

“WE EDUCATE THE MIND, INVIGORATE THE BODY AND
EXPAND THE HEART.”

HOLY REDEEMER
CATHOLIC SCHOOL
PARENT-STUDENT HANDBOOK
2023-2024





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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 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.

Blessings,
Anthony Gutierrez
Principal

Holy Redeemer Catholic School 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 academically, spiritually and morally.

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

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.

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:

“We Educate the Mind, Invigorate the Body and Expand the Heart”

OUR OBJECTIVES

SPIRITUAL

We believe that our school community fosters an atmosphere where faith nurtures 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 many 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 are 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.

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 Diocesan 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 new 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.

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). Temporary or Permanent Medical Exemptions are subject to Diocesan approval; Religious Exemptions are not acceptable for student admission. 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 tests core-to be mailed by the school
7. Teacher recommendation form-to be mailed by the school
8. Entrance assessment and interview with administration

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 Diocesan 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. Please plan on dropping off using the car line only. Please do not walk your child up to the school. We ask that for dismissal you remain in your cars as well. We will likely extend the gate closure times in order to promote drive up traffic. Please anticipate that both morning drop-off and pick-up may take a little longer. Your patience and cooperation is greatly appreciated! **For safety, children should only get out of the car from the passenger side (door closest to the curb-not from the driver's side of the car.**

Drivers are not to exit their cars. There are instructional personnel assisting with carpool to make it more convenient for drivers. First bell rings at 8:00 a.m. and, at this time, prayer begins in the classrooms. A student who is not in their homeroom classroom by the 8:00 a.m. bell 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 contacted via email from administration.

If parents have a business matter in the office, please attempt to set up an appointment with school personnel. This will allow us to assist you more efficiently. **Due to fire codes, parking in the main driveway in front of the school building during school hours is not permitted.**

Students can arrive as early as 7:15 am. For safety reasons children may not be on the premises before 7:15 am. Doors will be open for students at 7:15 a.m. and they will report directly to their homerooms.

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. Pre-K will be dismissed by the white gate adjacent to the Pre-K Playground. Please be sure to follow the map labeled with BLUE arrows.

Grades PreK-8 with Siblings AND grades 2-4 without Siblings will be dismissed at 3:05 pm (2:05 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 will be dismissed at 3:05 pm through the carpool line in front of the Social Hall. Stage your cars in front off the Social Hall and around the church leading out to Thacker Ave. 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.

NO PARENT OR GUARDIAN MAY WALK UP TO RETRIEVE CHILDREN DURING CARPOOL.

CONTINUE TO PULL THROUGH THE GATE TO PICK UP YOUR CHILD. WE WILL BRING YOUR CHILD TO YOU.

(Carpool is from 2:45 pm – 3:30 pm or 1:45 pm – 2:30 pm on

Wednesdays.) Walkers ONLY may be picked up at 3:15 pm in front of the school gate. You must receive special permission from Administration to be authorized to walk.

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 Aftercare. Fees will be assessed for students not picked up by 2:40 on Wednesday or 3:40 pm every other day.

Every Wednesday Pre-K, K and 1st grade Students will be dismissed at 1:45 pm and 2nd - 8th grades will be dismissed at 2:05 pm. After carpool concludes, any remaining students will be sent to AfterCare and a fee will be assessed for students not picked up by 2:40 p.m.

Dismissal (early):

If a student is leaving school early, it is a requirement that a note (office@holyredeemerkissimmee.org) and phone call come from the parent and 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 must take place before 2:00 p.m. on every day except for Wednesday (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.

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 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:

- Illness or injury of the student.
- Illness, injury or death in the immediate family.
- Extensive medical procedures.
- Other major family emergencies.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be retained and/or withdrawn from the school.

Absences are unexcused when taken for vacations, personal activities, and any other event not covered by the excused absence definition. **Please make every effort to plan your trips when the school is already closed!**

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 1/2 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 during morning announcements. **NO BIRTHDAY TREATS CAN BE SENT IN AND NO "GOODY BAGS" GIVEN OUT.** Birthday treats may be purchased in advance through our lunch vendor. 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. Email or home addresses are not provided by HRCS. Distribution of limited invitations **will not be allowed** in the school. Limos are strictly forbidden in carpool lines.

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 schoolbooks, materials and property belonging to the school. Restitution must be made by students for any damage caused to schoolbooks (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

Fall Scholastic Book Fair is scheduled bi-annually—please see the school calendar for dates. Books and other items will be available for purchase in-person or virtually. If applicable, proceeds are used for new materials for our Media Center and classrooms.

Technology (also see *Diocesan Acceptable Use Policy*)

Purpose: Technology has a significant place in the curriculum of Holy Redeemer Catholic School. We recognize that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Our school is committed to helping students develop 21st -century technology and communication skills. HRCS aims to provide all students with opportunities to understand our technological culture as they meet every day challenges and make intelligent, moral and ethical decisions. In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the SCJS Technology Agreement and the Diocese of Orlando/Office of Schools Student Technology Responsible Use Policy. The Technology Agreement and Acceptable Use Policy aim to support teachers and parents in promoting the safe and effective use of technology in an increasingly digital world. Families are encouraged to set and convey similar standards for technology use in the home. Student Responsibility Computer use and access to the Internet is a privilege, not a right. In order to have continued access to the school's technological resources, students must:

1. Respect and protect the privacy of themselves and others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves online.
 - Be responsible for information that is sent and received under their account.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Only access websites that are approved by a teacher.
3. Respect and protect the intellectual property of others. • Not infringe copyrights.
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, create or publish material that violates the school's code of conduct (such as messages that are inaccurate, defamatory, detrimental, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Supervision and Monitoring

HRCS reserves the right to monitor the use of information technology resources at any time, without prior notice, to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. All such information, content, and files are the property of HRCS and no student shall have any expectation of privacy regarding them. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited, the Internet, email, instant messaging, text messaging, webcams, and digital/video cameras) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, videos/photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Snapchat, Twitter, Facebook, etc. This also includes video/photo sharing sites such as YouTube and Instagram. This rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made under their user name and/or profile and the materials and communications should be consistent with Christian moral principles including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consequences for Violation The school may take disciplinary action against students who violate the Acceptable Use Policy of Technology or other school or diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, or to cause detriment to the reputation of HRCS, whether these incidents take place on or off the school property. All computer users are held accountable for their actions. As with all manners of law and ethics, ignorance of the rules does not excuse violations. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action. The school, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate school personnel or law enforcement agencies and may use those results in appropriate school disciplinary proceedings. Communication using the school computing resources is also generally subject to the Florida Public Records Law to the same extent as it would be if made on paper. School Responsibility The school's information technology resources are provided to further its educational goals and objectives. HRCS provides students with access to the Internet, which includes several online accounts, services, and resources. These may include: • IXL • Discovery Education • Everyday Math • Accelerated Reading (AR) • Student Resource Websites

Reasonable care has been taken to ensure the appropriateness and educational quality of the material available through the use of these resources. HRCS has taken measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Online Privacy Protection Act (COPPA). Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Holy Redeemer Catholic School does not provide any student's personal information to the content providers and complies with the Family Educational Rights and Privacy Act (FERPA). Faculty will supervise and provide appropriate guidance and instruction to students in the use of our computer resources. However, parents and guardians are warned that HRCS and the Diocese of Orlando do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow. Therefore, HRCS supports and respects each family's right to decide whether or not their child may have access to this resource. With your permission, your student will be assigned his or her own username and will be allowed to participate in the use of the online applications and resources. All Diocesan policies are still in effect, and apply, as indicated in the Student Technology Responsible Use Policy below. Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

We are committed to helping students develop 21st -century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Holy Redeemer Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Holy Redeemer Catholic School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

Definitions of Authorized Users:

- Student: any child 18 years or younger enrolled in Holy Redeemer Catholic School
 - Faculty/Staff: any person who is employed by Holy Redeemer Catholic School, whether part-time or full-time, who provides instruction to students
- 2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, which includes wired and wireless
- 2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved, for use by Holy Redeemer Catholic School.

Technologies Covered: Holy Redeemer Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Holy Redeemer Catholic School will attempt to provide access to them for students. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention. Holy Redeemer Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

Web Access

Holy Redeemer Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student should follow school protocol to alert Technology staff or submit the site for review.

Email

Holy Redeemer Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content Recognizing the benefits collaboration brings to education, Holy Redeemer Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online. The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

Mobile Devices Policy

Holy Redeemer Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Holy Redeemer Catholic School does not allow students to bring personally owned devices to use in the classroom. Students should keep personally-owned devices at home. Smart phones and/or cell phones are not allowed on campus unless permitted by administration. When permission is granted ALL CELL PHONES on campus will be kept in the front or resource office. Students will have access to a school phone for any needed communication. **No smart/web enabled or Apple Watches are permitted.** Because of security concerns, when personally-owned mobile devices are used on campus (due to any diagnostic criteria or accommodations) requiring the use of data, these devices must only be used on the school network, data services must be disabled and permission from Administration is required.

For Administration to grant permission, parents/students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices. Students must follow the same code of conduct for use of personally owned devices on Holy Redeemer Catholic School campus or at other functions, whether on or off property, related to the Holy Redeemer Catholic School.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways it was never intended.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or legal guardian if you're using the device at home) immediately.

Cyber Bullying

Cyber bullying will not be tolerated in or out of school. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples.

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.

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 and given to the parent. The device cannot be brought back to school for the rest of the school year. A behavior notice will be created in Renweb and emailed home to the parent. A conference will be scheduled with the Guidance counselor.
- 2nd Offense = A behavior notice will be created in Renweb, the student will be suspended from school up to three days (depending on the issue and at the discretion of administration.) A parent conference will be required with administration.
- 3rd Offense = A behavior notice will be created in Renweb, the student will be suspended and subject to further behavioral consequences up to and including expulsion. A parent conference will be required with administration.

Calendar of Events

Each year a calendar of events is available for viewing on our website and Renweb. This calendar includes all the school activities in the year, holidays, and special events. This digital calendar will be updated as needed in real time. Please check the calendar often for changes and any additional information for events.

Child Abuse Reporting

Any clergy, religious or lay employee or volunteer of the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures:

- Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.
- Respond to local DCF call back with additional information.

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, vomiting or 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 his 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. **Teachers/Staff should not be contacted on their personal cell phones.** If a parent does not receive a response from a teacher to a phone or email request, please call the school office. 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, behavioral notices via Renweb/email, 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 will be notified of any disciplinary action via Renweb/email. All disciplinary incidents will be recorded via the Renweb behavioral notice system 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/eating or chewing gum
- 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
- Lunch-Recess detention
- 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 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. **Progressive discipline Policy: in class warning, 1st: Written warning, 2nd: Lunch/Recess detention, 3rd: ISS, 4th: Suspension, 5th: Expulsion.**

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.

Should a student threaten their own life or of the life of others, the appropriate authorities or assistance will be called immediately.

Live School

Vision: We want to create a positive place where students feel they can learn from their mistakes, and that all of their teachers consistently see and reward Christ in every student.

Students will receive points/rewards for positive behavior each day. Parents will receive a recap of the week via email. Parents and students can check daily via a LiveSchool account to see points awarded in real time. We want to reward and encourage positive behavior by this point system. Students will be able to "spend" points in our rewards store.

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, and/or expulsion.

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, 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.)
- After-school Detention will be served with a designated teacher or administrator on Mondays from 3:00 – 4:00
- The third after-school detention 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 be kept in the front office. Students will meet with the Guidance Counselor, Assistant Principal and Principal for reflection and deterrence of repeated incident.

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. A parent conference will be required when the student returns to school after an out of school detention.

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 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.

Conduct, whether inside or outside of school, which may be detrimental to the school, may be grounds for dismissal from Holy Redeemer Catholic School. Possession of questionable or dangerous materials such as alcohol, drugs, guns, and knives or other sharp-edged instruments, etc., will result in immediate suspension and possible expulsion.

Conferences

Scheduled Parent-Teacher conferences for Pre-K through 8th grade are held each academic year. **The first trimester conference is required** and the scheduled days are marked on the school calendar. Information will be sent home prior to these scheduled events. A phone or Zoom conference may be requested, if needed.

Custody Divorced and Separated Parents

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. The school respects the rights of the non-custodial parent. In the absence of a court order to the contrary, Holy Redeemer Catholic School will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child.

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. **All 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 or School plaid jumper with white peter-pan collared shirt, white socks or white or black tights, Khaki walking shorts (not to be worn on Mass days)

Middle School Girls:

Plaid skort or skirt (**no more than 2 inches above the knee**), gold shirt with logo. 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

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

Shoes & Socks

Solid ALL black, LOW TOP shoes are required. Solid ALL 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 for all students.**

Solid white or black socks over the ankle, not higher than knee length, are required. No logos allowed.

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, small watch (**no SMART/web-enabled watches**), plain **non-dangling** earrings (**post earrings-no hoops**), one pair of earrings ONLY - Girls only, are allowed. All hair clips must match the uniform. All other jewelry is considered inappropriate for a uniform. No piercing other than in the ears. **Bleached/dyed/highlighted/colored hair, haircut shapes/sections, cornrows or extreme hair styles are not allowed. No perfume (due to allergies) is allowed.**

Boys

Hair is to be neatly trimmed, **no extreme lengths on top or for bangs**; no man buns or cornrows allowed. No extreme hairstyles, haircut shapes, sections, or cut in parts or cut in eyebrows are allowed. No bleached/dyed/colored hair. Extreme hairstyle is to administration discretion. Hair length must be above the ears, above the eyebrow, and off the back collar. We require boys to be clean-shaven. Facial hair, such as beards, moustaches or sideburns are not permitted. A small watch (**no SMART/web-enabled watches**), and **small** religious necklace may be worn. All other jewelry is considered inappropriate for a uniform. **No cologne (due to allergies) is allowed.**

P.E. Uniform

- Green P.E. uniform mesh shorts and goldenrod T-shirt with logo; cotton shorts for PreK - K 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.

Pre-Kindergarten Uniform

Students wear the P.E. uniform (through GQ Fashions) - green cotton uniform P. E shorts (no cut-out in the hem) and goldenrod T-shirts with logo and solid white or black 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 black socks, girls may also wear white or black tights with their uniform (**no leggings**). Sweaters and jackets should be worn only during cold or inclement weather. Students may be asked to remove sweatshirts/jackets when outside, if temperature is extremely hot.

For P.E. classes students will wear hunter green sweatshirts/sweatpants 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 via email. **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. **Continued or ignored violations will be referred to Administration and may prevent a student from attending school until the issue the violation is resolved. Students will be given one week to resolve the issue.**

N.U.T. Days – No Uniform Today (see the school calendar for specific dates) N.U.T. Days will typically be held on the third Friday of the month. (Payment is no longer required for NUT Days.) We ask that students participating in NUT Day bring in a non-perishable food item to donate to our HR Food Pantry.

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 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, rock bands or promote ideas that are unacceptable or obscene by school standards are not allowed. Tight clothing is NOT allowed. **All pants/jeans MUST be clean, without holes/rips and sit at the waist (not lower). Pants or jeans should not be skin-tight and leggings may not be worn as pants.** Shoes must have a back and closed toed and socks must be worn. Slides, Crocks, 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.

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.

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: Apple Air Pods, smart watches, handheld game devices, tablets, cameras, phones, toys, etc.

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 at the discretion of Administration.

Cell Phones

Students may not bring cell phones to school unless granted permission by administration. After permission is granted, cell phones must be placed in the front office/resource office until the student is picked up from school/aftercare. 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 and returned to the parent. It will not be permitted to be brought back to campus for the remainder of the school year. Students have access to school land-line phones while on campus if needed.

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.

Electronic Mail

Email 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 copied on the email. 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 or pandemic challenges, 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. The Diocesan Superintendent will make a decision on school closures.
- 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/text service and e-mail 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.holyredeemerkissimme.org), 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) AFTERCARE PROGRAM

Students are not permitted on school grounds before 7:15 am as there is no adult supervision. For the safety of the students, supervised care is provided beginning at 7:15 am. No fee is charged for this service. Students will report directly to their homerooms at or after 7:15 am.

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 our aftercare program. 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 3:45 pm (2:45 pm on Wednesdays.) Parents are responsible for payment for this service through FACTS only. All students MUST be registered for Aftercare 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 AfterCare (EXCEL) and the parent will be responsible to pay the specified fee.

For more information about our After Care Program (EXCEL), please refer to the EXCEL's Policy Manual. New safety protocols are listed on the website via the "Admissions" tab.

Fees: Tuition Rates for New Student Registration

PRE- KINDERGARTEN THROUGH GRADE 8

- For single child/multiple children please call the school office for rates.
- 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.
- Registration Fee is \$275.00 per student. The registration fee is non-refundable 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 (before Feb 28th) \$175.00 Re-Registration and Open Registration for New Students \$275.00

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 monthly 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. Fingerprinting is completed via Field Print for a fee via the Diocese of Orlando. Instructions on the fingerprinting process can be found on our website or in the front office.

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 by call ahead appointment 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.

Students in grades 4-8 will use the following weighted scale for grading:

Summative Assessments (Tests, Quizzes) 60%

Alternate Summative Assessments (ex: Project) 30%

Daily Classwork/Participation/HW completion 10%

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 or teacher weekly newsletters.

Homework should be turned in on the due date and during the class for which the homework was assigned. 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. Any patterns of homework incompleteness will be communicated to the parents.

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 schoolwork.

Qualifications for High Honors

A grade point average of 4.0 must be earned (no B's) in the following subjects: Religion, Math, Science, Social Studies, Language Arts/Literature.

Qualifications for A/B Honors

The minimum grade point average of 3.5, (all A's and B's), and acceptable Behavioral scales. Religion, Math, Science, Social Studies, Language Arts/Literature.

LATE WORK

Students in grades 4-8 with unexcused late work will receive a 25% penalty per day for 3 days. (Late 1 day = 75% max credit, Late 2 days – 50% max credit, Late 3 days 25% max credit. After the 3rd day the missing work will receive a 10% maximum score. (Until received the work will be a "0" in the gradebook so the impact of the missing work can be seen.) ALL work is expected to be completed and repeat offenses will be referred to Administration. Excused absences will be considered at the discretion of the teacher and administration. ***Students are NOT eligible for the Honor Roll if they receive behavioral notices, or an afterschool detention, or In- school suspension during the trimester.***

Lunch Program

Hot lunches are available for students Monday through Friday through the Maschio's School Lunch Program. Students may purchase hot lunches via a pre-paid parent account. Students may choose to bring lunch from home which may **NOT include soda or candy. Chewing gum is never allowed at school.** Unfortunately, no food items from home will be heated for elementary students. Middle School students may use provided microwaves. Parents will be notified of forgotten lunches so that one can be brought to the student, or parents may give verbal permission for the student to purchase a hot lunch. Parents will be notified before food is provided to students. Families will be notified of delinquent lunch accounts and if not satisfied in a timely manner FACTS accounts will be charged for the full amount owed. **Fast food from outside establishments such as McDonalds, Burger King, Wendy's, etc. is not permitted at HRCS.**

Internet Access

Parents should carefully monitor their children's use of the Internet. During school hours, monitoring takes place at Holy Redeemer Catholic School. Students in grades K-8 are taught internet safety. 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. Engagement in social media will result in disciplinary action, if the content contains 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-STEM 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. Students will visit the library weekly to check out books.

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 in a line silently, Level 0, 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 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

Every family registered at Holy Redeemer Catholic School is encouraged to contribute volunteer hours to the school and/or church during 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.

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. 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 RenWeb 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 as the carline may move more slowly.

Safe Environment Training

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines regarding safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families and is also found on the school website. **The Diocesan requirements must be met for individuals to volunteer in any capacity within the school.**

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. Fall – school/class pictures Spring – dress-up with Sunday best and Individual Graduation Pictures (Cap & Gown) for 8th graders. No makeup or excessive jewelry allowed.

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. Due to Diocesan safety & security recommendations, students must sit with their class throughout the entire mass and not with parent or family.

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 Wednesday 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. During Lent, 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.

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 -- 7th 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 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. Documentation may be requested to determine if HRCS is able to serve the needs of a child.

Standardized Tests (check grade levels below for tests)

HRCS administers the following tests during the school year:

- TERRA NOVA Test of Basic Skills to all students in Grades 2-8
- The Cognitive Abilities Test to all students in Grades 2-8
- 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 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 trimester parents will be notified via email letter from the teacher who will refer it to Administration. Five tardies will be converted to (are equivalent to) one unexcused absence. Please plan accordingly. See Attendance Policy.

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. Facilities may be available for rent in accordance with safety protocols.

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.

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. Appointments are still preferred as they prevent gatherings in the front office. 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.

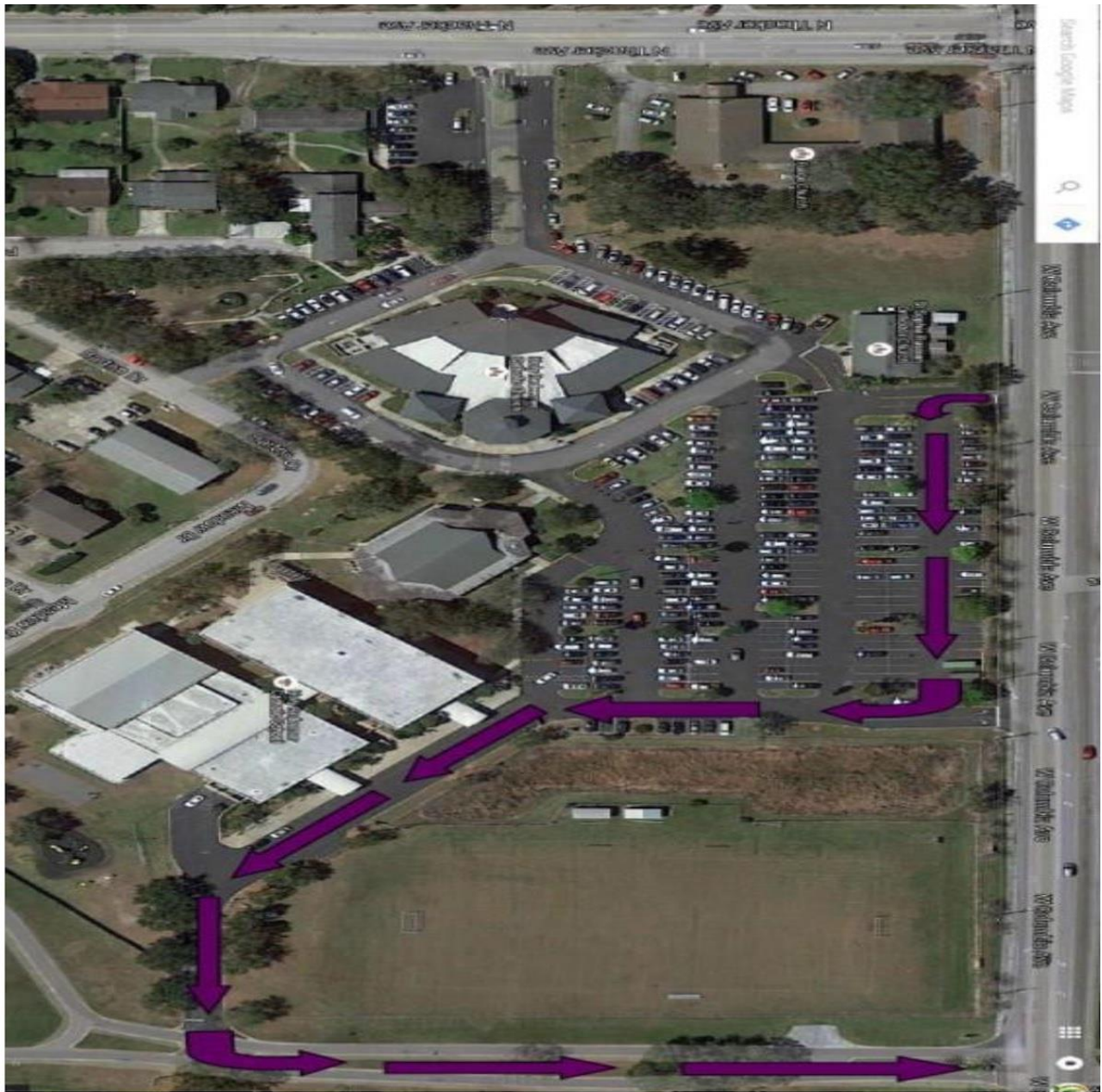
Weapons

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

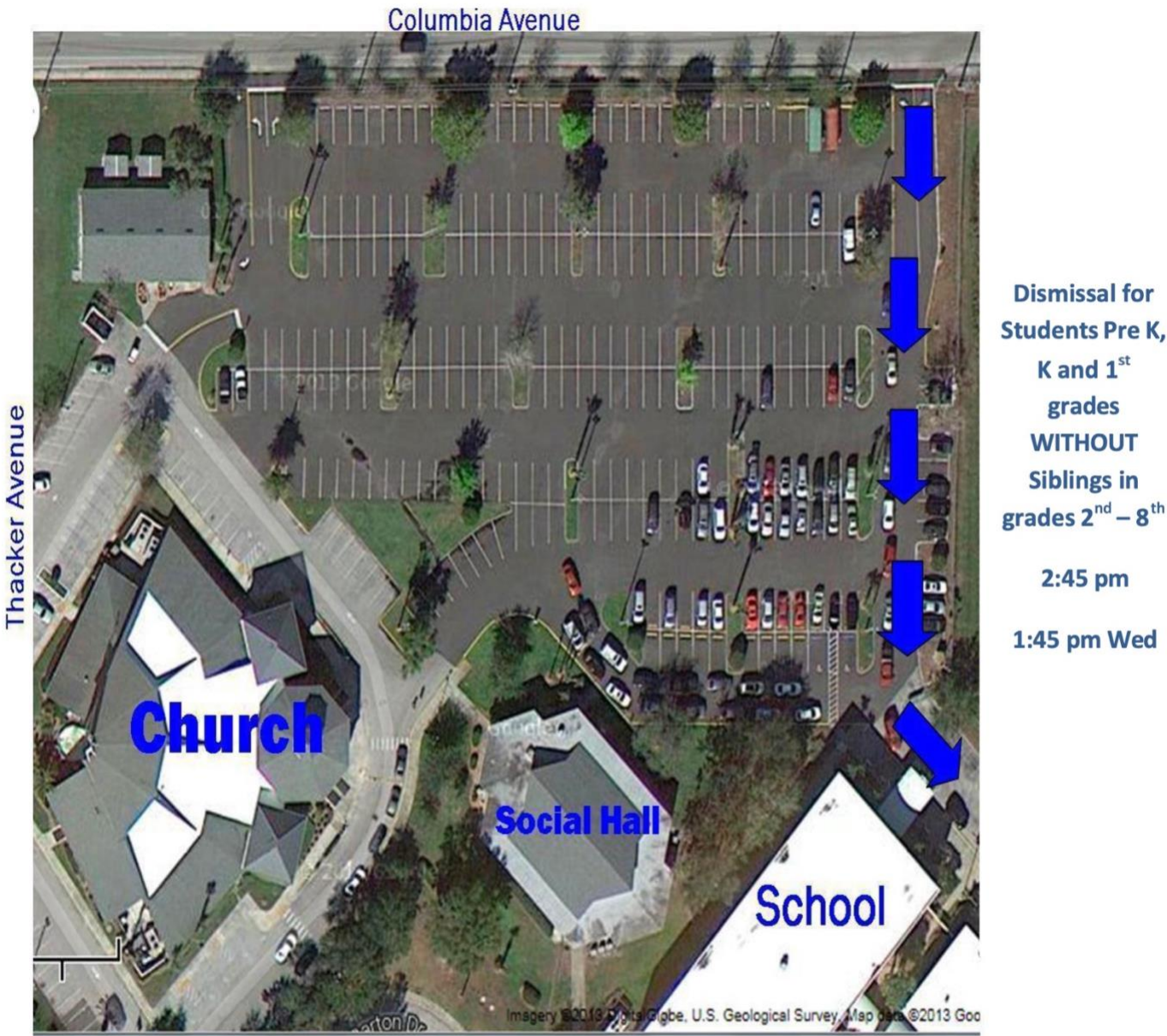
Withdrawals and Transfers

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.

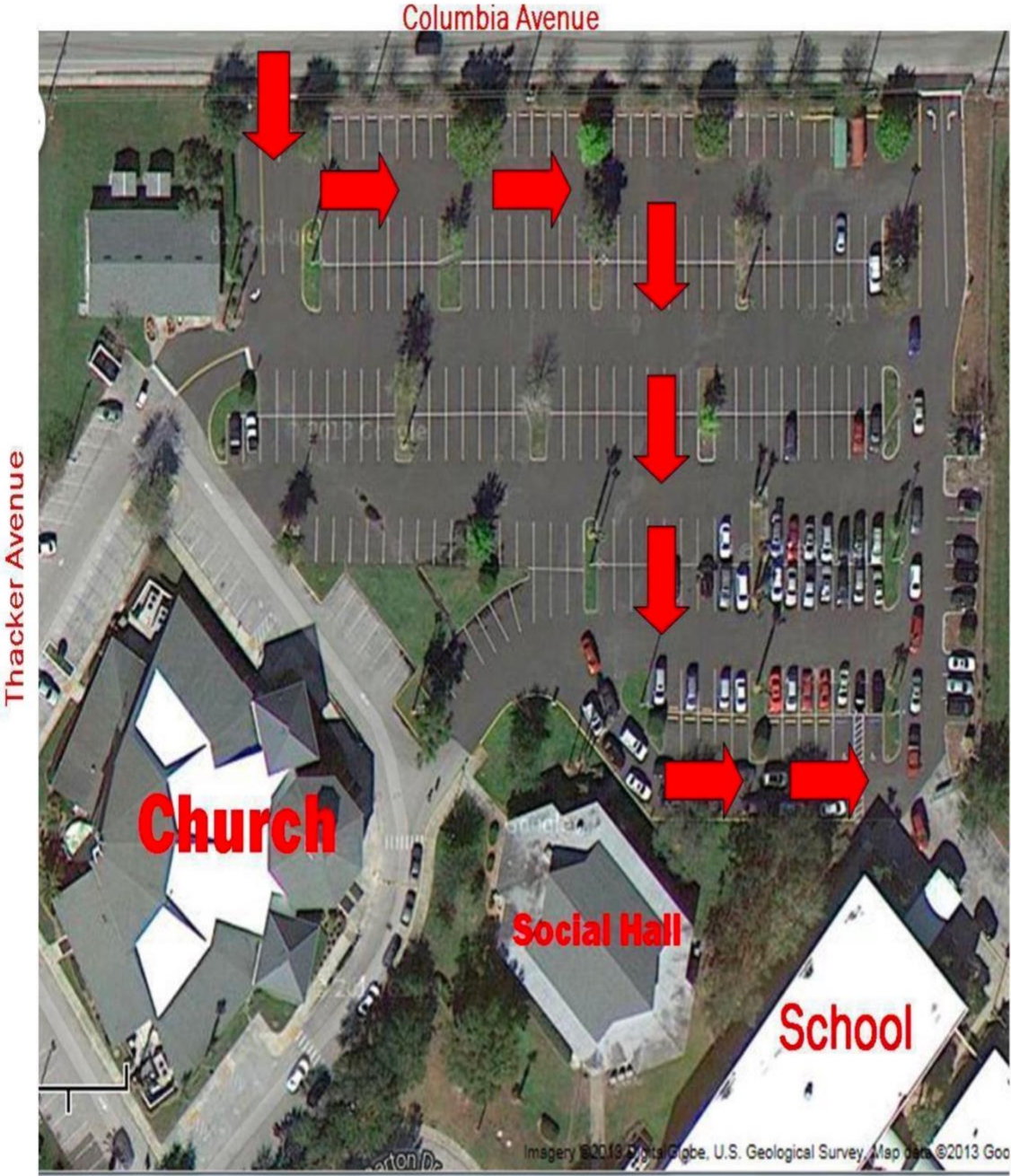
Purple Arrows Morning Arrival Map



BLUE ARROWS DISMISSAL MAP

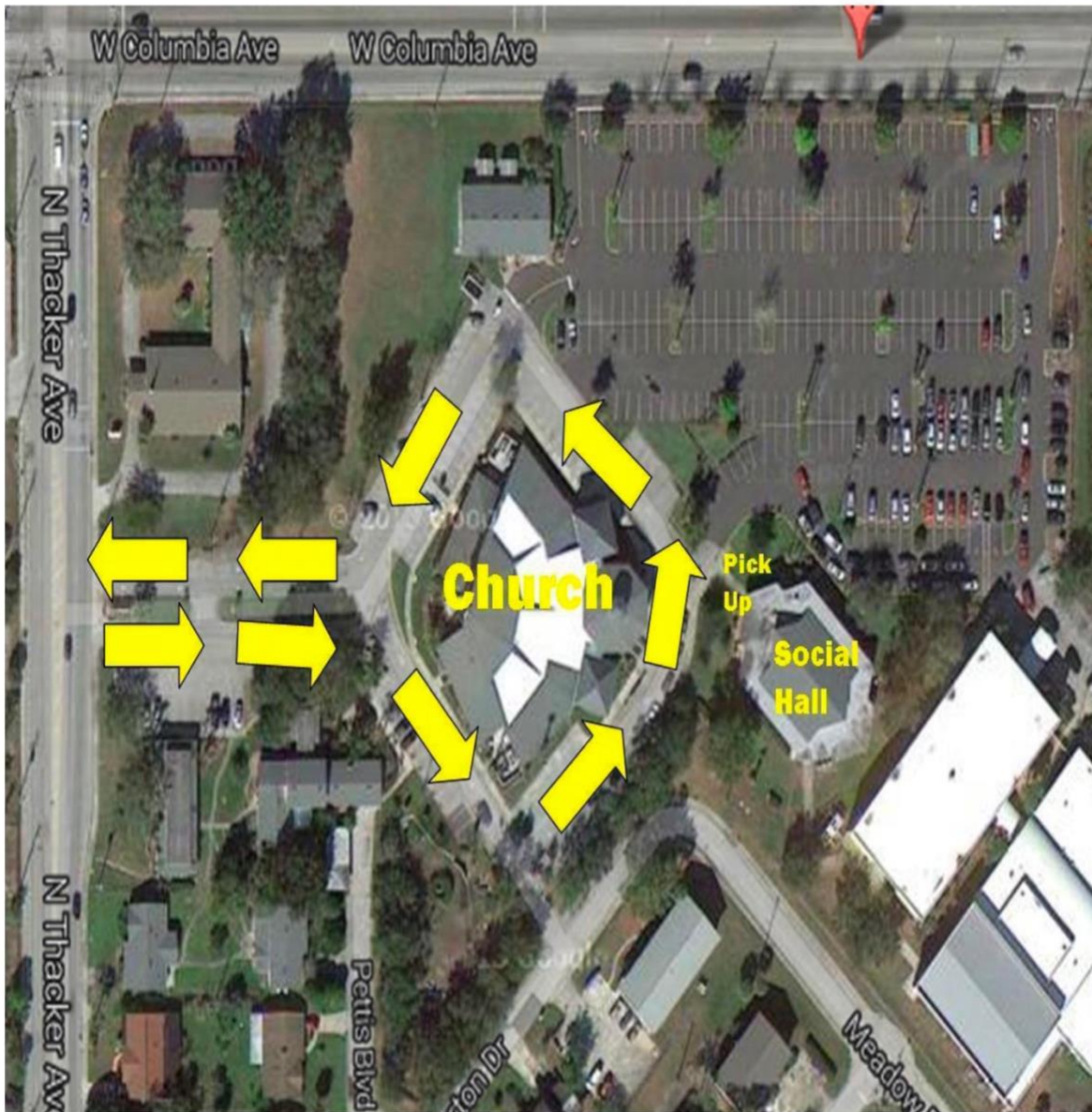


RED ARROWS DISMISSAL MAP



Dismissal for
Students
Grades 1-8
with siblings
AND
Grades 1-5
without sib-
lings
3:00-3:15

YELLOW ARROWS DISMISSAL MAP



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