

**Fr. Holland Catholic School
Parent-Student Handbook
2009-2010**

Mission Statement:

Fr. Holland Catholic School, part of the teaching ministry of the Roman Catholic Church, is a nonprofit co-educational institution that serves the children and families of northwest Rhode Island and nearby Massachusetts and Connecticut.

Fr. Holland Catholic School provides its students with a virtues-based Catholic education that emphasizes Catholic values and academic excellence by meeting individual needs and assisting each child to reach his/her full potential as a unique creation of God in a safe and nurturing environment.

Pre-Kindergarten Mission Statement:

Fr. Holland Catholic School helps us learn about God, do what is right, respect each other, and be the best we can be.

Purpose:

The purpose of this handbook is to provide parents and students with a reference guide concerning the policies, procedures, and regulations of Fr. Holland Catholic School. By registering at Fr. Holland Catholic School, parents and students contract with the school and agree to abide by the policies, practices, and procedures described in this handbook.

Every effort has been made to make this handbook as comprehensive and inclusive as possible. However, it should be noted that there may be incidents which occur in the normal course of events that are not included in this document. In that case, all parties should work diligently to resolve disagreements in a spirit of Christian charity and justice. If this is not possible, a fair and reasonable outcome will be determined by the teacher(s), principal, and/or pastor in that order. The School Consultative Board will be informed only if it is deemed necessary and appropriate.

Admissions:

Fr. Holland Catholic School (FHCS) **admits students of any race, creed, ethnic background, gender, or appropriate age** (as determined by the Rhode Island Department of Education and the Catholic School Office of the Diocese of Providence) to all of the rights, programs, activities, and privileges accorded to students in a parish school. Additionally, FHCS does not discriminate on the basis of residence, race, creed, ethnic background, gender, or age in the administration of educational or financial policies and programs.

Fr. Holland Catholic School **does not require an entrance test** prior to admissions. All acceptances are at the discretion of the principal who may or may not interview the applicants. Any student whose previous academic record indicates he/she may not be prepared to succeed academically at FHCS may receive a probationary acceptance. This student's continuing enrollment will be reviewed at the time of the first progress report. An applicant whose behavioral history indicates that he/she may have a negative impact on the current student body will not be accepted.

FHCS enrolls students at any time during the school year as long as there are openings in the requested classes. This is done at the discretion of the principal in consultation with the teacher(s) involved and the pastor if necessary.

The formal registration period for Fr. Holland Catholic School begins on the Sunday of Catholic Schools Week with an Open House at the school. Students currently enrolled and siblings of those students receive first consideration for spots in the next-year's student body. If there are more applicants than there are slots for a particular class, a waiting list will be compiled. Those on the waiting list will be given spots before any new students unless there are siblings involved. Only registered students are allowed to attend Fr. Holland Catholic School.

A nonrefundable and nontransferable **registration fee** is due at the time of registration. Only those whose fee has been paid in full will be allowed to attend FHCS. The current registration fee for the 2009-2010 school year is as follows:

- First child in the family.....\$100.00
- Second child in the family.....\$100.00
- Third child in the family.....\$ 75.00
- Fourth child in the family.....\$ 25.00
- Fifth child in the family.....Free

Tuition, Fees, and Financial Aid:

Payments for pre-kindergarten students will be made directly to Fr. Holland Catholic School on the first of each month. There is a \$50.00 materials fee included in the monthly tuition payment. Payment in full will result in a discount of \$45.00 for the three-year-old two day program, \$75.00 for the four-year-old three day program, and \$150.00 for the four-year-old five day program.

Fr. Holland Catholic School and St. Joseph's Church have contracted with **FACTS Management** for **tuition collections** for students in kindergarten through grade eight for the 2009-2010 school year. Parents/Guardians are given three options:

- **full payment of tuition made to Fr. Holland Catholic School by August 3, 2009; a \$150.00 discount will be given for this option**
- **ten automatic monthly payments through FACTS Payment Plan beginning August 5, 2009 or August 20, 2009**

- **eleven automatic monthly payments through FACTS Payment Plan beginning August 5, 2009 or August 20, 2009**

Through FACTS Management's direct debit program, parents/guardians will authorize automatic bank payments directly from their bank account on the 5th or 20th for their monthly tuition bill. **Neither FACTS nor Fr. Holland Catholic School will have direct access to or any knowledge about the status of the bank accounts used for tuition payments.** It is simply a pre-authorized bank-to-bank transfer of funds.

A **late fee** will be assessed if there are insufficient funds in the account. If **no payment** is received by the **third attempt**, your **child's continued enrollment** may be **in jeopardy**. **Special circumstances** should be brought to the **attention of the principal**.

In addition to tuition, there will be a book fee of \$50.00 and a technology fee of \$50.00 for students in kindergarten through grade eight. Grade eight students will also have a graduation fee of \$40.00. Payment of these fees is made directly to Fr. Holland Catholic School. These fees are due according to the following schedule:

- **Book fee of \$50.00 per student is due by June 1, 2009**
- **Technology fee of \$50.00 per student is due by July 1, 2009**
- **Graduation fee for grade eight is due by June 1, 2010**

All families are requested to **apply for financial aid through the FACTS Management Program administered by the Diocese of Providence**. Parish subsidies are available at the discretion of the individual pastors. Fr. Holland Catholic School also provides financial aid and scholarships from a variety of fundraising activities. Notification of these awards will be made at the earliest possible date. Anyone needing financial aid should contact the principal or pastor. All requests will be kept in strict confidentiality.

Attendance:

The school day begins:

- 8:45 for pre-kindergarten three-year-olds; ends at 11:15
- 8:30 for pre-kindergarten four-year-olds; ends at 2:30
- 8:45 for kindergarten through grade eight students; ends at 3:00

For a student to have a rewarding educational experience at Fr. Holland Catholic School, each scheduled day of instruction (field trips included) must be viewed as essential to each student's chance of *reaching his/her full potential as a unique creation of God* (FHCS Mission Statement). **Excessive absenteeism** (special circumstances aside) **will hinder a student's chance for success** and may jeopardize his/her continuing enrollment at FHCS.

Family vacations during school time should be avoided if possible. School work missed during this type of absence must be made up within one week of returning to school. Complying with a request for classwork or homework before such a vacation is at the discretion of the teacher(s).

Tardiness should be avoided unless for a special circumstance such as a doctor's or orthodontist's appointment.

If a student is ill, he/she should stay home. Parents/Guardians are requested to call FHCS to alert the school of his/her absence and to request any work that he/she may miss that day. Classwork for the absent student will be in the office after 3:00 PM unless a sibling or friend brings it to him/her.

A student who needs to be dismissed early or has a change in transportation must bring a note to his/her teacher explaining the change. If the change is a "last minute" one, parents/guardians are asked to call the office before 2:45 PM with the change. Please note: A change in bus transportation (i.e. taking Bus 5 instead of Bus 2) also requires a note from the parent/guardian to the bus driver and a call to First Student 568-0700 informing the bus company of the change.

Weather delays, early dismissals, or cancellations are made by the Superintendent of Burrillville schools. Listen to WPRO AM 630, watch Channel 10 WJAR, or go to www.turnto10.com for information about the status of Fr. Holland Catholic School. If FHCS is not mentioned by name, **follow** the directives given for **Burrillville public schools**.

Health and Safety:

All students are required to have up-to-date immunization and health records on file in the office before they will be allowed to attend class on the first day of school. Health records are housed in a locked fire-proof file cabinet in the office. The school nurse, Burrillville school nurse assigned to Fr. Holland Catholic School, and the administrative assistant are responsible for the maintenance of the health records. All information is kept in strict confidentiality unless notice of a health matter needs to be shared with others as in the case of food allergies or other similar situations.

Please note: **Students entering pre-kindergarten, kindergarten, or seventh grade** classes must have a **physical before the school year begins**. Documentation must be received by Fr. Holland Catholic School before these students will be allowed to attend class on the first day of school.

If a **student becomes ill or injured during the school day**, the school nurse, administrative assistant, or principal will attempt to ascertain the severity of the condition. Parents/Guardians will be notified if it seems necessary to send the student home. The parent/guardian will sign the child out of school for the remainder of that day. In the case of a serious accident or illness, professional medical assistance will be called. The parent(s)/guardian(s) will be notified immediately of the situation. If necessary, the student will be transported to the nearest appropriate medical facility for treatment after conferring with the parent(s)/guardian(s). In the event that a parent or guardian cannot be reached or arrive in time to go with the student to the medical facility, the principal or

another staff member will accompany the student and wait for the parent(s)/guardian(s) to arrive. All decisions concerning treatment will be made by the parent(s)/guardian(s).

Every effort should be made to **avoid having to take medications at school**. However, in the event that medicating at school is necessary, the following procedures must be followed:

- a student's private physician must authorize the prescription or OTC medication through a written order which includes the name of the medication, time to be taken, and dosage
- a signed permission form from Fr. Holland Catholic School must be completed by the physician and parent/guardian and returned to the school nurse
- the medication must be in its original packaging with labeling intact
- the medication must be delivered by the parent/guardian to the office for safe keeping
- any change in medication necessitates a new FHCS permission form
- in no instance should any medications be shared, transferred, or in any way diverted by anyone from the person named in the order to any another person

Inhalers follow the same procedures above except that they may be **self-carried and self-administered**. A parent/guardian must complete the self-carry/self-administer form with the physician's form and return both to the school nurse.

Controlled substances must be administered by the school nurse or parent. If the student is participating in an off-site activity then the following procedures must be followed:

- a permission form must be signed by the student's physician and parent allowing the student to self-administer the controlled substance
- a day's dose of medication must be supplied by the parent, stored and transported in a properly labeled container, and given to the supervising teacher upon arriving at school the morning of the off site activity

All students enrolled at Fr. Holland Catholic School are covered by **insurance** during school time. Claims for insurance must be filed with the office as soon as possible after the incident. Parents, the attending physician, and the medical facility must sign the claim. The completed claim must be mailed to the insurance company within ninety days of the incident.

To help keep all students, faculty, and staff safe, **all outside doors will remain locked** during school hours once all children have arrived. **All visitors must sign in at the office when they arrive and sign out as they leave.** Visitors to classrooms i.e. students shadowing for a day, guest speakers, college students doing observations, etc. must obtain permission from the principal prior to the visit and sign in and out per visitor policy stated above.

All students will have their pictures taken (in uniform) in the fall for identification purposes. A *Safe Kids* card is provided with each picture package regardless of whether the package is purchased or not.

In accordance with the Fr. Holland Catholic School AHERA Management Plan, this notification is provided to inform all building occupants of the existence and availability of our asbestos management plan. The plan is available upon request for inspection by interested parties at the school administration office. Asbestos related activities scheduled for the present notification period include a six month surveillance check, a three year re-inspection, and training of the asbestos program manager.

Transportation:

Students who ride on buses to school must follow the rules of the bus company responsible for transporting students to FHCS. Students who are transported by parents/guardians will follow these procedures:

- students PK-8 arriving for before-school care (7:15-8:15 AM) will enter by the door near the office and go immediately to the grade six classroom
- all K-8 students arriving after 8:15 AM are to be dropped off at the door near the office. They enter the school, place their book bags outside their classrooms, and immediately go outside via the lower door. Pre-K students will be dropped off at their classroom by whoever brings them to school. (exception: those in before school care)
- students arriving by bus are to walk directly into the school yard from the drop-off site; in inclement weather, these students enter the school by the lower door and go directly to the cafeteria
- Pre-K students will be escorted by the teacher to their parent/guardian at dismissal; 11:15 for three year-olds and 2:30 for four year-olds
- K-8 students being picked up by parents/guardians will be dismissed at approximately 3:00 PM. Parents/Guardians are to enter the lobby and wait for their child(ren) to be called and dismissed. Students should be prompt in arriving for dismissal.
- students staying after school for extended day care or school-related activities/tutoring will be dismissed by the supervising teacher(s).

Lunch /Cafeteria:

Students may bring a bagged lunch or purchase lunch from school. A calendar, with the lunch menu displayed, is published monthly. Orders should be sent in an envelope with the student's name, payment, and order information on the Friday of the preceding week. Any student who falls two weeks in arrears will not be allowed to order lunch until all debts for lunch are paid. Ice cream will be sold daily. Snacks may be purchased at the office at a time to be determined by the classroom teacher.

All students are expected to behave with good manners during the lunch period whether in the cafeteria or in the classroom. Parent volunteers are invited to help with cafeteria duties.

Fire Drills, Evacuation Drills, and Lockdowns:

Per order of the Rhode Island Department of Education, FHCS must successfully complete a total of fifteen drills: fire drills (11), evacuation drills (2) and lockdowns (2). All students must participate in these drills and follow the procedures associated with them for the safety of all.

In the event of an **actual evacuation, the children will go across the street to the St. Joseph's Church Hall** and wait for the all clear from those in charge of the evacuation or from the emergency responders.

Illicit and Illegal Activities:

Any action by a student that disrupts the peace of the school community is unacceptable and will be managed on a case-by-case basis. Intimidation, harassment, bullying, threats, or actual violence (with or without a weapon) against anyone in any form, including the Internet, will not be tolerated. All of these actions will be taken seriously, and excuses like "I was only kidding" will not be accepted. The student's actions and/or words will seriously jeopardize his/her continuing enrollment at Fr. Holland Catholic School. If the student's actions warrant it, the police will be contacted.

Any student found in possession of an illegal substance (illegal drugs including alcohol and tobacco products) or drug paraphernalia may be remanded to the police and suspended for a maximum of ten days. His/Her parents/guardians will be immediately contacted and some form of counseling will be required. The student's reinstatement will be on a probationary basis. Any further similar incidents will result in the student's expulsion from FHCS.

Any student found selling an illegal drug, prescription drug, or illegal substance including alcohol and tobacco products to another student(s) will be remanded to the police. The parents/guardians will be notified. The student will be expelled from Fr. Holland Catholic School.

Program of Studies:

All students, regardless of their religious affiliation, will study the precepts of the Roman Catholic Church. They are expected to participate fully in all religious activities including monthly Masses, prayers, paraliturgies, etc. Secular subjects, depending on the grade level, include: reading/literature, mathematics/Algebra I, language arts, social studies/history, and science. Special classes, depending on grade level, are: art, music, library, computer, physical education, and Spanish.

A rubric scoring system will be employed by all teachers in grades K-8. Copies of the various rubrics are available from the classroom teachers.

Homework is assigned at the discretion of the classroom teacher. However, the standard “rule of thumb” is that the time necessary to complete homework assignments should be about ten minutes multiplied by the grade number of the student (a fourth grader should have approximately 40 minutes of homework). Special projects, tests, and exams may require extra time. However, if a student is spending an inordinate amount of time on homework, the classroom teacher should be informed so that any potential problem may be addressed before it becomes a major concern.

An agenda for recording homework is required for students in grades 2-8. This is also a vehicle for facilitating communication between home and school.

Field trips are considered an extension of the academic program. Students should participate on field trips so as to enrich their educational experience. Financial hardships that might impact a student’s ability to participate should be brought to the attention of the classroom teacher or the principal. Proper and completed documentation must be returned before any student will be allowed to participate on a field trip. A phone call will not suffice to allow a student to participate. All chaperones must view the *Safe Environment* video.

A disclaimer for volunteers must be on file at the school office. The disclaimer needs to be renewed every three years. Every volunteer must also view the *Safe Environment* video every three years.

Academic Reports and Policies:

Parents/Guardians of students in **kindergarten through grade eight will receive progress reports at the mid-trimester throughout the school year.** Parent-teacher conferences for all K-8 students will follow the first progress report at a time and date to be determined. Additional conferences may be requested at any time. A prompt response to a request for a conference facilitates communication and may mitigate or prevent future problems.

The **pre-kindergarten** teacher communicates frequently with parents/guardians. No formal report card is employed. However, a **progress report** is sent home at **around the time of the second trimester** for both the three and four year-old students.

Fr. Holland Catholic School uses the progress report and report card developed by the Catholic School Office of the Diocese of Providence for grades K-8. Report cards are sent home on a trimester basis. Parents/Guardians are required to sign and return the report cards within five days unless a special circumstance intervenes.

All student records are housed in a fire-proof locked file cabinet in the principal’s office. Only authorized personnel or parent(s)/guardian(s) are allowed access to these records.

All students in grades 3—8 participate in the standardized testing program of the Diocese of Providence. These tests help the principal and faculty review and improve the academic program each year. The students will take the CAT VI *TerraNova* Tests in the

fall. A report to parent(s)/guardian(s) will be sent home usually within six to eight weeks of the test date.

Grading for kindergarten is as follows:

- S—Satisfactory
- I—Improvement Shown
- P—Progressing Slowly
- E—Experiencing Difficulty

Grading for grades 1-3 is based on the following rubric:

Category	5 Consistent Strength	4 Steady Progress	3 Some Progress	2 Limited Progress	1 Does not Meet Minimum objectives
Class-work 50%	Abundant evidence that student reads and responds critically in content areas	Sufficient evidence that student reads and responds appropriately for type of material	Moderate evidence that student reads and responds appropriately for type of material	Limited evidence that student reads and responds with understanding	No evidence that student reads and responds with understanding
Independent Work 10%	Abundant evidence of work that demonstrates originality and imagination, is of high quality, and is submitted on time	Sufficient evidence of work that demonstrates originality and imagination, is of quality, and is usually submitted on time	Moderate evidence that work demonstrates originality and imagination, some requirements are met; work is not always submitted on time	Limited evidence that student demonstrates own ideas in presentation or product; work is of inconsistent quality and rarely submitted on time	No evidence that student demonstrates own ideas in presentation or product; work is incomplete and not submitted on time
Homework 10%	Abundant evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and on time	Sufficient evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and on time	Moderate evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and on time	Limited evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and on time	No evidence of homework
Assessments 30%	Averages 96—100	Averages 90—95	Averages 80—89	Averages 70—79	Averages Below 70

Students are also evaluated on their application of Christian values, effort, and study skills. All reports are to be signed by a parent/guardian and returned to the classroom teacher by the specified date, usually five days after the card has been sent home. Requests for conferences should be honored as soon as possible.

Grading for grades 4—5 is based on the following rubric:

Category	5 Consistent Strength	4 Steady Progress	3 Some Progress	2 Limited Progress	1 Does Not Meet Minimum Objectives
Class-work 40%	Abundant evidence that student reads and responds critically in content areas	Sufficient evidence that student reads and responds appropriately for type of material	Moderate evidence that student reads and responds appropriately for type of material	Limited evidence that student reads and responds with understanding	No evidence that student reads and responds with understanding
Independent Work 10%	Abundant evidence of work that demonstrates originality and imagination, is of high quality, and is submitted on time	Sufficient evidence of work that demonstrates originality and imagination, is of high quality, and is usually submitted on time	Moderate evidence that work demonstrates originality and imagination; some requirements are met; work is not always on time	Limited evidence that student demonstrates own ideas in presentation or product; work is inconsistent in quality and is rarely on time	No evidence that student demonstrates own ideas in presentation or product; work is incomplete, and not submitted on time
Homework 10%	Abundant evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Sufficient evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Moderate evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Limited evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	No evidence of homework
Assessments 40%	Averages 96—100	Averages 90—95	Averages 80—89	Averages 70—79	Averages Below 70

Students are also evaluated on their application of Christian values, effort, and study skills. All reports are to be signed by a parent/guardian and returned to the classroom teacher by the specified date, usually five days after the card has been sent home. Requests for conferences should be honored as soon as possible.

Grading for grades 6—8 is based on the following rubric:

Category	5 Consistent Strength	4 Steady Progress	3 Some Progress	2 Limited Progress	1 Does Not Meet Minimum Objectives
Class-work 35%	Abundant evidence that student reads and responds critically in content areas	Sufficient evidence that student reads and responds appropriately for type of material	Moderate evidence that student reads and responds appropriately for type of material	Limited evidence that student reads and responds with understanding	No evidence that student reads and responds with understanding
Independent 15%	Abundant evidence of work that demonstrates originality and imagination, is of high quality, and is submitted on time	Sufficient evidence of work that demonstrates originality and imagination, is of high quality, and is usually submitted on time	Moderate evidence that work demonstrates originality and imagination, some requirements are met; work is not always submitted on time	Limited evidence that student demonstrates own ideas in presentation or product; work is of inconsistent quality and rarely submitted on time	No evidence that student demonstrates own ideas in presentation or product; work is incomplete and not submitted on time
Homework 10%	Abundant evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Sufficient evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Moderate evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	Limited evidence that work is complete, checked for accuracy, legible, fluent, spelled correctly, and submitted on time	No evidence of homework
Assessments 40%	Averages 96—100	Averages 90—95	Averages 80—89	Averages 70—79	Averages below 70

Students are also evaluated on their application of Christian values, effort, and study skills. All reports are to be signed by a parent/guardian and returned to the classroom teacher by the specified date, usually five days after the card has been sent home. Requests for conferences should be honored as soon as possible. Requirements for graduation are described below.

Students wishing a **change of grade** must meet with the teacher involved and present evidence that a change may be appropriate. The student may appeal to the principal. All final decisions are at the discretion of the teacher and/or principal.

Academic integrity must be maintained at all times. Cheating and plagiarism will not be tolerated. Any student who allows another to copy his/her work will be considered an accomplice in the act of cheating or plagiarizing and will face the same disciplinary consequences as the student who cheated or plagiarized. No credit will be given for the assignment in question. Repeated instances may result in suspension or expulsion.

Any student in grades 4—8 who receives two (2) or more trimester grades of 2 or below in any core subjects will be placed on **academic probation**. This student must stay after school for help at least two times a week under the supervision of the principal. Any student on academic probation will not be allowed to participate in any extracurricular activities or clubs or on any athletic teams. Academic probation will be reviewed at the time of the next progress report. All placements on academic probation are at the discretion of the principal as special and confidential circumstances may be taken into consideration in the decision to place a student on academic probation.

Students who receive a grade of 2 or below in any two core subjects or students who are consistently 6 months behind in reading will have their **promotion** to the next grade reviewed at the time of the second trimester progress report. Teachers will stay in close consultation with the parent(s)/guardian(s). The final determination will be made around the time of the third trimester progress report. Probationary promotion may be granted contingent upon the successful completion of summer school courses in the subjects that received the grade of 2 or below.

A student's **participation in eighth grade graduation**-related activities or exercises is contingent upon his/her successfully completing all course work, demonstrating Christian values on a daily basis, and behaving in a manner that shows respect for school rules, personnel, and classmates. The graduation fee must be paid before any eligible graduate will be allowed to participate in graduation-related activities or receive graduation-related materials.

Disciplinary Code:

All members of the Fr. Holland Catholic School community are to base their actions on the virtues of compassion, understanding, and mutual respect. Those who choose to behave in a way contrary to those virtues will face disciplinary actions fitting the offense. Students in grades 6—8 receive Accountability Cards to help them track their disciplinary history. Each student will be given a chance to state his/her case and a just resolution will be sought. The final determination of an appropriate disciplinary action will rest with the teacher involved or the principal if necessary. Such disciplinary

sanctions may include loss of recess, detention, suspension (in-house or at home), or expulsion depending on the nature of the transgression.

Students attending an approved off-campus program or activity are expected to follow the rules and regulations that govern their behavior as if they were in school. This includes while they are riding to or from school on the bus.

The principal retains the right to search any student's backpack, purse, locker, pockets, etc. at any time if there is reasonable suspicion, based on a reliable source of information, that contraband may be in the student's possession.

Students who bring valuable items to school do so at their own risk. Fr. Holland Catholic School requests parental discretion in permitting the bringing of expensive electronic devices, cash, jewelry, etc. to school unless for a special circumstance. Electronic games, cell phones, and MP3s/iPods are not to be used once school has begun and must be housed in the student's locker, purse, backpack, or principal's office.

Students should always take pride in their appearance. Students' **hair styles** should be appropriate for learning, neat and clean, and not disruptive to the academic environment. It is recommended that a boy's hair not cover the collar of his shirt. The final judgment as to the appropriateness of a student's hairstyle is at the discretion of the principal.

Communications:

Open and frequent communications between home and school facilitate the educational process and program. Student agendas, weekly reminders, monthly newsletters from the principal, calendars, teacher letters and notes, e-mail, phone calls, and www.teacherweb.com are some of the means by which all constituencies can stay informed. **Parent(s)/Guardian(s) who wish to meet with a teacher or the principal should call to make an appointment unless there is a special circumstance.** Requests for conferences between parent(s)/guardian(s) and teachers should be answered in a timely manner.

Non-custodial parents will be afforded all the rights and privileges accorded other parents unless the principal receives an official copy of a restraining order or court order to the contrary. Legal (court documented) guardians will also be afforded the same rights and privileges unless an official restraining order or court order prohibits them. Unofficial custody or temporary living arrangements, even with the parent's (s') consent, do not constitute legal guardianship. Copies of these legal documents will be kept in a confidential file in the principal's office.

Telephone use during the school day by students is strongly discouraged unless a special circumstance occurs. Students should not carry cell phones with them to school. However, if there is a special need for one, the cell phone must be turned off during the school day and kept in the student's backpack, purse, locker, or in the principal's office. Pagers and other electronic communication devices are prohibited.

Parent-Teacher Organization:

All parents/guardians who have children enrolled in Fr. Holland Catholic School are members of the Parent-Teacher Organization. Officers are elected each spring and may serve a term of up to three years in any one position. The PTO helps organize programs, projects, events, and fundraisers for the school. Meetings are generally held once a month. There are no dues.

Parent(s)/Guardian(s) who wish to volunteer as chaperones, coaches, lunch helpers, classroom aids, etc. must fill out a BCI disclaimer form from the Office of Education and Compliance every three years. He/She/They must also view the Safe School video/CD produced by the Diocese of Providence. Both are available from the principal.

Uniform Policy: 2009-2010

Fr. Holland Catholic School believes that students and parents/guardians assume the prime responsibility for adhering to the uniform policy. Christian modesty, safety, self-respect, and consideration for others are the premises on which this policy is based. In the event that the uniform is not available to wear on a particular day, a note must be sent in explaining the situation. The final judgment on the appropriateness of a student's attire belongs to the principal.

Girls:

- Donnelly's official FHCS school plaid jumper or skirt
- White short or long sleeved blouse, polo, or red turtleneck with logo
- Donnelly's official red sweater with logo or sweatshirt with logo
- Red, white, or blue knee socks, tights/opaque, crew socks, or quarter socks (the **socks must cover the ankle**)
- Appropriate footwear includes conservatively colored low-top athletic shoes/sneakers, dress shoes, saddle shoes, mary janes, etc. (**not allowed:** sandals, flip flops, shoes that light up or play music, Heelys, dress boots, clogs, jelly shoes, and Crocs). Shoelaces must be tied at all times.
- Only shirts with a banded bottom may be left untucked if wearing the skirt

Boys:

- Donnelly's official red short or long sleeve knit shirt or turtleneck with logo
- White oxford shirt with official plaid tie
- Khaki twill slacks
- Donnelly's official red sweater with logo or sweatshirt with logo
- White or blue socks (**must cover the ankle**)

- Appropriate footwear includes conservatively colored low-top athletic shoes/sneakers or dress shoes/boat shoes (**not allowed**: sandals, flip flops, shoes that light up or play music, Heelys, dress boots or combat boots, clogs, and Crocs). Shoelaces must be tied at all times.
- Belts are strongly recommended
- Shirts must be tucked in at all times.

Seasonal Wear:

- Beginning of school until October 1 and from May 1 until the end of school...girls and boys may wear the official red Donnelly's shirt with logo with khaki shorts (the shorts must be of a modest length)
- November 1 until April 1...Girls may wear khaki twill pants (no jeans) with official red Donnelly's shirt with logo
- Shirts must be tucked in at all times

Please note that the dates are relative to the weather. All changes are at the discretion of the principal.

Gym uniform: All students are to wear the official short sleeve school tee shirt or sweatshirt or Feinstein sweatshirt with an appropriate pair of gym shorts or sweatpants (navy, black, or gray). Athletic shoes/sneakers must be worn for gym.

Hats, caps, scarves, bandannas, etc. are not part of the uniform and cannot be worn in school.

Jackets, coats, non-uniform sweatshirts, sweaters, snow boots, etc. cannot be worn in school.

Acknowledgement of Receipt
Fr. Holland Catholic School
Parent-Student Handbook
2009-2010

I, _____, the
parent/guardian of _____,
acknowledge that I have received a copy of the 2009-2010
Fr. Holland Catholic School Parent-Student Handbook. I
understand these policies and procedures are binding for all
constituencies of Fr. Holland Catholic School for the 2009-2010
school year.

Parent/Guardian Signature(s)

Date

Students in Grades 6—8 must read and sign below.

I understand the policies and procedures described in the Fr.
Holland Catholic School Parent-Student Handbook for 2009-2010.
I agree to abide by these policies and follow the procedures
realizing that if I do not, I will be responsible for any consequences
appropriate to my actions.

Student Signature

Date