receive positive comments from their teachers, and have no more than 3 tardy arrivals. Every student must maintain an S in effort and conduct in every area to be eligible for Honors.

The following are considered for Honor status:

- Participation in class
- Assignments handed in on time
- Assignments completed
- Test and quiz grades
- Notes taken in class

#### **Citizenship**

Each quarter a Citizenship roll is posted, listing students whose teachers feel have shown marked improvement and effort. Areas involved in the teacher's judgment resulting in Citizenship participation are: positive attitude toward learning, peers and school staff, consistent effort in homework and class work; exhibition of Christian values, no negative remarks and no more than 3 tardy arrivals.

### **TESTING**

Students of Holy Family School are tested according to the Archdiocesan Elementary School Testing Program. Results are given to the parents. Parents are encouraged to keep these results and to watch the student's progress throughout the years. Designated aptitude and achievement tests may be administered to the student during the course of the year, but on an individual basis with the parents/guardians. Special testing is also available to students through Prince George's County.

### **PROMOTION AND RETENTION**

Retention in the primary grades is normally dependent upon the development of reading and English skills. Retention of students in grades fourth through eighth is normally dependent on achievement in the basic skill subjects: Reading, Math and English. Failure in two of the basic skill subjects or in one of the basic skills subjects plus another academic subject is a basis for retention. The Principal, after consultation with appropriate staff members and parents, shall make the decision as to whether a pupil is to be retained.

### **STUDENT RECORDS**

If a parent needs a copy of student records, a written request must be submitted to the office 24 hours in advance of the date needed. All tuition must be paid.

The school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to the school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order. For the protection of the child, we request that divorced parents furnish the school with a copy of the custody section of the divorce decree.

### **SPANISH**

Spanish is offered to students in grades Pre-K through eighth. This program offers cultural knowledge, vocabulary and verbal development.

### **MUSIC/BAND**

Music is part of the curriculum for all students at Holy Family. It includes both applied music and music appreciation/history. In conjunction with the Archdiocesan Band Program, we offer band composed of interested students in grades fourth through eighth. A qualified musician assigned by the Archdiocese is the Band Director.

### **COMPUTER**

The computer program is offered to students in grades Pre-K through eighth. The primary grades benefit from software that reinforces reading and math skills. Students in grades fourth through eighth learn LOGO and BASIC, word processing, database, spreadsheets, and the use of the Internet for research.

### **ART**

All students deserve access to the rich education and understanding that the arts provide, regardless of their background, talents, or disabilities. In an increasingly technological environment overloaded with sensory data, the ability to perceive, interpret, understand, and evaluate such stimuli is critical. The arts help all students to develop multiple capabilities for understanding and deciphering an image and symbol-laden world.

### **ACTIVITIES**

Students in grades third through eighth can participate in Drama Club. Students in grades fifth through eighth can participate in Student Council. Students in grades seventh and eighth can participate in Safety Patrol.

### **NEWSPAPER**

HFS 411 is staffed by the seventh grade homeroom. It is the focus of the newspaper to publicize school activities and to publish the creative works of students. The newspaper is designed to be inclusive of all age levels. Instructions for the newspaper are incorporated into the English curriculum; however, the actual publication is considered an extracurricular activity.

**HOLY FAMILY CATHOLIC SCHOOL**  
ARCHDIOCESE OF WASHINGTON

STUDENT/PARENT HANDBOOK  
2007-2008

2200 CALLAWAY STREET  
HILLCREST HEIGHTS, MD 20748-4398

**Parent/Guardian Please Complete**

During the field trip, I may be reached at:

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Physician's Name & Phone Number: \_\_\_\_\_

Additional comments/remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I would like to chaperone this field trip (check one)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Holy Family School  
Field Trip Permission Slip**

I, \_\_\_\_\_ request that you allow my  
child, \_\_\_\_\_ to attend the field trip to  
\_\_\_\_\_ on \_\_\_\_\_.

The mode of transportation is \_\_\_\_\_. We will leave  
school at \_\_\_\_\_. The cost of the trip is \$ \_\_\_\_\_.  
Therefore, \$ \_\_\_\_\_ is due by \_\_\_\_\_.  
Proper attire is \_\_\_\_\_.

Students are requested to bring lunch/students can purchase lunch.  
(circle one)

The educational objective is \_\_\_\_\_.

I know that all possible care and safety will be provided for my child.  
Therefore, in case of an accident, I will not hold Holy Family School and/or  
faculty or staff responsible.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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Detach and keep for your reference

Field Trip Destination \_\_\_\_\_  
Date & Time \_\_\_\_\_  
Lunch \_\_\_\_\_  
Attire \_\_\_\_\_

**1 2 3 4 5 6 7 8 9**

**10 11 12 13 14 15 16 17 18**

**19 20 21**

**22 23 24 25**