



**“Let no one look down on you because of your youth,
but be a continuing example of love, faith and purity to believers.**

STUDENTS’ CODE OF CONDUCT

Dear Holy Family Academy Parents/Guardians:

Welcome back returning families as well as new families – we are looking forward to a fun and productive year!

We would like to take this opportunity to remind you of Holy Family Academy's mission: we believe the development of an individual person to be mental, physical and spiritual. The education of our children in these three spheres provides the foundation for their development and growth into happy, healthy and faith-filled young men and women.

The Holy Family Academy Code of Conduct is designed to assist students in living by the principles of a Catholic School through tradition and Scripture.

Holy Family Academy is dedicated to the spiritual, intellectual, physical, and social development of its students. This Code of Conduct was created so that families who choose this environment will have the opportunity to achieve the aforementioned goals.

By selecting Holy Family Academy, you are agreeing to abide by this Code of Conduct and understand that it will be implemented year round to facilitate a healthy learning environment for each student.

This Code of Conduct applies to all Holy Family Academy students. Consequences for Primary students may be altered depending upon the nature of the incident and/or age of the student.

We thank you in advance for your support and look forward to a great school year!

Sincerely,

Fr. Luis Orlando González
Pastor

Ms. María Elena Vázquez
Principal

HOLY FAMILY STUDENT IN GRADES PreK-12 KNOWS:

The three rules that all Holy Family Academy Catholic School students will follow are:

1. Respect yourself, others, and your school.
2. Contribute in a positive way to your learning environment.
3. Follow school procedures.

The goals of the Holy Family Academy Catholic School Discipline Program are as follows:

- To promote the growth in every student of the character, integrity, and service to others modeled by Jesus Christ.
- To guide each student's growth in respect for others, as well as the rights and property of others and those rights and property held in common.
- To increase in each student the self-discipline trait of personal responsibility.
- To guarantee students a school-learning environment where they are free to learn, grow, and change.

The expectations for every Holy Family Academy Catholic School student are as follows:

- Treat every person with respect and dignity.
- Always use appropriate language to represent oneself and our school in the best possible way.
- Respect the property of others.
- Work cooperatively with others.
- Resolve conflicts in a peaceable and mature manner.
- Cooperate with members of the school staff.
- Attend all scheduled class and study sessions.
- Act honestly and with integrity.
- Act as good stewards of the gifts God has given us, chiefly by making moral decisions about the care of one's body and the material resources held personally and in common.
- Follow the rules of the school and seek redress for any alleged grievances through appropriate means.

SECTION I: STUDENT ATTENDANCE / TARDINESS

Students are expected to be present when school begins (including prayer at 8 a.m.) and in their classrooms ready to learn when classes are in session. Regular school attendance and punctuality are critical factors in a student's success.

There are at least 185 school days in the academic year, of which, the students are required to attend 175. They are allowed a total of 4 excused absences in Term 1 as well as a total of 3 excused absences in both Terms 2 and 3. If more than the allotted days per term are taken for excused absences, it will result in a meeting with administration, teachers and parents to discuss the actions that will need to be taken.

When attendance expectations are not fulfilled, Holy Family Academy reserves the right to require appropriate documentation to validate illness or absence. Even when documentation is provided, administrators reserve the right to determine whether an absence is excused or unexcused.

Absence Policy

A student who is not in school for at least one class period will be marked absent, even if the absence is "excused."

A parent/guardian is required to notify the student's school attendance office by 8:00 am when a student is absent and state the nature and possible duration of the absence.

An "**Excused Absence**" is defined as an absence, tardiness or early departure which is deemed excused due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, or other such reasons with administrative approval.

Students are expected and encouraged to make up assignments that were missed during their excused absence. Parents may also make arrangements to have work completed at home due to extended illness. Parents are asked to please contact the teacher in this case and provide them with reasonable notice before coming to school to pick up assignments.

An "**Unexcused Absence**" is defined as any absence, tardiness or early departure which does not fall into the above categories (e.g., family vacation, oversleeping, personal reasons not approved by administration, etc.). It is expected that families plan their vacations in conjunction with the school calendar. Absences for vacations are considered "unexcused."

Teachers are **NOT** required to give students work during unexcused absences; whatever work is missed will result in a grade of zero and will affect their overall grade.

Tardiness Policy

When arriving late, drop off teachers will hand out a tardy slip to the student, 5 tardiness will result in 1 absence.

SECTION II: RESPECT & RESPONSIBILITY

Holy Family's greatest hope is that every one of its students is a young person who respects and cares for others. Ideally, this respect is exemplified at school, during activity participation, at school events, and throughout the student's life. Demonstrating care and respect for one's friends can be easy. The challenge for Holy Family students is to respect, value, and care for those who are different from ourselves. Individuals from a different grade, with different personal interests, of a different race, from a different background, country, school, or team, all deserve respect and care from Holy Family students.

Any student who teases, hazes, or disrespects another student is standing in direct opposition to this goal. This type of behavior is sometimes seen in physical or verbal confrontation, but more often it is seen in a subtle and silent form of snobbery or unfriendliness. In either case, the result is the same – people feel alienated, angry, and hurt.

Once a student enters Holy Family Academy, that student is responsible for all of their words and actions. Any serious violation of school policy, and/or any legal or moral laws could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the surrounding community is placed in jeopardy.

SECTION III: VIOLATIONS AND CONSEQUENCES

This policy classifies student violations of the Student Code of Conduct in four levels. **Level I, II, III, or IV**

LEVEL I VIOLATIONS

a. Offensive Conduct

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities.

b. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. The response to violations under this section may include academic sanctions in addition to other disciplines. Student will receive an automatic zero.

c. Disorderly Conduct

A student will not harass another student or other person or misbehave in a manner that causes disruption or obstruction to the education process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

d. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

e. Inappropriate Dress and Grooming

A student will be dressed in full uniform attire daily and follow the grooming guidelines established by the school. Please see attachment A for more specific dressing guidelines.

f. Leaving School without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

g. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

h. Tardiness

A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse, 5 tardiness will result in 1 absence.

i. Technology Abuse

A student will not violate the terms and acceptable use of cell phones, computing devices or Internet established by the school administration. Please see attachment B for more specific technology guidelines.

j. Tobacco

Holy Family Academy is a Tobacco-Free School, a student will not smoke, use tobacco, or possess any substance containing tobacco in any building/area under the control of our school system, including all activities or events sponsored by the school.

k. Trespassing

A student will not enter upon the premises of the school's property, other than to the location to which the student is assigned. Returning to the school premises without permission from school authorities is prohibited.

l. Truancy

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.

School Responses to Level I Violations

School administrators and staff may use appropriate intervention strategies, as determined including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling.

Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

1. Administrator, guidance counselor and student conference or reprimand
2. Administrator, guidance counselor and teacher-parent/guardian conference
3. Referrals and conference to support staff or agencies
4. Daily/weekly progress reports
5. Behavioral contracts
6. Change in the student's class schedule
7. School service assignment
8. Confiscation of inappropriate item
9. Before and/or after-school detention
10. Denial of participation in class and/or school activities,
11. Immediate exclusion by teacher from one class period of the school day
12. Out-of-school suspension for up to three days
13. Removal of students' privileges such as but not limited to, a special school event, program or field trip and or playtime.

LEVEL II VIOLATIONS

- a) **Bullying/Harassment/Intimidation:** A student will not bully/intimidate/harass another student. "Harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of : (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

- b) **Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.
- c) **False Identification:** A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
- d) **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel.
- e) **Fraud:** A student will not deceive or cause another to be deceived by false or misleading information in order to obtain anything of value.
- f) **Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- g) **Gang Activity:** A student will not, by the use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school's education mission.

Gang activity includes:

- (a) Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- (b) Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- (c) Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- (d) Recruiting student(s) for gangs.
- (h). Insubordination/Unruly Conduct. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

h) Loitering: A student will not remain or linger on school property without a legitimate purpose and/or proper authority.

i) Theft or Possession of Stolen Property: A student will not, without permission, take any property or have in his or her possession, property which does not belong to the student.

School Responses to Level II Violations

Intervention strategies may include, but are not limited to, the following intervention strategies and disciplinary actions:

1. Refer to Level I response.
2. Out-of-school suspension for up to ten (10) days.

LEVEL III VIOLATIONS

Violations in the Level III shall be reported immediately to the principal of the school. The principal will address the violation following the procedures outlined below:

- a. Alcohol:** A student will not possess, distribute or be under the influence of alcohol in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- b. Defacing School Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
- c. Disobeying a Teacher in a Willful Manner:** A student will not willfully disobey a teacher.
- d. Hazing:** A student will not haze or conspire to engage in hazing another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental, physical health or safety of another person, to destroy or remove private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

- e. **Marijuana (Simple Possession):** A student will not possess or be under the influence of marijuana in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- f. **Physical Altercation:** A student will not participate in a physical altercation with another person while under the authority of school personnel.
- g. **Profane Language:** A student will not use profane language directed at a school employee or a student. Using profane language may include, but is not limited to, verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee or student.
- h. **Theft:** A student will not, without permission, take property or have in his or her possession, any property that does not belong to him/her.
- i. **Threat of Injury or Injury:** A student will not threaten to injure another student, a teacher, administrator or other school personnel. This includes any kind of assault.
- j. **Violation of School Rules or Policies:** A student will not habitually, violate school rules or policies.

School Responses to Level III Violations

1. The principal may suspend a student from school, or transportation to or from the school on any school bus, if the student, in the determination of the principal, has committed any Level III Violations.
2. If a student has been suspended, the principal may recommend to the board that the student be expelled.
3. School responses to Level I and II Violations.
4. Law enforcement notification.
5. Agency notification, such as the Department of Health and Human Resources.

Level IV Violations

- a. **Battery on a School Employee:** A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee.
- b. **Felony:** A student will not commit an act or engage in conduct that would constitute a felony under the TCI laws. Such acts that would constitute a felony include, but are not limited to, arson, malicious wounding and unlawful wounding, bomb threat, sexual assault, terrorist act or false information about a terrorist act, hoax terrorist act,, burglary, robbery, and grand larceny.
- c. **Possession of a Controlled Substance:** A student will not possess, distribute, or be under the influence of a controlled substance, on the premises of our educational facility, at a school-sponsored function or on a school bus.
- d. **Possession of a Firearm or Deadly Weapon:** A student will not possess a firearm or deadly weapon on any school bus, or in or on any education building, structure, facility or grounds. A "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nun chucks, metallic or false knuckles, pocket knife, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, **with the intent to harm another**.
- e. **Sale of a Narcotic Drug:** A student will not sell narcotic drugs, on the premises of our educational facility, at a school-sponsored function or on a school bus.

School Responses to Level IV Violations.

Level IV Violations in this policy require the mandatory expulsion of the student by the principal of the school.

Guidelines for Suspension and Expulsion

Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days. The principal must explain why the student is being suspended; however, a student whose conduct is detrimental to the progress and general conduct of the school may be suspended immediately. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension.

The principal may recommend expelling a student if the student's conduct is judged to be detrimental to the progress and general conduct of the school

A teacher or bus driver may exclude from a classroom or bus any student who: is guilty of disorderly conduct; interferes with an orderly education process; threatens, abuses, intimidates or attempts to intimidate a school employee or student; willfully disobeys a school employee; or uses profane or abusive language toward a school employee. Once a student is excluded from the classroom or bus, the student must be referred to the administrator who will take disciplinary action, notify the parent/guardian in writing of the disciplinary action taken, and provide a copy to the teacher or bus driver before the student is readmitted to class or to the bus.

ATTACHMENT A

UNIFORM AND DRESS CODE POLICY

Overall Appearance and Accessories:

GIRLS

1. No jewelry is to be worn except an inexpensive wristwatch and one modest religious symbol on a simple necklace. The necklace should be worn under the school shirt.
2. Girls with pierced ears may wear one pair of small stud earrings on the earlobe and one ring. No wrist or ankle bracelets are permitted.
3. No body piercings or tattoos are permitted.
4. No makeup or nail polish is permitted.
5. Hair color must be natural—no hair coloring, no exotic hairstyles. Students may not wear wigs.
6. Fingernails length can be no more than one-fourth inch past the fingertip. No fake fingernails or eyelashes.
1. Makeup, hairspray, and nail polish may not be brought to school.
2. No flip-flops or Crocks may be worn at any time.
3. Appropriate hats are only to be worn outside the school building. In case of field trips, hats must be plain in color and can have a simple design.
4. Headbands must be thin and neutral colors (white, black, grey, navy blue)

BOYS

1. No jewelry is to be worn except an inexpensive wristwatch and one modest religious symbol on a simple necklace. The necklace should be worn under the school shirt.
2. Boys may not wear rings, earrings, or bracelets.
3. No body piercings or tattoos are permitted.
4. Hair must be neat and well-groomed at all times. Hair must be at least 1/8" in length, and cannot be grown past the shirt collar, over the eyebrows or more than 1/2" over the ear. Ponytails, Mohawks, Faux-hawks, braids or cornrows are not permitted. Heads cannot be shaved, or carved with any type of designs.
5. No inappropriate hair coloring.
6. Face must be clean-shaved. Mustaches and goatees are not permitted. Side-burns may not be more than half way below the top of the ear.
7. No flip-flops or Crocs may be worn at any time.
8. No ripped pant hems. Hem length is to be at the middle of the shoe heel.
9. Fingernails must be clean cut.
10. Appropriate hats are only to be worn outside the school building. In case of field trips, hats must be plain in color and can have a simple design.

ATTACHMENT B

School Based Policy for Use of Cell Phones and Computing Devices on School Property

Holy Family Academy students will be permitted to bring the following electronic items to school: 1) cell phone, and 2) laptops, tables, iPads and other similar devices (“computing devices”) for educational and/or emergency purposes only.

Computing Devices

The use of cell phones and computing devices is subject to the conditions set forth below:

- Computing devices may NOT be turned on or used while on school property except for instructional and educational purposes with the explicit approval of the teacher.
- Computing devices may NOT be used in the bathrooms.
- Computing devices may NOT be used during the administration of any school quiz, test or examination.

Cell Phone Use

- Cell phones cannot be used during the school day or in school premises, except with special permission from the homeroom teacher.
- All cell phones should be turned off. Placing a cell phone on vibrate is not considered off and is prohibited.
- Using a cell phone or other device to text, record, or photograph someone without their permission is prohibited.

Violations and Response

If a student is found in violation of any of the above policies, the device will be confiscated and disciplinary action will be instituted in a progressive fashion. Such measures may include, but are not limited to:

- Confiscation of item by the teacher and return at the end of the school day by the Principal;
- Confiscation of item and returning following parent conference with the teacher and Principal;
- Revocation of privilege to bring item(s) to the school.

Holy Family Academy absolves itself of any liability related to the theft, loss or damage of cell phones and other computing devices brought onto school property as well as any liability for unauthorized calls, texts or photos on school grounds that could entail criminal activity.

I have read and understood the Holy Family Academy's Cellular Phone and Computing Devices Policy.

Student (PRINT) _____ Grade: _____

Student Signature _____

Parent's Signature _____

Date: _____

Holy Family Academy Students' Code of Conduct for the 2020-2021 School Year

Student's Name (PRINT) _____ Grade _____

I, _____ and _____, have read and
Parent Full Name (Print) Student Full Name (Print)

agree with all the Holy Family Academy Students' Code of Conduct for the 2019-2020

listed above. I, _____, am aware that should my child, _____,
Parent Name Student Name

fail to follow the school's Code of Conduct the necessary measures will be taken towards my
child.

Student's Signature (PRINT) _____

Parent's Name (PRINT) _____

Parent's Signature _____

Date: _____