

Holy Redeemer Catholic School

*Alliance for Catholic Education
& Institute for Educational Initiatives
University of Notre Dame*



2017-2018 Parent – Student Handbook

1800 West Columbia Avenue, Kissimmee, FL 34741

407.870.9055

*“We Educate the Mind, Invigorate the Body and Expand the **H**earth.”*



Holy Redeemer Catholic School

1800 West Columbia Ave. Kissimmee FL 34741 Phone: (407) 870-9055

Dear Holy Redeemer Catholic School families,

Welcome to Holy Redeemer Catholic School! Our school has enabled hundreds of children to receive a high quality, strong Catholic faith-based education since its doors opened in August 1994.

Holy Redeemer Catholic School views education as a cooperative effort. The collaboration of family, school, church and community broadens and enriches the sense of identity and consistency, which is vital in building the total educational program. Holy Redeemer Catholic School community provides an opportunity for moral development within a caring and loving environment. Using Catholic Christian values, students are encouraged to make responsible choices. We ask parents to join us in the responsibility of educating their children and embracing the Catholic way of life. We encourage you to be involved with your child's spiritual and educational needs. Your choice of Holy Redeemer Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest treasure in his/her life.

This handbook is intended to be a guide for students and parents in meeting the expectations and standards set by Holy Redeemer Catholic School in order to accomplish its mission. By supporting the policies and regulations outlined in the following pages we will accomplish the role as partners in your child's growth and development.

The instructional program at Holy Redeemer Catholic School allows for a systematic progression of skills and competencies. Each student is encouraged to advance in a systematic manner at the pace most appropriate to his or her age, developmental stage and ability, and to accept the responsibility for his or her own learning.

The guidelines in the following pages hopefully will assist in accomplishing the smooth running of the school program and ensure the fact that every child will receive the best that Holy Redeemer School has to offer in all facets of life.

By Diocesan, directive you are asked to read this Parent-Student Handbook in its entirety and understand that you and your child are bound by the handbooks' rules and regulations as part of the student's requirement for attending Holy Redeemer Catholic School. The form enclosed, indicating your agreement with the Parent-Student handbook and the Principal's right to amend handbook, must be electronically signed at time of application within the first week of school as evidence of this responsibility. This handbook is part of the contractual agreement between you and the school.

Yours in Christ,

Gloria Del Orbe

Principal

HRCS MISSION STATEMENT

Holy Redeemer Catholic School (Pre-K through 8th Grade), the primary educational ministry of Holy Redeemer Catholic Church, serves Catholic families in Osceola and neighboring counties, as well as others who embrace our philosophy of education. The school community instills a daily living and ever growing knowledge of the Gospel message by creating a Catholic environment that empowers our students to reach their maximum potential spiritually, morally, and academically.

We Educate the Mind, Invigorate the Body, and Expand the Heart.

HRCS ROOT BELIEF STATEMENTS

All are welcomed here, as Christ

We are inspired to be life-long learners

A Christ-centered community brings true joy

All of God's creation is to be respected

OUR PHILOSOPHY

Holy Redeemer Catholic School is an educational community inspired by the Holy Spirit and the Gospel. This quality education guides our students from a strong foundation in academic development to a faith-filled, creative application in lifelong learning. Holy Redeemer Catholic School provides an education that encompasses the whole person: the spiritual, social-emotional intellectual and physical aspects.

"We Educate the Mind, Invigorate the Body, and Expand the Heart."

OUR SCHOOLWIDE EXPECTATIONS

Be Positive

Be Prepared

Be Safe & Responsible

Be Respectful

OUR HISTORY

Holy Redeemer Catholic School opened its doors in August of 1994 under the leadership of the principal Dr. Jack Currie and parish pastor Rev. John McCormick. The school was dedicated in October 1994 by Bishop Norbert Dorsey. HRCS received its accreditation on June 3, 2002 from the Florida Catholic Conference. In February 2006, HRCS opened its science lab and gymnasium. HRCS to maintain a strong academic program with emphasis on Catholic values in order to *"Educate the Mind, Invigorate the Body and Expand the Heart."*

NOTRE DAME ACE ACADEMIES

The Notre Dame ACE (Alliance for Catholic Education) Academies are an innovative new model of Catholic schooling established by the University of Notre Dame to strengthen and sustain existing parish and diocesan Catholic elementary schools.

The U.S. Bishops call on Catholic schools to provide parents with “the choice of an education that no other school can supply—excellent academics imparted in the context of Catholic teaching and practice” (Renewing Our Commitment, 2005). Therefore, the goal of this university-school partnership program is to **provide a Catholic education of the highest quality to as many children as possible**. Notre Dame ACE Academies (NDAA) affect comprehensive school excellence by implementing a unique model of urban Catholic schooling supported by parental choice scholarships and the mobilization of the resources of ACE and partnering dioceses.

NDAA schools implement a unique model of Catholic schooling focused on the three pillars of ACE: educational excellence, the experience of community in Christ, and faith formation in the Catholic tradition. NDAA supports that model by supporting partner schools in the areas of leadership, financial management, marketing and development, curriculum and instruction, and Catholic identity.

Notre Dame ACE Academy schools:

Enjoy support from Notre Dame and the Alliance for Catholic Education in addition to the bishop of the diocese and the pastor of the parish.

Benefit from a local NDAA school board that includes diocesan leaders, pastors, local community leaders, and ACE faculty and staff

Are led by high-quality school leaders who are supported by ACE in an on-going faith formation and professional development program

Share a common Catholic school ethos and school culture informed by the three pillars of ACE (Academics, Community, and Spirituality)

Implement a number of structural features in the educational program known to facilitate school improvement such as a strong school culture and fundraising efforts

Are supported by ACE through both a regional and national network of dedicated pastoral and educational professionals

Benefit from parental choice programs, like voucher and tax credit scholarship programs

The first cluster of Notre Dame ACE Academy schools was established in Tucson, Arizona, in 2010 and expanded to Tampa, Florida in 2012. The ACE Academy Schools in Tucson include Santa Cruz, St. John the Evangelist and St. Ambrose Catholic Schools. In 2015, four schools from the Diocese of Orlando partnered with Notre Dame ACE Academy: Lourdes Academy, Basilica School of St. Paul, St. Andrew Catholic School and Holy Redeemer Catholic School.

OUR OBJECTIVES

SPIRITUAL

We believe that our school community fosters an atmosphere where faith is nurtured and gospel values are lived. At HRCS, we are servants of the global community.

1. To provide religious education.
2. To provide age appropriate experiences in prayer, sacraments, worship, service and evangelism.
3. To stress integration of Christian principles into our total curriculum.
4. To establish a foundation that guides and supports our students in making moral decisions and acting accordingly.

INTELLECTUAL

We believe children should have ample opportunities to develop their individual potential, expanding their base of knowledge and exploring their interest.

1. To provide a large spectrum of learning experiences.
2. To spark enjoyment in lifelong learning.
3. To maintain a quality education by periodic and systematic evaluation and update all areas of the curriculum.
4. To encourage modification of the curriculum in addressing individual learning styles.
5. To present professionally prepared instruction throughout the curriculum which allow our students to compete in the global market.

SOCIAL-EMOTIONAL

We believe basic human needs of belonging and trust can be fulfilled by a positive self-concept.

1. To guide and affirm student recognition of their giftedness and their limitations.
2. To teach students strategies for coping with change.
3. To instill concepts which convey and support the freedom to express their individuality.
4. To provide experiences through which students can develop good communication and interpersonal skills.
5. To ensure teacher accessibility to materials for a comprehensive understanding of child and adolescent development.

PHYSICAL

We believe Physical Education contributes to the growth and development of the whole person. Participation in physical activities promotes the fulfillment of the physical health and social-emotional well-being of the individual.

1. To present a value system that will enable the students to respect their bodies through wise dietary choices, proper hygiene, exercise, and appropriate moral decisions.
2. To promote activities that enhances one's lifelong health and leisure.
3. To offer various options for a healthy release of energy.

HRCs Student Performance Expectations

The Curriculum in the Diocese of Orlando is based upon the expectations of broad areas of knowledge and competence that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.

As ***information managers***, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and other graphic displays, and computer files in order to perform tasks and/or for enjoyment.

As ***effective communicators***, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphics displays, and computer-based programs.

As ***numeric problem solvers***, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.

As ***critical and creative thinkers***, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.

As ***ethical and responsible workers***, students, as good stewards of God's gifts, will be able to appropriately allocate time, money, and other resources.

As ***resource managers***, students, as good stewards of God's gifts, will be able to appropriately allocate time, money, and other resources.

As ***systems managers***, students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.

As ***cooperative workers***, students will be able to work harmoniously with others to successfully complete a project or task.

As ***effective leaders***, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.

As ***culturally sensitive learners***, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

TABLE OF CONTENTS

<i>Acceptable Use</i>	8
<i>Accident Insurance</i>	8
<i>Accreditation and Teacher Certification</i>	8
<i>Admissions Policy</i>	8
<i>Amendment of Handbook</i>	9
<i>Arrival & Dismissal Procedures</i>	9
<i>Asbestos</i>	10
<i>Athletic Programs</i>	10
<i>Attendance & Absentee Policy</i>	11
<i>Birthday Celebrations</i>	12
<i>Board of Education (School Board)</i>	13
<i>Book Care</i>	13
<i>Book Fair</i>	13
<i>BYOT – Bring Your Own Technology</i>	13
<i>Calendar of Events</i>	16
<i>Child Abuse Reporting</i>	16
<i>Clinic</i>	16
<i>Communications</i>	17
<i>Code of Conduct (Discipline Policy)</i>	17
<i>Conferences</i>	23
<i>Divorced & Separated Parents</i>	23
<i>Dress Code</i>	23
<i>Electronic Devices</i>	25
<i>Emergency Procedures</i>	26
<i>Emergency School Closing</i>	26
<i>Extended Center for Learning Program (EXCEL)</i>	27
<i>Fees (Tuition Fees)</i>	27
<i>Field Trips</i>	29
<i>Fingerprinting</i>	29
<i>Forgotten Materials</i>	29
<i>Fundraising Policy</i>	29
<i>Grading Scale</i>	29
<i>Homework</i>	30

<i>Honor Roll</i>	<u>31</u>
<i>Hot Lunch Program</i>	<u>31</u>
<i>Internet Access</i>	<u>31</u>
<i>Lost & Found</i>	<u>31</u>
<i>Media Center</i>	<u>31</u>
<i>Medical Forms & Medication</i>	<u>32</u>
<i>Parents for Progress</i>	<u>32</u>
<i>Parent Teacher Organization</i>	<u>33</u>
<i>Prayer</i>	<u>33</u>
<i>Promotion / Retention</i>	<u>33</u>
<i>Rainy Day Procedures</i>	<u>33</u>
<i>School Pictures</i>	<u>34</u>
<i>Spiritual Development</i>	<u>34</u>
<i>Sacramental Preparation</i>	<u>35</u>
<i>Smoke Free Environment</i>	<u>35</u>
<i>Social Activities</i>	<u>36</u>
<i>Solicitation</i>	<u>36</u>
<i>Special Needs</i>	<u>36</u>
<i>Standardized Tests</i>	<u>36</u>
<i>Student Records</i>	<u>36</u>
<i>Student Safety</i>	<u>36</u>
<i>Tardiness</i>	<u>37</u>
<i>Title I</i>	<u>37</u>
<i>Toys</i>	<u>37</u>
<i>Use of School Facilities / Grounds</i>	<u>37</u>
<i>Video/Photograph Release</i>	<u>37</u>
<i>Visitors</i>	<u>37</u>
<i>Weapons</i>	<u>38</u>
<i>Withdrawals / Transfers</i>	<u>38</u>
<i>Maps (Arrival/Dismissal)</i>	<u>39</u>
<i>Signature/Agreement Form</i>	<u>43</u>

Acceptable Use Policy

The Diocese of Orlando requires that all students and parents sign and return the Acceptable Use Policy (available on the Diocesan Website) prior to utilizing any school computer or device and their applications. Unacceptable behavior utilizing e-mail, social media, or any form of computer/electronic communication inside or outside of the school will not be tolerated and is subject to disciplinary action.

Accident Insurance

Every Child in Holy Redeemer Catholic School is covered by the diocesan insurance plan for the hours he/she is under school supervision. Coverage is secondary to the family's insurance.

Accreditation & Teacher Certification

All parish elementary schools must be accredited by the Florida Catholic Conference. Holy Redeemer Catholic School received full accreditation by the Florida Catholic Conference in 2002; reaccreditation occurred in 2009. HRCS received full accreditation again in the 2015-2016 Academic year. All faculty members are required to be committee members and participate in the Accreditation process.

All classroom teachers are degreed and certified by the Florida State Department of Education. Both certification for all teachers and accreditation for the school are required by policy of the Office of Schools of the Diocese of Orlando and the Florida Catholic Conference. Periodic accreditation reviews for the school are done one year and three years after it is accredited by the FCC. Teacher certification must be maintained through regular, on-going in-service education and professional workshops and conferences.

Admissions Policy

Holy Redeemer Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or ethnic origin in administration of education policies.

Students entering Kindergarten must be five years old on or before September 1st in order to comply with the Florida Statute 232.04 regarding entry age. Students entering the Pre-School Program at Holy Redeemer must be of appropriate class age on or before September 1st.

All students will be on a 90-day probationary period. We reserve the right to refuse admission if a child's discipline records fail to meet the school standards. Furthermore, if the parents fail to uphold their financial obligations or volunteer requirements, re-admission for the following year may be denied.

Florida State law also requires that all children entering Florida schools for the first time must be immunized against diphtheria, pertussis-tetanus, poliomyelitis, varicella, hepatitis B, rubella and measles unless exempt provided in Section 2 of the law. Every child entering and transferring to the seventh grade in Florida schools are required to complete vaccination against hepatitis B, a second dose of measles vaccine (preferably MMR) and tetanus-diphtheria booster. Every child entering a Florida school for the first time must present the school a Florida Certificate of Immunization or Exemption (HRS680). Immunization forms may be obtained at your doctor's office or at the Osceola County Health Department.

Applicants must provide the following records prior to acceptance:

1. Birth Certificate
2. Baptismal Certificate and Parish Certificate for Catholics
3. Student Physical Examination (HRS3040)
4. Florida Certificate of Immunization (HRS680)
5. Report Card from previous or present year
6. Latest standardized test score - to be mailed by the school
7. Teacher recommendation form - to be mailed by the school

Students are admitted to Holy Redeemer Catholic School in the following priority:

1. Current students
2. Siblings
3. Registered members of Holy Redeemer parish
4. Registered members of neighboring parishes
5. All others

Amendment of Handbook

The school retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Arrival and Dismissal Procedures

Morning Procedures: *(Please refer to the Purple Arrows Arrival Map on page 39 of this manual)*

All children are to be dropped off in the morning through the carpool line in front of the school buildings. **Children are to get out of the car from the door closest to the curb and not from the driver's side of the car.**

Drivers are not to exit their cars. There are middle school students and instructional personnel assisting with carpool to make it more convenient for drivers.

First bell rings at 7:45 am and, at this time, prayer begins in the breezeway. Students who arrive after the first bell are to enter the breezeway quietly and remain by the door and join in with morning prayers.

A student who is not in their homeroom classroom by 8:00am is considered tardy. Students who are tardy for class must **first stop** at the school office to receive a tardy slip before being admitted to class. Continued tardiness may result in the need for a parent conference with the teacher to discuss the problem. After five tardies, per Trimester, parents will be notified via email letter from administration and a cost of \$2.00 per tardy will be incurred through FACTS.

If parents have a business matter in the office or an appointment with school personnel, first drop off your children and then return to the designated parent parking area to park your vehicle **before** coming into the building. Due to fire codes, parking in the main driveway in front of the school building during school hours is not permitted.

Morning care is available at 7:00 am. For safety reasons, children may not be on the premises before 7:00 am. Doors will be open for students at 7:00 am.

Afternoon Procedures: (Please refer to Dismissal Maps on Pages 39 – 42 of this manual)

Pre-K, K & 1st grade without siblings in 2nd – 8th grades will be dismissed at 2:45 pm (1:45 pm Wed) through the carpool line in front of the school building. Please be sure to follow the map labeled with **BLUE** arrow.

Grades PreK-8 with Siblings AND grades 2-4 without Siblings will be dismissed at 2:55 pm (1:55 pm Wed) through the carpool line in front of the school building. Be sure to follow the map labeled with **RED** arrows.

Grades 5-8 without siblings and walkers will be dismissed at 2:55 pm through the carpool line in front of the church social hall. Be sure to follow the map labeled with **YELLOW** arrows.

The car sign indicating the student's name must be visible to those announcing carpool. Cars without tags will be asked for DL IDs.

NO PARENT OR GUARDIAN MAY WALK UP TO RETRIEVE CHILDREN DURING CARPOOL.
PLEASE STAY IN YOUR CARS UNTIL CARPOOL CONCLUDES. (Carpool is from 2:45 pm – 3:15 pm or 1:45 pm – 2:15 pm on Wednesdays.)

Walkers ONLY must be picked up at 2:55 pm in front of the Church Social Hall.

If parents have business in the office or an appointment with school personnel, they **may not** park in front of the school buildings during dismissal because it will block the carpool line and create an unsafe area for our children. They **must** park in the parent parking area and walk to the office.

Parents are to pick up their children promptly. Unless involved in school sponsored activities, children must leave the school grounds by 3:30 pm. After carpool concludes, any remaining students will be sent to the Extended Day Center for Learning Program. Fees will be assessed for students not picked up by 3:30 pm.

Every Wednesday Pre-K, K and 1st grade Students will be dismissed at 1:45 pm and 2nd - 8th grades will be dismissed at 1:55 pm. After carpool concludes, any remaining students will be sent to the Extended Day Center for Learning Program and a fee will be assessed for students not picked up by 2:30 pm.

Dismissal (early):

If a student is leaving school early, it is a requirement that a note from the parent be submitted stating the time and reason of the early dismissal. Parents/Guardians whose names are listed as emergency contacts are the only ones who may pick up the student and must come to the school office to sign out their child prior to the office calling for the child. **Early dismissal should take place before 2:00 pm (or 1:00 pm on Wednesdays). No student will be dismissed early after these specified times.**

Asbestos

Holy Redeemer Catholic School is inspected annually to assure an asbestos free environment.

Athletic Programs

Holy Redeemer Catholic School subscribes to the philosophy that sports and team participation are necessary ingredients for building mature and well-rounded individuals. Therefore, we actively participate in and support the Catholic Middle School Athletic Conference and the Catholic Youth Sports League. Students who choose to participate must

make a commitment to their team. To play on a school team is both a privilege and a responsibility, and it is imperative that those involved follow guidelines outlined in the Athletic Handbook (available on our website.)

All student athletes are required to maintain satisfactory academic grades and demonstrate an attitude of respect, sportsmanship, loyalty, and appreciation for teachers, classmates, and coaches of Holy Redeemer Catholic School.

Students must maintain a C average (70% - 79%) with NO failing grades in any classes in order to participate in any HRCS sports program. Students receiving disciplinary actions (including detentions or ISS) may NOT participate in HRCS sport activities, until determined by the administration.

The principal reserves the right to remove a student, temporarily or permanently, from any sports team.

Attendance and Absentee Policy

Please call the school office at (407)870-9055 before 9:00 am to report your child's absence.

At 7:45am, prayers begin in the breezeway. Students who arrive after the first bell are to enter the office area quietly and remain by the door and join in with morning prayers.

A student who arrives to their homeroom after 8:00am is considered tardy; teachers have already taken attendance for class change. Students who are tardy for school must report to the school office to receive a tardy slip before being admitted to class. Consistent tardiness may result in the need for a parent conference with administration to discuss the problem. After five tardies, per Trimester, parents will be notified via email letter or phone call from administration and a cost of \$2.00 per tardy will be incurred through FACTS.

Absences

Parents are responsible for the regular attendance of their child(ren) at school. In accordance with **Florida State Statutes**, a student in K-5 with more than 15 absences (whether excused or unexcused) in half of the year, may be **retained** for lack of attendance unless medical evidence of illness or injury is presented in writing from a competent medical authority. **For grades 6-8 a student with more than 10 absences in the half of the year may be retained under the same circumstances/conditions.** All educational requirements must be met before a passing grade will be assigned. The principal will have the final judgment on this issue.

Absences shall be excused for the following reasons only:

1	Illness or injury of the student.
2	Illness, injury or death in the immediate family.
3	Extensive medical procedures.
4	Other major family emergencies.

Absences are **unexcused** when taken for vacations, personal activities, and any other event not covered by the excused absence definition.

As noted above, parents are expected to contact the school prior to 9 a.m. each day a student is absent to avoid unexcused absences. Students arriving at school after 11:00 a.m. or leaving prior to 11:00 a.m. may be marked absent ½ day. Upon returning to school after an extended absence period (three days or more), the student, who has been absent, is also required to present a written excuse stating the date, the reason for the absence, and the signature of the doctor or parent. **Only** the principal may authorize an absence for special circumstances. Prior permission is normally required for such absences, except in case of an emergency. Family vacations during school time are strongly discouraged and will not be considered excused absences. Students will follow the make-up guidelines for an unexcused absence. Advance notice must be given prior to such an absence.

A record of attendance and tardiness is maintained for every student. State law requires that the student's attendance records be retained as part of his/her permanent record at the school. This is a legal document for all educational institutions.

A child returning to school after an absence or after leaving the school for a medical reason must present the homeroom teacher a dated and signed written excuse. Following an infection or communicable disease, a note from the doctor must be presented stating that the child is able to return to school. Should a lengthy absence be anticipated, the parents should notify the school in writing and make arrangements for missed work.

Excessive unexcused absenteeism may result in the student not being promoted.

Teachers are only required to prepare assignments for students that miss more than two days of school, as an excused absence. Teachers must be given 24 hours' notice to prepare the assignments, so that their regular teaching duties are not interrupted.

In the rare event of a planned absence, parents must submit to the principal (at least a week in advance) a written request explaining the absence. A planned absence will be classified as excused only if it is approved by the administration.

Absences due to medical or dental appointments will be excused for the time of the appointments only.

In case of an excused absence, the student may take all books with him/her on the last day of attendance prior to the absence and check the school website each evening to see what was covered and assigned in class. Or the student can receive a list of work which must be covered upon returning to class after the trip. In either case, the student will have the same number of days absent to complete this work and return it to the teachers. For example, if a student is absent for three days, three days after returning to school will be given to complete the assignment or make up assessments.

Birthdays

Holy Redeemer Catholic School understands that a child's birthday is a special day. Birthdays are recognized each morning and a special sticker are given to the birthday child. Small cupcakes may be brought to school and passed out during lunch in the cafeteria. No balloons, or party favors will be permitted; party favors will not be distributed at school. Treats are not to be eaten in the classrooms. Chewing gum is never permitted as a treat in school. In following good Christian behavior, a child who wishes to invite classmates to his/her personal party should include either all their gender class or the entire class. If only a limited number of classmates are invited, please mail the invitations. Distribution of limited invitations will not be allowed in the school. Limos are strictly forbidden in carpool lines and must only pick up students in the parking lot after 3:15 pm (2:15 pm on Wednesdays.) Persons entering the cafeteria, recess area or academic building must be fingerprint cleared by the Diocese of Orlando and Office sign-in required.

Board of Education (School Board)

The Holy Redeemer Board of Education is advisory to the principal and pastor, and assists in recommending school short and long term goals, assists in school improvement plan, monitoring the school's budget and supports the National Standards & Benchmarks for Catholic Elementary Schools. The School Advisory Chairs meet every other month.

Book Care

Textbooks are the property of school. All students are to care for their books and all property of the school in a respectful manner. Each child is responsible for the care of school books, materials and property belonging to the school. Restitution must be made by students for any damage caused to school books (assigned to individual students by number), materials and property. The nature of the restitution will be determined by the principal.

If a book is damaged or lost, a partial or full cost of the book will be invoiced to the student/family. Report cards may be withheld until damaged/lost book or school items are paid for.

Book Fair

The Media Center hosts two Book Fairs each year. Books and other items can be purchased. Proceeds are used for new materials for our Media Center and classrooms.

BYOT – Bring Your Own Technology

Purpose: Holy Redeemer Catholic School strives to provide all students with an equal opportunity for learning. We recognize that access to technology in school gives student greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st – century technology and communication skills. The purpose of this policy is to assure that the student recognizes the limitations that the school imposes on his/her use of Personal Technology Devices. In addition to this policy, the use of any technology also requires the student to abide by the Diocese of Orlando Acceptable Use Policy for students and the Holy Redeemer Catholic School Code of Conduct. During the course of the school year, additional rules regarding the use of Personal Technology Devices may be added. If this occurs, any new rule will become a part of this policy,

Definition of “Personal Technology Device” For purposes of BYOT, “Personal Technology Device” means a privately owned e-readers, cell phone, tablet, netbooks or laptops. Wireless Internet Access **WILL** be allowed on campus at this time for BYOT devices. **ALL devices** must connect through the HRCS network.

General Usage

B.Y.O.T. Holy Redeemer Catholic School Student Agreement:

Holy Redeemer Catholic School provides the opportunity for the students to bring a Personal Technology Device to school to use as an educational tool. The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her Personal Technology Device while at school. When abused,

privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code Conduct, as well as, the Internet Acceptable Use:

1. Wireless internet access is allowed at this time. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.
2. The student must obtain teacher permission before using a Personal Technology Device during classroom instruction or on school property.
3. The student use of a Personal Technology Device must support the instructional activities currently occurring in each classroom and lab.
4. The student must turn off and put away a Personal Technology Devices when requested by any teacher or staff member.
5. The student may use his/her Personal Technology Device before school, at lunch, and after school in **adult supervised areas only and only with the permission of the supervising adult.**
6. The student may not allow another student access to his/her Personal Technology Device.
7. The student may not use his/her Personal Technology Device to cheat on assignments or tests.
8. The student may not use his/her Personal Technology Device for any non-instructional purposes.
- 9. The student may not record, transmit or post any photographic images or video of a person, or persons on campus during school activities and/or after hours.**

Student acknowledgement that:

1. Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies in violation of this policy.
2. The school administration and/or tech team has the right to collect and examine any Personal Technology Device if it is suspected to be part of a violation of any of this policy and/or a violation of the Student Code of Conduct.
3. The Personal Technology Device must be charged prior to bringing it to school and must run off its own battery while at school.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply.

Student infractions will be documented as a referral for each offense.

Consequences for major offenses will be held to the discretion of Administration.

The consequences for minor infractions will be as follows.

- **1st Offense** = Personal Technology Device will be confiscated until the end of the school.
- **2nd Offense** = Personal Technology Device will be confiscated until the end of the day, the student’s parent must come in to retrieve it.
- **3rd Offense** = After review by the Administrative Team – loss of device privileges for 12 week period

Security Risks

Personal Technology Devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target such devices in school and on school grounds. A growing number of thieves steal the above mentioned devices,

specifically, for the sensitive data they may contain. Such information, if revealed, could cause embarrassment, loss of reputation, or significant financial or commercial impact.

To counter these risks, personal technological device security must be addressed in three ways;

1. Student responsibility; through increased user awareness of the risks and application of a security policy (this document).
2. Physical security; both in school, on school property, and when traveling to and from school.
3. Access control/authentication/password protection.

1. Student Responsibility

Holy Redeemer Catholic School and the Diocese of Orlando accept no responsibility for personal property brought to the school by students. This includes all Personal Technology Devices used in accordance with this policy. Students who choose to bring Personal Technology Device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their Personal Technology Device. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

2. Physical Security

Users should take the following physical security preventive measures.

- The device should be marked with the student's name for identification purposes if found. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others.
- The device should be carried in a case so as to ensure protection during times when the student is moving from class to class.
- The device should NEVER be left unattended for ANY period of time. **** If a device is left unattended, it will be picked up by staff and turned into the Technology Specialist or Administration.**

3. Access Control and Authentication

- To use a Personal Technology Device within the school, students must register the MAC address and serial number of the device with the Technology Specialist.
- Any student found connecting his/her device to the network using an Ethernet cable plugged into a wall jack or wirelessly, using a non-approved wireless connection, will have his/her device confiscated and lose personal device access privileges.
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- Any student using a Personal Technology Device for educational purposes uses it at his/her own risk.
- Holy Redeemer does not provide hardware and software support for any Personal Technology Devices or ensure uninterrupted operation.

Calendar of Events

Each year a calendar of events is available for viewing on our website. This calendar includes all the school activities in the year, holidays and special events. The administration reserves the right to make changes deemed necessary and will attempt to notify families through the school email system, monthly newsletter, or phone system. The Calendar of Event is available in print upon request.

Child Abuse Reporting

Holy Redeemer Catholic School will cooperate with investigations concerning reported cases of child abuse. In compliance with **State Law**, the school will report all incidents in which we have reason to suspect child abuse.

Clinic

Children are sent to the clinic for:

- Dispensation of medication (either prescribed by a physician or sent by a parent) with completed permission form
- The treatment of minor and/or serious injuries
- When there is evidence of illness

Office personnel staff our school clinic. **This is NOT a true medical facility.** They may clean and cover minor scrapes and cuts and/or apply ice to injuries. They do not provide "medical care." The school is not permitted to dispense any medication without a signed "Authorization to Dispense Medication" form, which must be on file. **We are not allowed to provide any over-the-counter medications**, such as Tylenol, aspirin, etc. If your child may need any such medication, it must be brought to the office along with the *Medicine Authorization Form*. Please mark the child's name on the container. We cannot accept permission over the phone to give your child any form of medication. Such permission must be in writing, per Diocesan policy.

All medications, whether prescribed or over the counter, are considered a drug, and the school must ensure proper handling and dispensing of any drug. An **Authorization for Medication Form** must be completed before any student can receive medication at school. This includes and is not limited to cough drops, sore-throat lozenges, aspirin, or acetaminophen. Medication must be in the original pharmacy label showing the child's name, name of medication and directions for administration. We suggest that you ask the pharmacist to prepare two containers: one to stay in school and one to keep at home.

All medication must be kept in the school office. This policy includes non-prescription medication as well as prescription medication. A note should be sent to the teacher explaining the need for medication and the dosing schedule so that the teacher can remind the student to go to the office at the proper time for the dispensing of medication.

A parent will always be called if the student is too sick to stay in school or is running a fever. We anticipate the child being picked up as quickly as possible. The clinic also provides a rest area with a cot. Parents need to pick up sick children within an hour of confirmed notification. The school is not equipped to handle illness of a serious nature. Children leaving school premises for medical reasons may be required to provide doctor's clearance before returning to school.

Communications

It is the policy of Holy Redeemer Catholic School that **no communication of any kind will be sent to school families through the school unless it has first been reviewed and approved by the school administration.** The Principal or her representative must review all items relating to athletics, class fund raising or activities, PTO programs and functions, student organization activities, or teacher requests prior to their dissemination to the school families or other outside organizations. This policy is intended to protect the school and its associated organizations by assuring that any and all printed communication leaving the school are in compliance with the philosophy, policies and practices of Holy Redeemer Catholic School.

If you wish to contact a teacher, please email them. Email addresses are located on the school web site. Telephone calls to the teacher or student during school hours interrupts the educational process. No teacher or student will be called from class for a telephone call, except for **extreme** emergencies. We strive to respond within 24 hours, but please allow 48 hours for the teacher to respond. **It is generally inappropriate to call a teacher, the Principal or any staff member at home or cell phone, unless there is an extreme or emergency situation.** If a parent does not receive a response to a phone or email request, please call the school. Students may only use the school telephone in case of an emergency, illness or cancellation of an after-school event. They are to seek permission through the school office to contact a parent/guardian.

The Code of Conduct

The Code of Conduct provides a guide for the behavior of the students and the logical consequences for failure to follow these guidelines. HRCS will implement a behavioral system which emphasizes the strengths of each child and focuses on positive improvements.

Consequences are seen as an extension of the instruction, rather than punishment. Thus, inappropriate behavior will result in logical consequences designed to teach and reinforce expected behaviors. When a student violates general rules of conduct, the teacher may use a variety of responses to point out and modify such behavior. These responses may include verbal warnings, check mark reminders, denying privileges, assigning service oriented consequences or after school detention. Parents will be notified if a problem continues, and the teacher or parents may call for a conference. If the cooperative efforts of the child, parent and teacher do not solve the problem, the administration will be contacted for further support and possible administrative action.

It is imperative that clear, consistent documentation of student behavior is kept by the teacher. Parents must also be consistently notified of any disciplinary action. All disciplinary incidents should be recorded on the Rediker Student Discipline Record form for clear communication to parents. It is equally important to obtain witness statements in situations where more than one student is involved. Students are to be separated, older students are to write their statement in their own words; younger students may relay their story to an adult who will write for them. Statements may also be taken from adult witnesses; i.e. teachers, assistants, and if necessary, parent volunteers.

Repeated disregard of school wide behavioral system rules or policies; blatant disrespect for students, school/parish personnel or property; or a single serious infraction may jeopardize a student's status. At the discretion of teachers and administrators, the student may be required to serve lunch or after school detention, suspension, or be asked by the Principal to withdraw from Holy Redeemer Catholic School, or in extreme situations, expulsion. **The final authority in the interpretation of the facts of any school behavior situation is the Principal.** ALL students are on a 90-day probationary period, at the beginning of the school year.

The following behaviors are **never** permissible and would result in serious consequences that may include suspension or expulsion:

- Fighting, bullying, threatening another student
- Blatant defiance of school/parish personnel
- Profanity or verbal abuse
- Continuous refusal to prepare assignments or participate in class
- Willful destruction of property or vandalism
- Stealing
- Possession of a weapon or other dangerous object
- Possession or use of tobacco products
- Possession, use or selling of alcohol, drugs, or inhalants

LEVEL I Infractions

Level I infractions are acts of misconduct that disrupt the orderly operation of the classroom or school function. Level I infractions are to be handled by the supervising teacher. Examples include, but are not limited to those behaviors listed below:

- Classroom disruption/disorderly conduct/insubordination
- Disrespect for others (may include gossiping, mocking or mimicking, name-calling or initial forms of bullying and/or physical contact)
- Dress code/personal appearance
- False and/or misleading information; lying
- Inappropriate language, verbal, non-verbal or written
- Unauthorized tardiness or absence from class

Logical consequences include, but are not limited to:

- Verbal reprimand
- Paying for damaged property
- Written apology
- Withdrawal of privileges (including sports or extra-curricular activities)
- Counselor and/or peer mediation
- Special work assignment
- Student behavior contract
- After-school detention
- Removal from activity

LEVEL II Infractions

Level II infractions are major acts of misconduct. This includes repeated acts of misconduct from Level I. Level II infractions must be reported to an administrator. Level II infractions will immediately result in parent notification and conference.

Examples of Level II infractions include, but are not limited to, those behaviors listed below:

- Cheating or Plagiarism
- Destruction or defacing of Property; vandalism
- Profane or abusive language or materials – including misuse of internet privileges
- Intimidating or threatening behavior
- Humiliating Publicly
- Excluding from the group
- Social rejection/pattern of bullying
- Continuous Teasing/pattern of bullying
- Intimidating or improper use of social media
- Stealing-Taking possessions (lunch, clothing, etc.)
- Extortion
- Sexual or racial taunting
- Unauthorized absence from school
- Possession of inappropriate material; i.e., electronic devices, questionable printed material (May be confiscated and not returned to the student.)
- Spitting, kicking, or any inappropriate physical contact/injury
- Safety violations – behaviors that interfere with the student’s safety or the safety of another

Logical consequences include, but are not limited to:

- After school detention
- In-school suspension
- Saturday school
- Out-of-school suspension
- Withdrawal of privileges (includes extra-curricular activities and sporting events)

LEVEL III Infractions

Level III infractions are the most serious. These must be reported IMMEDIATELY to the administrator and may result in a student’s immediate removal from school. Level III infractions include, but not limited to:

- Physical violence/inflicting bodily harm
- Possession, transmitting or use of tobacco products, drugs or alcohol
- Bomb threats/explosions or false emergency alarms
- Possession, use or display of any firearm, operable or inoperable; loaded or unloaded. Included in this category is any item which could be used to intimidate or inflict harm on another person.
- Sexual misconduct, including harassment

Level III infractions will be handled at the discretion of the Pastor and Principal following Diocesan and state and local agency guidelines.

The school reserves the right to search anything brought on school property or to a school activity.

Mutual Respect

Although it seems inconceivable, no teacher or staff member at Holy Redeemer School should ever be subjected to disrespectful words, actions or gossip or to either be verbally or physically assaulted by the parents or relatives of any student. Of course, it goes without saying that faculty and staff, as professional educators, should treat parents, students and others with similar respect and courtesy. Any such incidents cited above should be reported to the Principal verbally or in writing as soon as possible. The Principal will then contact those involved and any witnesses to the reported incident and will take such action as he/she deems appropriate to resolve the situation.

Bullying

As a member of the Body of Christ and part of the community of Holy Redeemer Catholic School, each person has a right to be treated with respect and dignity. No student, teacher or staff member has the right to treat another in a way which will knowingly cause physical or emotional pain. We are committed to making our school a safe and caring place for all.

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, humiliates, threatens/intimidates, or excludes someone on purpose.

If a student feels he/she is being bullied, the following steps would apply:

1. **If you feel safe to do so, tell the person doing the bullying to stop.** Clearly state, "I don't like what you are doing (or saying), please stop." Then give the person the opportunity to stop.

If you don't feel safe to say something to the person bothering you, immediately **report the incident** to your teacher or another staff member.

2. You will be asked to write your side of the story.
3. The person doing the bullying and the person being bullied will be coached separately, to create solutions and a plan for the future.
4. A bullying report form will be filled out for documentation purposes for each verified incident of bullying. The offending student will be issued a verbal warning and/or other consequences deemed appropriate by administration.
5. Parents will be notified. The offending child will be instructed to call his/her parent in the presence of the teacher or administrator and explain the inappropriate behavior.

Bullying will not be tolerated and will be subject to disciplinary action. Appropriate action will be taken which can include, but is not limited to, notification to appropriate authorities, parents, expulsion or termination.

We strive to maintain confidentiality when addressing issues of bullying. We will not discuss the consequences or discipline issued with any other persons, other than the child who is bullying and his or her parents.

Anyone can report issues with bullying behavior to a staff member. Through *Guidance* lessons and the *Steps to Respect Program*, students are taught to help out as "bystanders" if they witness or hear about others being mistreated. The negative effect of witnessing bullying behavior is serious and will be well documented, so we hope to empower all to be able to stand up to bullying.

All students should immediately report bullying to an adult if:

- They or someone else are in danger
- Someone is touching or showing private body parts (“Breaking the Touching Rule”)
- Telling the person bullying to stop (refusing) doesn’t work

Harassment

Harassment of any individual because of their sex, race, religion, color, national origin, age or disability is strictly prohibited by the Diocese. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any diocesan entity. Maintaining an environment free of discrimination and harassment is everyone's responsibility.

Search and Seizure

Teachers and administration reserve the right to inspect all articles on school property at any time. Prohibited items may be seized and kept in the administrative offices until claimed by a parent. A teacher may ask the student to empty pockets, bags, purses, etc. If suspected threats or danger to the student or school population exist, teachers may search a student directly. In cases of direct student searches, the parents will be notified.

Detention

The following outlines the detention process for faculty and students. This has been reviewed and updated in order to better ensure safety and accountability. Detentions are typically issued for students in grades 3-8.

- Level I infractions may incur a lunch detention. (Three lunch detentions will incur an after school detention.)
- Detention will be served with a designated teacher, within three days of infraction from 3:15 to 4:15 pm.
- Three after school detentions within the same grading period will result in an In-School suspension.

In-School Suspension

Students serving an In-school suspension will be permitted to work on school work, class work and homework. Students will meet with the Guidance Counselor and Assistant Principal for reflection and deterrence of repeated incident.

Saturday School

Saturday School will be held on scheduled Saturdays from 8:00AM until 10:00AM. Parents will be charged a pre-paid fee of **\$25.00** through FACTS. The student will take home *The Saturday School Form*, have it signed by parents/guardians and returned to the school the next day. Failure to return the signed form will automatically result in a 1-day out-of-school suspension.

Out-of-School Suspension

Short of expulsion, out-of-school suspension is the school’s strongest expression of disapproval for a student’s conduct. Once a student has received an out-of-school suspension, continued misconduct will result in permanent separation. Students who receive out-of-school suspension must complete all work as assigned. Quizzes and tests will be administered on the day of the student’s return. No additional time will be allowed. Students, who have been assigned an out-of-school suspension and fail to complete assigned work, will be graded appropriately.

Expulsion

If a child's behavior continues to be unacceptable to teachers or to other students, the administration may request the student to withdraw from HRCS. Such a request will be made at the discretion of the principal. **Any conduct not consistent with Catholic moral teachings and the philosophy of Holy Redeemer Catholic School constitutes grounds for possible expulsion.** The principal in conjunction with the pastor, and with the advice from the Office of Schools will, in all instances be the final arbiter in determining the grounds of expulsion.

The following offenses are deemed Level III offenses and serious enough for immediate expulsion and removal of a student from Holy Redeemer Catholic School:

- Physical violence/inflicting bodily harm
- Possession, transmitting or use of tobacco products, drugs or alcohol
- Bomb threats/explosions or false emergency alarms
- Possession, use or display of any firearm, operable or inoperable; loaded or unloaded. Included in this category is any item which could be used to intimidate or inflict harm on another person.
- Sexual misconduct, including harassment

Discipline with Purpose

Discipline with Purpose, as taught at NDAA, is premised on the Catholic Christian beliefs of the inherent goodness and value of every person. Each student is a child of God and, as His cherished creation deserves our respect and consideration.

The primary purpose of Holy Redeemer Catholic School is to provide a Catholic education in an environment permeated by the teachings of the Gospel. We support a positive approach to discipline. Our students need to realize that the observance of rules brings happiness to themselves and others. We strive to create a climate of controlled and responsible freedom.

The positive spiritual, academic, social and emotional development of our students provides the basis for all disciplinary actions. Consequently, the philosophy and policies of our system must be accepted. It may not suit every child or parent. We reserve the right to request that a child pursue his/her education elsewhere, should the child and/or parent refuse to accept the school rules and regulations.

Our students are expected to demonstrate:

- Appreciation for the blessing of a Catholic education.
- Reverence during times of prayer and religious activities.
- Participation in the liturgy, openness and effort in learning their faith.
- An effort to develop Christian leadership through service to others.
- Respect for the rights of classmates, teachers, parents and volunteers by contributing to an atmosphere that is safe and conducive to teaching and learning.
- Personal responsibility for learning, such as good study habits, effort, regular attendance, punctuality, completeness and quality of assignments and class work, honesty and integrity in actions and deeds.
- Respect for school and parish property, their own property and the property of others.
- Self-care: good grooming, personal appearance and compliance with the uniform code.

Our staff members support and encourage our students through:

- Demonstrating professional interest and attention to every student.
- Provide positive notification throughout the year
- Notifying parents when there is a concern about character development, cooperation with school or classroom policies, or issues with academic progress.
- Providing appropriate support to correct the concern.

Discipline away from school

Students are expected to model behavior consistent with the mission of Holy Redeemer Catholic School while off campus. The school administration reserves the right to discipline students for off campus conduct when it is determined that deliberate defamation of a teacher, student, or other member of the school, parish, or diocesan community has taken place. Public forums and community events include, but are not limited to, email, instant/text messages, Internet blogs, message boards, Web site postings, social networking, sporting events or field trips.

Conferences

Scheduled Parent-Teacher conferences for Pre-K through 8th grade are held each academic year. **These conferences are required** and the days are marked on the school calendar. Information will be sent home prior to these scheduled events. Please plan accordingly.

Divorced and Separated Parents

Divorced and separated parents must provide the school with a notarized copy of the custody section of the divorce or separation decree. The school respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to academic records and to other 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 court order.

Dress Code

Students are to arrive at school properly attired. It is the student's responsibility to be in complete uniform when he/she comes to school each morning. Uniforms are to be the proper size and worn appropriately. Uniforms are to be neat and clean. Shirts **must** be tucked in at all times. Skirt length must not be shorter than 2 inches above the knee, shorts 2 inches above the knee, and pants or shorts with belt loops must have a belt. Student may be asked to remain in the school office until he/she complies with school uniform policy.

School Uniform: *School uniforms should be purchased from GQ fashions (shirts/jackets with the school logo and pants will be embroidered with HRCS on the back)*

Primary and Intermediate Girls:

School plaid skort, green shirt with logo, white socks or white tights, Khaki walking shorts (not to be worn on Mass days)

Middle School Girls:

Plaid skort or skirt (must be knee-length), gold shirt with logo, white or black socks

Black walking shorts optional (not to be worn on Mass days)

Primary and Intermediate Boys:

Khaki shorts or long pants with black belt, green shirt with logo, white or solid black socks

Middle School Boys:

Black shorts or Black pants with black belt, gold shirt with logo, white or solid black socks

****Boys are required to wear long pants on Mass days for grades K-8.**

Shoes & Socks

Solid black, low top shoes are required. Solid black, low top athletic shoes are also worn for P.E. classes. Mary Jane shoes for girls can be worn on mass days. Solid white or black socks over the ankle, not higher than knee length, are required.

Girls

No make-up of any kind is to be worn while on school grounds. No nail polish or acrylic nails are allowed in any grade. A small religious necklace, plain non-dangling earrings (post earrings), one earring per ear, are allowed. All hair clips must match with the uniform. All other jewelry is considered inappropriate for a uniform. No piercing other than in the ears. Bleached/dyed/colored hair and extreme hair styles are not allowed.

Boys

Hair is to be neatly trimmed. No extreme hairstyles, bleached/dyed/colored hair are allowed. Extreme hairstyle is to administration discretion. Hair length must be above the ears, above the eyebrow, and off the back collar. A small watch, and small religious necklace may be worn. All other jewelry is considered inappropriate for a uniform.

P.E. Uniform

- Green P.E. uniform mesh shorts and goldenrod T-shirt with logo; cotton shorts for primary grades are allowed. (purchased through GQ Fashions)
- P.E. mesh shorts, sweat or track pants are worn during the winter season (through GQ Fashions)
- P.E. uniforms must be worn by all children during physical education classes and designated field trips.
- Students K through 8 must wear their P.E. uniform to school on days of scheduled for P.E. **EXCEPT ON MASS DAYS WHEN ALL STUDENTS ARE TO WEAR THEIR DRESS UNIFORMS.**

Pre-Kindergarten Uniform

Students wear the P.E. uniform (through GQ Fashions) - green uniform P.E shorts and goldenrod T-shirts with logo and solid white socks and solid black shoes as their school uniform daily.

Winter Months

Students may wear the hunter green sweatshirt or jackets with the school logo. A Hunter Green sweater without the logo may be worn with the uniform (all non-uniform jackets or sweaters must be removed in the classroom.) Long sleeved uniform shirts are available. Track jackets with logo and track pants may be worn. **No long or short sleeved undershirts may be showing.** In addition to white or hunter green socks, girls can also wear white, black or hunter green tights with their uniform (no leggings). Sweaters and jackets may be worn only during cold or inclement weather (December-March).

For P.E. classes students will wear hunter green sweat shirts/sweat pants with the school logo.

NOTE: Inappropriate jewelry, articles of clothing, etc. are subject to confiscation.

Parents of students who violate the dress code will be contacted; students will remain in the office and be counted as absent until the situation is remedied. **The administration reserves the right to judge the appropriateness of the student's appearance.** These guidelines have been formulated in an effort to ensure an environment conducive to learning.

2017-2018 N.U.T. Days (see the school calendar for specific dates)

N.U.T. Days will be held monthly. The cost will be \$2.00 per student, charged through FACTS monthly, unless prepaid for the year at "Meet & Greet."

NUT Day Guidelines: Shorts are to be the same length as the uniform shorts. No sloppy or ragged clothing. Tops must have a sleeve and may be t-shirts or polo shirts. Tank tops, tube tops, halter tops, or shirts with without sleeves are not allowed. Low cut or revealing shirts are not allowed. Belly buttons must be covered even when arms are extended. See-through clothing is not allowed. No underwear of any kind may be showing. Shirts that advertise alcohol, drugs, tobacco, or promote ideas that are unacceptable or obscene by school standards are not allowed. Tight clothing is **NOT** allowed. All pants **MUST** be clean, without holes and sit at the waist (not lower). Skinny jeans, leggings, skin tight jeans or clothing are **NOT** allowed. Shoes must have a back and closed toed. Slides, sandals or flip flops are **NOT** allowed. All hair, make-up and jewelry rules remain the same as the handbook states for the uniform. The school reserves the right to loan children a t-shirt or ask them to call home should clothing be unacceptable.

2017-2018 N.U.T. Days: Please refer to the current school calendar.

Electronic Devices

Our first priority at Holy Redeemer Catholic School is to educate our children in a safe, nurturing and respectful environment free from distraction. Please find the policy on BYOT (Bring Your Own Technology) for educational purposes on our school website.

ALL TECHNOLOGY DEVICES BROUGHT TO SCHOOL MUST BE REGISTERED WITH A PERMISSION FORM.

Personal Possessions

Students should not bring to school any possessions that are distracting to the learning process (stuffed animals, backpack toys), expensive to replace/repair, or anything that could pose a danger to themselves or the school population. Some examples include but are not limited to: radios, MP3 players, handheld game devices, iPods, cameras, music players, playing cards and toys.

Any specific item taken by the teacher or member of the administration will be returned to a parent only once. Any subsequent infraction with the same item will result in the item not being returned until the end of the academic year.

Cell Phones

Students may not use cell phones or other electronics during school hours unless the use is for educational purposes. Students may bring cell phones to school for after-school use when involved in activities. During the school day, cell phones must **remain OFF and turned in to the homeroom teacher daily**, unless it is used during instruction. If a student uses cell phone during school hours to make a call, respond to a call or to send or receive a text message, the phone will be confiscated until the end of the school day. Use of a cell phone during testing will be considered cheating and handled accordingly. All students must register their electronic device with the Assistant Principal before bringing it to school.

The school is not responsible for the loss or damage of any electronic device. The school office telephone is available to all students after school in the event of an emergency as constituted by the administration.

Students who do not adhere to the above policy will have item(s) taken and forwarded to the school office. In order for item(s) to be released, parents will be required to sign a release form. After a second offense, the item(s) may be kept until the end of the school year.

Electronic Mail

E-mail addresses for faculty are posted on the school's home page. Parents must accept the responsibility to monitor a child's e-mail communication. No electronic mail between teacher and student is permitted unless a parent is also included. Emails from a teacher to a parent are saved for one year. We strive to respond within 24 hours, but please allow 48 hours for the teacher to respond to an email message. Being that email can be very subjective, please use proper email etiquette when communicating with teachers and administrators via email.

School emails and school phones are provided for school-related communication with a staff member. Personal phone numbers and emails are not provided to ensure privacy.

Students in Grades 4-8 will be issued a school email to be able to log on to the PlusPortal and access grades and assignments. Students may only email within the HRCS. Any misuse of email is considered an AUP violation and will result in disciplinary action.

Emergency procedures

Fire Drills

Fire Drills are conducted monthly so that students will understand clearly what is expected of them in case of an actual fire. When a fire drill is conducted the alarm will sound. Students will exit the classroom in single line **without talking or running**. The teacher must be at the end of the line with his/her register or grade book. The teacher must take roll immediately after the class has reached its assigned position. If a student is missing, word must be sent immediately to an administrator. All students who are present in school must evacuate. Students who are away from their classes when the fire alarm goes off should go immediately to the area assigned to their classes or go out with another class and then report to their homeroom teacher. Teachers will be notified when it is time for students to return to class. All students must return to class in silence.

Emergency School Closing

In the case of inclement weather, Holy Redeemer Catholic School will follow the guidelines set by the Diocesan Superintendent of Catholic Schools.

These Guidelines are as follows:

- If the Osceola County public schools close due to the impending storm, Holy Redeemer Catholic School MUST also close.
- Holy Redeemer Catholic School MAY re-open before the public schools if the school building and roads are safe.
- Although the Diocese contacts the newspapers, TV, and radio stations, we are subject to the media's willingness to list our school closure and re-opening announcements. Any attempt of notification is subject to the availability of utility services.

Therefore the following procedures will be utilized in the event Holy Redeemer Catholic School re-opens earlier than the Osceola County Public Schools:

1. The school's phone messaging service and Email accounts will notify parents of the school re-opening. **Therefore we ask you to keep the school office updated with your most current phone numbers (cell and land lines) and e-mail account.**
2. There will be an updated message on the school's main answering machine
3. Access Holy Redeemer Catholic School (www.hrcschool.com), the Diocese (<http://schools.orlandodiocese.org/>) for updated information
4. The marquee at the front of the school will be updated as necessary
5. MOST IMPORTANTLY – Please use your common sense and good judgment

Extended Center for Learning Program (EXCEL)

Students are not permitted on school grounds before 7:00 am as there is no adult supervision. For the safety of the students, supervised care is provided beginning at 7:00 am. No fee is charged for this service.

Since August 2013, HRCS has provided after-school extended day care services on campus.

For their safety, **all students** remaining on campus after dismissal are required to attend the Extended Center for Learning. **This program is available from school dismissal time until 6:00 pm at a cost of \$45.00 per week or \$10 per day, after a registration fee of \$25 per student.** This will be the only supervision of students who remain on campus after 3:15 pm (2:15 pm on Wednesdays.) **Parents are responsible for payment for this service through FACTS only.** All students MUST be registered at EXCEL if the program is expected to be needed during the school year.

Students arriving at the Extended Center for Learning after sports or other after-school activities must be escorted by a coach or a responsible adult and sign in. Because of our commitment to the safety of every child, any child (PK-8) remaining on campus after school hours without a sanctioned adult supervision will be taken to EXCEL and the parent will be responsible to pay the specified fee.

For more information about EXCEL, please refer to the EXCEL's Policy Manual.

Fees: 2017-2018 Tuition Rates for New Student Registration

PRE- KINDERGARTEN THROUGH GRADE 8

1 student	\$6,275.
2 students	\$12,050.
3 students	\$17,825.

- For four or more children please call the school office for rates.
- These rates are for registered parishioners only. Any family receiving Step Up, AAA, McKay, PLSA, VPK, or Parish subsidy will not be eligible for a Multiple Child discount. Only one scholarship can be applied per child.
- For non-Catholic rates, please call the school office.
- **Registration Fee is \$250.00 per student.** The registration fee is nonrefundable if the student is accepted.

Re-Registration and Re-Enrollment

This payment is due at the time of re-registration:

Early Re-Registration Returning Students (Feb.-March 1st 2017) \$150.00

Re-Registration and Open Registration for New Students \$250.00

FACTS TUITION is a management company that Holy Redeemer Catholic School uses for collection of the tuition. All parents are required by the Diocese of Orlando to utilize the service.

Tuition Guidelines

1. Tuition is collected semi-annually or on a monthly basis (12 months) through FACTS automatic deduction program.
2. Families may opt to pay the year's tuition in full at the beginning of the school.
3. Delinquent accounts will be notified and given a maximum of fifteen (15) days to make the delinquent payment.
4. If, after fifteen (15) days, the delinquent payment has not been made, a second notification will be attempted.
5. Any accounts delinquent after **sixty (60) days** may result in dismissal from the school.

Without fiscal stability, Holy Redeemer Catholic School cannot continue to provide students with high quality Catholic education. Fiscal stability is only possible with the cooperation of all families involved. The School Finance Committee of the School Board, in an effort to ensure that needed operational funds derived from tuition be both timely and sufficient, utilizes a policy concerning late or overdue payments. Anytime a problem arises with tuition not paid through FACTS, this committee is notified and action is taken accordingly. Parents sign an agreement each year to follow these guidelines. This policy is intended to serve the needs of the entire community.

Delinquent Accounts

If your tuition is made on a monthly basis and you do not have sufficient funds in your checking account or savings account for a FACTS deduction, FACTS will attempt to debit your account a total of four times to deduct the total for the current month. If they are unable to deduct your monthly tuition, you will be notified by FACTS and school office. At this point you must pay your monthly payment directly to the school office with a money-order (NO CASH ACCEPTED) and your FACTS tuition account will be credited by the school office. If no attempt is made to pay within a week after you have received notification from FACTS, you will be required to meet with a school representative to discuss your situation and tuitions payments.

If there is a financial hardship and tuition payment cannot be made, the parent(s)/guardian must contact the school and set up an appointment to discuss payment options. The parent(s)/guardian have the responsibility to inform the Principal as soon as possible of any change in maintaining your financial obligation. This will not relieve you of your financial responsibility but will enable the Principal and parents to work toward a resolution.

Financial Assistance

Financial assistance is allocated during the current school year. If the parent indicates a need for financial assistance, a request form must be completed. All financial assistance forms are the same throughout the Diocese of Orlando and are processed through FACTS.

All families will be required to show FACTS application and verification that they have applied to all scholarships (if this is a hardship, see school office). Families are also asked to show application and denial from Step-Up or AAA Scholarships. Payments can be divided into 11 installments if they begin in June or 10 installments if they begin in July. The tuition management company charges a one-time yearly fee per contract with them, usually one

per family. The payments are automatically withdrawn from the family's savings or checking account. The tuition management company charges a penalty fee for each time they are unable to withdraw the money from the account.

Field Trips

Field trips are considered part of the curriculum in all grades. They are educational and enrich the experiences of the child. Students can be denied participation of a field trip if they fail to meet behavioral requirements. The permission slip form from the Diocese of Orlando will be sent home in advance of the field trip and should be returned by the prescribed deadline. Only those students who return this permission slip signed on time by a parent will be allowed to go on the field trip. This permission slip cannot be altered or added in any way. The school cannot accept letters stating that the child may go on the field trip. Phone calls will not be accepted in lieu of the Diocesan permission slip form.

Fingerprinting

In accordance with Diocesan Policy, all parents and family members must have Diocesan cleared fingerprints on file in the school office before they can volunteer on campus or participate in field trips. A fingerprinting fee must be made payable to the Diocese of Orlando. Instructions on the fingerprinting process can be found on our website, by typing *Fingerprints* in the search box.

Forgotten Materials

Should a student forget an assignment, materials or items needed for class, the school office will not interrupt the learning environment during the school day to deliver any forgotten items. Forgotten medication or lunches will be accepted by the office staff and will notify the student at an appropriate time.

Fundraising Policy

The Parent Teacher Organization is responsible for many school fund raising activities and projects all of which benefit our school. Parents will be notified of all events and activities by the PTO in advance.

Grading Scales

Students in K-2 will be using the Diocese of Orlando skills-based report card with the following scale-

P- Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy

DP – Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for this trimester.

EP - Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.

IP – Insufficient Progress: Student work has not shown sufficient progress or lack of progress may be a result of other actions that warrant immediate concern.

The following grading scale for **students in grades 3-8** is legislated for schools in the Diocese of Orlando, as well as the Standards Proficiency scale below.

- A** (90-100%) Outstanding Achievement
- B** (80-89%) Above Average Achievement
- C** (70-79%) Average Achievement
- D** (60-69%) Below Average Achievement
- F** (0-59%) Unsatisfactory Achievement

P- Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy

DP – Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for this trimester.

IP – Insufficient Progress: Student work has not shown sufficient progress or lack of progress may be a result of other actions that warrant immediate concern.

Blank – Not taught OR Not Assessed during this trimester

Trimester core subject grades for students in grades 3-8 are reflective of a student’s performance in meeting grade level standards and benchmarks. Students will also be assessed according to the following behavior scale for responsibility, participation, assignment completion and interpersonal skills.

Behavior Scale:

- 1-Student **consistently** demonstrates this behavior
- 2- Student **sometimes** demonstrates this behavior
- 3- Student **seldom** demonstrates this behavior

Description of Behaviors of a Learner

Responsibility: Student successfully adapts to classroom practices and routines

Participation: Student actively participates in classroom discussion and activities

Assignment Completion: Student completes assigned tasks within the assigned time limits

Interpersonal Skills: Student displays respect for others; interacts appropriately in cooperative group, classrooms, and school settings

Homework

Homework is an essential part of an education program. It is intended to reinforce skills and to develop initiative, independent thinking, and responsibility. A daily amount of homework is to be expected at each grade. Providing practice and enrichment, homework is a serious and essential portion of the Holy Redeemer Catholic School curriculum. Homework will be posted via Parent Portal.

Homework should be turned in on the due date and during the class for which the homework was assigned. If homework is not turned in, the student will be assigned lunch detention and will participate in a required study hall after school. Parents will be responsible for late pick-up. These consequences will continue to be assigned until all assignments are completed and turned in to the teacher.

We urge parents to help their children develop good study habits early in life by setting aside a definite time for study each night. Children should study away from television and other disturbing noises.

Honor Roll

The purpose of the honor roll is to reward outstanding scholastic achievement. We honor students in Grades 6-8 that are highly motivated, responsible and hard working. These qualities are reflected in their school work.

Qualifications for High Honors

A grade point average of 4.0 must be earned in all subjects; and all 1's on the Behavioral scale.

Qualifications for Honors

The minimum grade point average of 3.5, with no grade below a B, must be earned overall; and all 1's on the Behavioral scale. Students must have a majority of "A" in the core: ELA, Math, Science and Social Studies to achieve honor roll.

*****Students are NOT eligible for the Honor Roll if they receive an after school detention, Saturday detention, or In-school suspension during the trimester.*****

Hot Lunch Program

Hot lunches are available for students Monday through Friday through the Osceola County Public School Lunch Program. We require students to order hot lunches monthly and bag lunches are permitted, but no soda is allowed at lunch. Unfortunately, no food items from home will be heated for students. Should a student forget their lunch, a meal may be provided at a surcharge to the parent, which will be billed to the parent F.A.C.T.S. account. Parents will be notified before food is provided to students. **Food from outside establishments such as McDonalds, Burger King, Wendy's, etc. is not permitted at HRCS; student will be asked to eat in the office area.**

Internet Access

Parents should carefully monitor their children's use of the Internet. During school hours, monitoring takes place at Holy Redeemer Catholic School. Before students are permitted to access the Internet at school, an Acceptable Use Policy form signed by both the parent and the student must be on file. For personal use of electronic equipment, a BYOT Policy Form must be on file for each device. Engagement in online blogs, such as, Facebook, Instagram, etc., will result in disciplinary action, if the content of the student's blog includes defamatory comments regarding the school, the faculty, church, or HRCS students.

Lost and Found

Please mark all children's clothes and belongings with full names with a permanent marker.

Lost and found articles are kept in the school clinic and will be placed on a table in the breezeway on Fridays. Every effort will be made to return lost items. If an unmarked item is not claimed within 15 days, the item will be donated.

Media-Tech Center

Students are encouraged to adopt a spirit of responsibility in all areas of their student life, which includes the responsible use of the library and its materials. The Media Center is open daily from 7:15 am – 3:30 pm.

1. Students are responsible for checking out books and returning them before they are overdue.
2. Students are responsible for returning library books in good condition and paying for any book that is damaged or lost.
3. All computers are under the AUP of the Diocese.

Medical Forms and Medication

All medications, whether prescribed or over the counter, are considered a drug, and the school must ensure proper handling and dispensing of any drug. An **Authorization for Medication Form** (available at the administration office) must be completed before any student can receive medication at school. This includes and is not limited to cough drops, sore-throat lozenges, aspirin, or acetaminophen. Medication must be in the original pharmacy label showing the child's name, name of medication and directions for administration. We suggest that you ask the pharmacist to prepare two containers: one to stay in school and one to keep at home.

All medication must be kept in the school office. This policy includes non-prescription medication as well as prescription medication. A note should be sent to the teacher explaining the need for medication and the dosing schedule so that the teacher can remind the student to go to the office at the proper time.

Operating School Norms

During transition times, students will be expected to walk silently to their next class or scheduled event. Based on our Root Beliefs, students are expected to follow a school wide behavioral system to positively impact all.

Parental Home Norms

In support of HRCS and NDAA's commitment to provide an environment where all students can develop to their full potential, it is critical that students be provided by parents/guardians, with the following essentials for learning:

Regular and consistent attendance at school (tuition aid can be lost due to excessive absences or tardiness)

Being on time each school day

Behavior that is conducive to learning

Ten hours of sleep each night

Three nutritional meals daily (breakfast is especially important)

Dress comfortably and appropriately

Wear the school's uniform

Dress for the weather

Dress for safety

Dress to contribute to the educational environment

Dress for SUCCESS

Prepared with materials, supplies and homework

Reliable transportation to and from school

Good health

Free from fear, both physically and mentally

Parents for Progress (Volunteering at HRCS)

Every family registered at Holy Redeemer Catholic School is encouraged to contribute volunteer hours to the school and/or church during the course of the year, in order to assist in the progression of our school.

Opportunities to volunteer are virtually endless. The PTO helps parents and guardians find volunteer opportunities that fit their schedule and lifestyle. Teachers and Instructional Assistants may also facilitate parents and guardians in finding hours. Whether it is helping out in the lunchroom/classroom during the school day or yard work on the weekends, the school is constantly looking for volunteers to help improve our school.

All volunteers working with children and vulnerable populations **must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando**. In order to fulfill the safe environment training requirement, one must watch the 20-minute video "Protecting Our Youth" and then subsequently complete the on-line quiz, which consists of 13 questions. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with

their teen at the time of the fingerprinting so they can sign the FDLE/FBI waiver (signature pad). Complete instructions on the fingerprint process can be found on our website, simply by typing *Fingerprinting* on the search box. Sign up for a fingerprint appointment is available on the Diocese of Orlando home page.

Volunteers on the HRCS property do not hold HRCS responsible or liable for any accidents or injuries while performing volunteer duties.

Volunteers are encouraged to log in hours on the school check-in computer in the front office or by completing an on-line form located on the HRCS website. Self-reporting volunteer hours are accrued through a variety of services to the parish and school including, but limited, to the following:

- Assistance to teachers (teacher directed in classroom or at home)
- School fundraising programs
- Special school activities
- Coaching and/or assisting with school sports activities (sponsored by the Catholic Youth league and the Catholic Middle School Athletic Conference)
- Library assistants/reading group
- Sales of School fundraisers during weekend masses
- Service on the School Board committees/ PTO
- Parish ministries, including Eucharistic ministers, lectors, hospitality, greeters, choir members, catechists for parish religious education.

Parent Teacher Organization (PTO)

This is an extension of both the school and family communities. Your active involvement is important. The PTO Board meets each month and meetings are marked on the school calendar. The function of the PTO is to provide activities for students and parents, organize volunteer efforts and perform fundraising for the school. Reminders of upcoming activities are listed on the school website and calendar.

Prayer

Prayer is an integral component of our faith expression and the centering element of our lives as Catholic Christians. Prayer and prayer rituals are incorporated into every aspect of our school day. Morning and afternoon prayer is part of each day with the entire school.

Promotion/Retention

Promotion and retention are based on individual assessment of student progress. If a student is a possible candidate for retention, parents will be notified via written communication or direct conference.

Rainy Day Procedures

Please remember that rainy days might cause procedures to be irregular. Drivers will need to be extra cautious and patient. Students from RED line will remain inside the school building and brought to the cars; students from the YELLOW line will be dismissed from the social hall.

School Pictures

Individual school pictures are scheduled during school time. There is also a make-up day for those students not in school on the day school pictures are scheduled. These dates are marked on the school calendar and specific instructions will be sent home. Fall – school/class pictures Spring – dress-up with Sunday best. No makeup.

Student Id's are expected to be worn all day; clipped on shirt collar and free of stickers; lost or defaced IDs will need to be replaced and will cost \$5.

Spiritual Development

School Mass/ Liturgy

Religion is taught in each grade and is reinforced by a Liturgy/ School Mass. Students are required to wear the appropriate uniform for all Masses and to practice reverence for all liturgies by being on time. Parents are welcome to attend and are invited to engage in the prayers and worship at Mass.

Mass on Holy Days of Obligation

Each family making a commitment to Catholic education is encouraged to celebrate the Eucharist with our larger parish community every Sunday or Saturday Vigil Mass. Parents are to turn in their weekly envelopes for the weekly offering at the Sunday masses. Please note that the weekly school Mass on Friday does not exempt our obligation to attend Mass on Sunday.

Rosary & Benediction

At various times throughout the year, the school community will gather in the Church to pray the Rosary or participate in Benediction. These are special devotions to our Blessed Mother and the Holy Eucharist. The students lift up weekly prayer requests that are offered in complete faith. Parents and community members are welcome to come and pray with our children. During Holy Week, the students will participate in the Stations of the Cross.

Service Program

The philosophy of the student service program is to provide students with hands-on experiences in building the Kingdom of God: to have an understanding for the needs of the larger community, plant seeds of hope, compassion, and mercy in the hearts of our children as they serve the poor or those most in need, and develop leadership skills to empower students to be involved in social justice. Students are required to participate in class projects. Middle school students are required to complete service hours to be determined by the religion teacher. These hours may be completed as a class and/or individually.

Student Retreats

Retreats provide a spiritual experience for students to grow in their relationship with Jesus through planned activities and prayer in a different setting away from school. The school organizes annual retreats for students throughout the school year. Students are required to participate in retreats. More information will be announced in the year.

Religious Education

All HRCS school students are required to attend formal classes in religion. It is expected that all students, regardless of religious affiliation or belief, will participate fully in the religious/spiritual activities at the school, including Mass, liturgies and prayer services. Diocesan guidelines are followed to develop the curriculum plan for each grade, and are centered on four major themes:

- Doctrine and Scripture
- Prayer and Liturgy
- Faith Response/Morality
- Family Life

Christian Family Life Program (Health Education and Human Sexuality)

Family life education is the primary right and responsibility of the parents. Throughout the school year we will keep you informed of programs your children will participate from the Diocesan curriculum on Health Education and Human Sexuality, and provide age appropriate content and self-awareness. Diocesan approved curriculum: RCL Benzinger Family Life

Sacramental Preparation

Sacraments are beautiful spiritual events in the lives of individual Catholics and of our parish as a faith community. The Director of Faith Formation for the parish is responsible for the preparation of children and adults for the sacraments of initiation (Baptism, Communion, and Confirmation). Therefore, it is the Faith Formation Office that schedules the dates of all activities related to the sacraments and the sacramental celebrations themselves as part of the parish calendar. The school will facilitate communication between the Director of Faith Formation's office and our school families. Typically, students are prepared for sacraments as follows:

- First Reconciliation & Communion -- 2nd grade and up
- Confirmation -- 8th grade and up

These sacramental preparations demand certain key prerequisites:

- Parents must be involved in the student's preparation and attend the required meetings, sessions and/or retreats as needed. Many of these events will occur outside of the regular school schedule so that all families preparing for sacraments of initiation can come together as a parish community of faith.
- In preparing for each sacrament, it is important to understand that Sacraments celebrate key spiritual events in our lives and **help affirm the faith that is already being practiced**. For this reason, it is important that parents and their children practice the faith, especially through regular attendance at Sunday Mass.

Smoke Free Environment

Holy Redeemer Catholic School is a smoke free and tobacco free environment. Use of these products is prohibited in buildings, hallways, stairways, and outside areas of the building.

Social Activities

Social activities appropriate to the various age groups in the school may be planned during the course of the year. However, a social activity will carry the sponsorship of the school only when announcements for it come from the school administration or it has the administration's explicit endorsement. The school feels strongly that certain social activities are not generally suitable at the level of development found in elementary school students and such gatherings are not encouraged.

Solicitation

Any solicitation, other than school or parish fundraising projects, is not permitted within Holy Redeemer Catholic School.

Special Needs

Holy Redeemer Catholic School is committed to helping all children with special needs within the means that are at our resource disposal. Holy Redeemer Catholic School cannot guarantee specific accommodations or achievements of any students with special needs.

Standardized Tests (IOWA/ITBS –check grade levels below for tests)

HRCS administers the following tests during the school year:

- *IOWA Test of Basic Skills* to all students in Grades 2-8
- The *Cognitive Abilities Test* to all students in Grades 3 and 7
- The *ACRE* (Assessment of Catholic Religious Education) to all Catholic students in Grades 5 and 8
- NWEA/MAP testing Fall, Winter & Spring (Grades K-8)

The testing dates will be marked on the school calendar. Results of standardized tests will be made available to parents.
Standardized Testing in the Diocese of Orlando

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is not “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempt from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed only when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

Student Records

Accurate and current files for each student are maintained in the school office. Student records are always handled in a confidential manner.

Senate Bill 622, Omnibus Education Act, amends 232.23 Florida Statutes; require each school to maintain a permanent cumulative record for each pupil containing the date, as prescribed by Regulations of the State Board of Education.

The Act exempts the cumulative record from the Florida Public Records Law by limiting access of the record only to the superintendent, the professional staff of the school, the parent/guardian of the pupil, a court of competent jurisdiction, and to such other persons authorized in writing by the parent, guardian or principal.

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing and must be in presence of a witness delegated by the principal.

Student Safety

Both the Diocese of Orlando has given specific guidelines, and Holy Redeemer Catholic School has measures in place to protect your children in order to ensure their safety. Wrongful conduct on the part of employees, volunteer, coaches, or students will not be acceptable.

Tardiness

A student who arrives to the classroom after 8:00 am is considered tardy. Students who are tardy for class must first stop at the school office to receive a tardy slip before being admitted to class. Continued tardiness may result in the need for a parent conference with the teacher to discuss the problem. After five tardies, in a twelve week period, parents will be notified via email letter from administration and a cost of \$2.00 per tardy will be incurred through FACTS.

Title 1/Speech

Our school, through the Osceola County Education Board, will offer students the opportunity to participate in resources from Title 1. Title 1 is a federally funded program which uses computer oriented materials to assist students who may need extra practice or enrichment in reading and math skills. This program is offered to our students locally. Parents of students who qualify will be notified at the beginning of the school year. Parents must sign and return permission forms for students to be eligible for Title 1 services.

Speech services- will be a 3rd party vendor

Use of School Facilities/Grounds

Holy Redeemer Catholic School is a ministry of Holy Redeemer Church and occupies buildings belonging to the church. Parents wishing to use the buildings before, during or after school must seek permission from the Principal. Students who participate in non-school related activities on church grounds will not be supervised by school personnel. Parents are responsible for ensuring adequate supervision when school is not in session for non-school related events.

Video/Photograph Release

In accordance with the Diocesan Policy, parents are required to sign a release for their children's photos to be used, or not used, in connection with publicity for the school. If not signed at registration, you can find the form on our website. Please sign and return.

Visitors

Visits to and contact with the school are encouraged in a number of formal and informal circumstances. There is, however, a specific procedure to follow to ensure academic continuity and to minimize interruption and distraction of the learning process. All persons entering the school during school hours **must** sign in at the school office, state the location of volunteer work, and receive a visitor pass.

Volunteer passes will only be issued to those who have completed the Diocesan fingerprinting process.

This is for the protection of all the students. All messages to students or school personnel during school hours must be channeled through the school office. No adult is ever permitted in the classrooms with any messages during school hours unless given explicit permission by the school office. Any messages for the entire school body or a particular class or group of students must first be submitted to the school administration for approval and delivery.

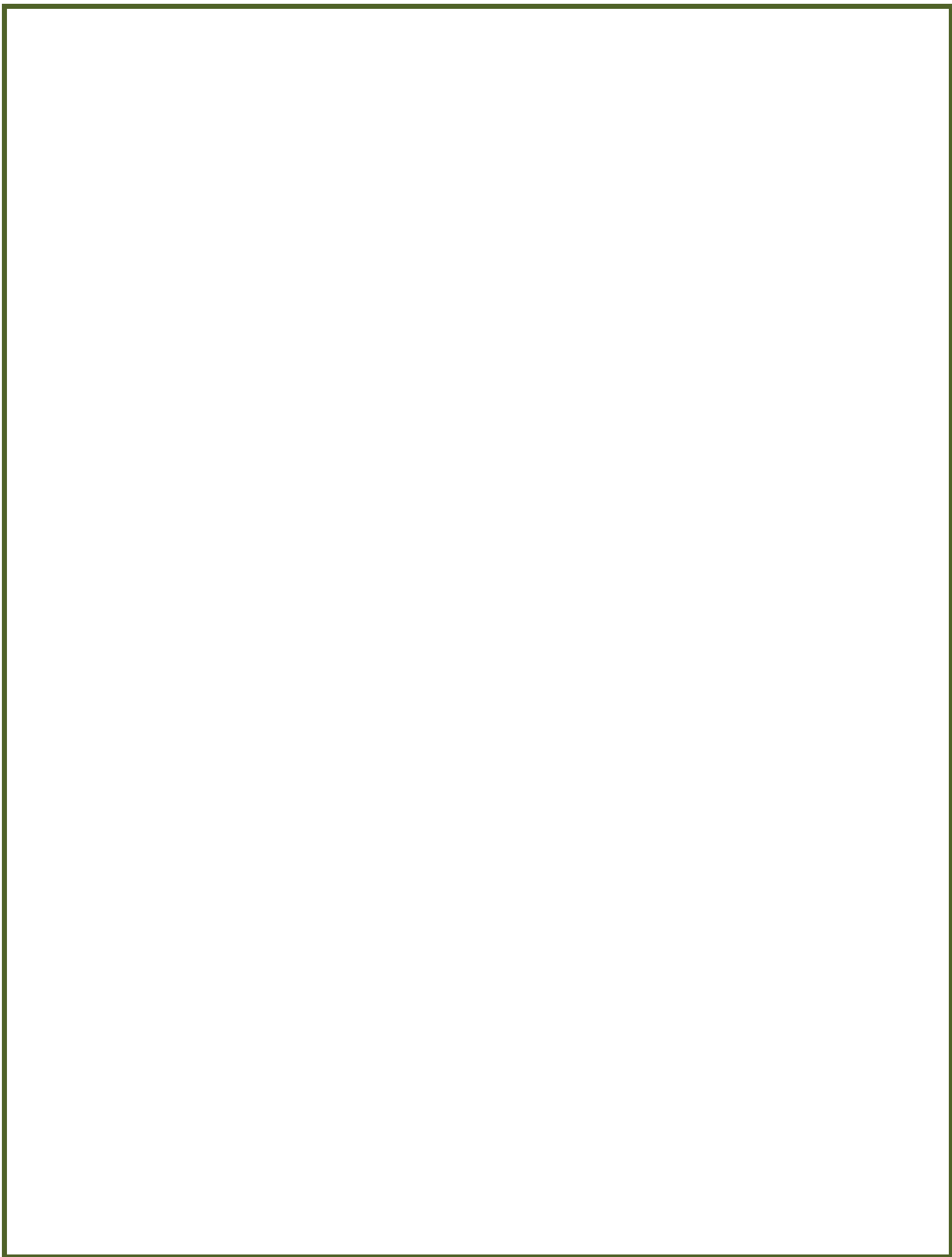
Under no condition may a teacher be disturbed during school hours. An appointment with a teacher may easily be arranged by leaving a written message or contacting them via e-mail/or leaving a phone message.

Weapons

The possession or use of any form of a weapon on school property at any time is forbidden.

Withdrawals and Transfers

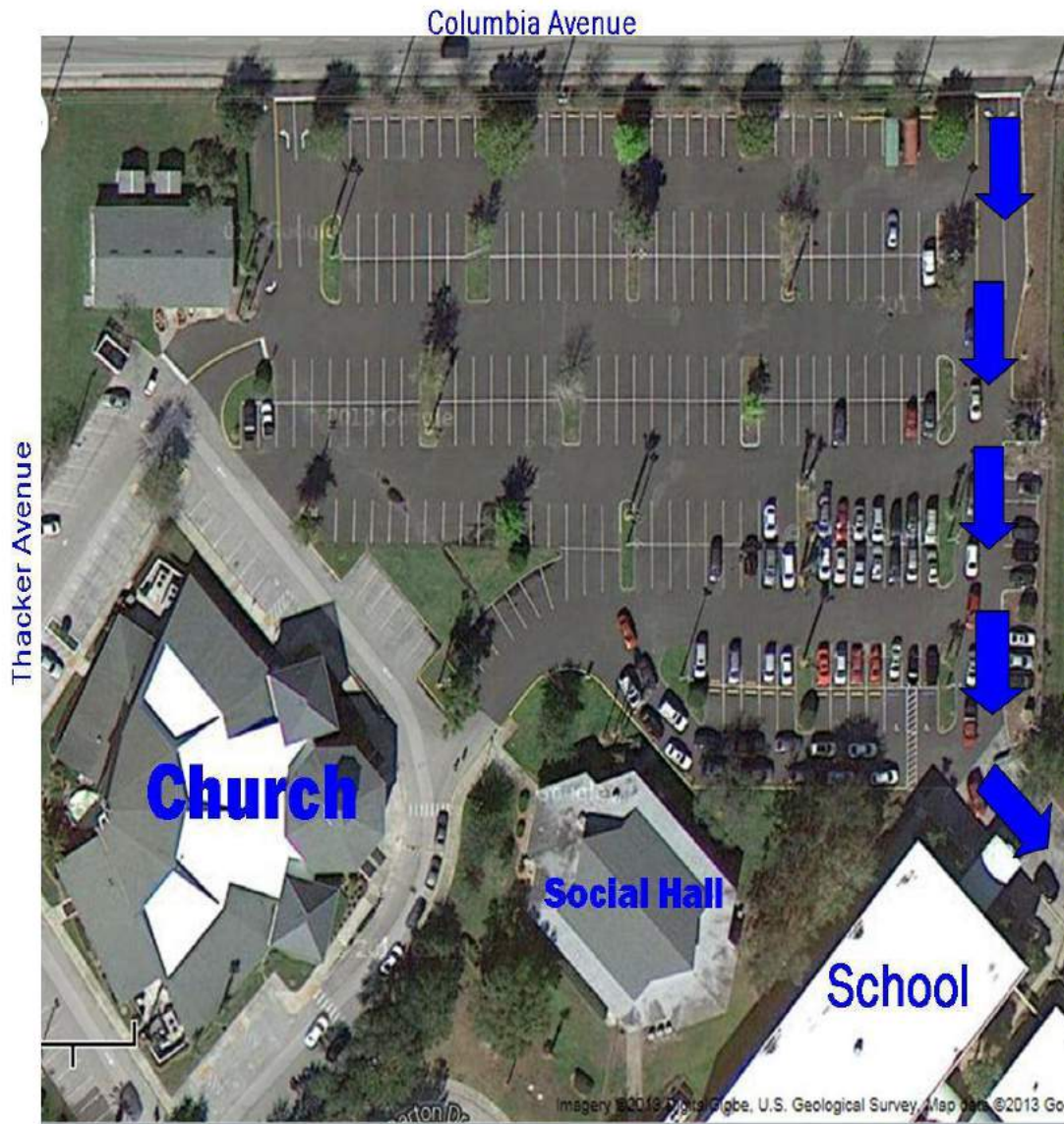
In the event of a student withdrawal or transfer, parents should complete a **Withdrawal Form** at the school office. All transcript and records of the student must be requested by and mailed directly to the new school. In case the name and address of the new school is not definite at the time of departure, please notify the school office as soon as this information has been established, and records will be forwarded. **NO** records may be released without written parental permission or until payment arrangement of delinquent tuition is made. When an academic appraisal is sought from families of transferring students, the administration will approve any needed forms and mail them directly to the new school. HRCS needs at least 72 hours' notice prior to any forms being mailed.



Purple Arrows Morning Arrival Map



BLUE ARROWS DISMISSAL MAP

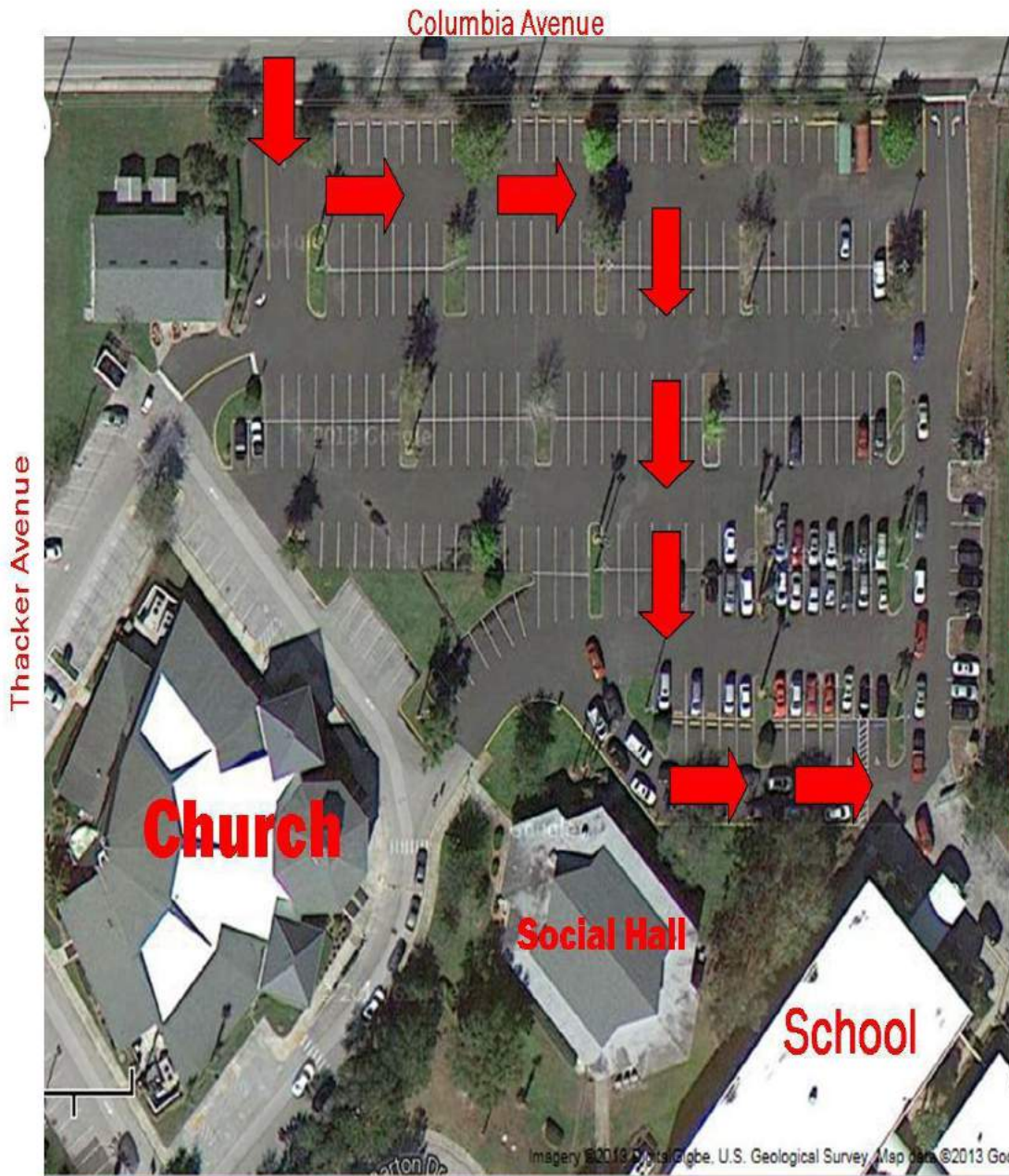


Dismissal for
Students Pre K,
K and 1st
grades
WITHOUT
Siblings in
grades 2nd – 8th

2:45 pm

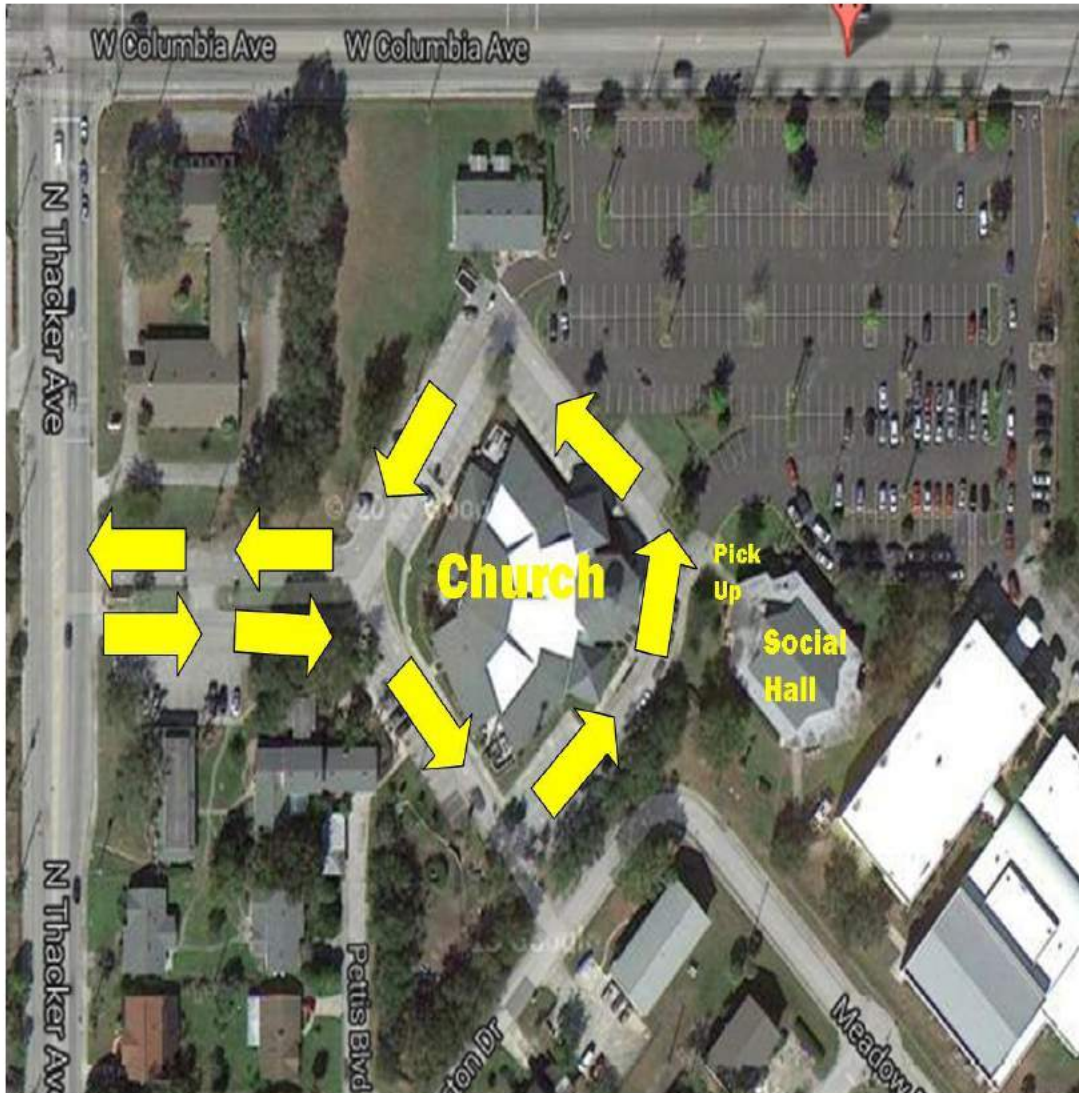
1:45 pm Wed

RED ARROWS DISMISSAL MAP



**Dismissal for
Students
Pre K-8 grades
WITH siblings
AND
Grades 2nd –4th
WITHOUT
Siblings
2:55 pm
1:55 pm Wed**

YELLOW ARROWS DISMISSAL MAP



Dismissal for
Students
5th-8th grades
WITHOUT
Siblings
AND
WALKERS
2:55 pm
1:55 pm Wed

HRCS Parent-Student Handbook Rules and Regulations

Parents Agreement-to be signed electronically, at time of registration

As directed by the Office of Schools of the Diocese of Orlando, each parent must sign a form indicating that he or she has read, understands and accepts the directive, rules and regulations, as outlined in the school Parent-Student Handbook. In this regard, you are asked to attach your signature on the line below to indicate your agreement with this directive. This is a requirement for your child to attend our school and must be completed within the first week of school.

The Parent-Student Handbook is part of the contractual agreement between the school and the parent and is essential to the smooth and informed day to day running of the school program. Parents having any concerns or questions about the contents of this handbook may call the school, and the Principal or Assistant Principal will gladly discuss and help clarify any such issues.

Student Full Name _____ Grade _____

I, _____, understand and accept the rules, regulations and directive contained in the Holy Redeemer Parent-Student Handbook for the 2017-2018 school year. I have read the book and agree to follow the spirit and intent of the handbook. I also understand that the Principal has the right to amend this handbook at any time if deemed necessary.

Parent's Signature: _____

Date: _____

THIS SIGNED FORM MUST BE SIGNED WITHIN ONE WEEK OF THE BEGINNING OF SCHOOL.