

## **SECTION 6 – THE SCHOOL DAY**

### **6.1 – GENERAL DESCRIPTION AND DAILY SCHEDULE**

To ensure the orderly and safe operation of the school day and optimum time for instructional activity, school rules and procedures are necessary. The following guidelines are designed to allow for consistent, smooth operation of the school day. Parents are asked to review these guidelines with their child(ren).

Parents: Morning arrival and afternoon pick-up are very important procedures for the smooth operation of traffic flow, and more importantly, for the safety of all. Please inform all your family's drivers of these important procedures.

#### **Morning Arrival Procedures: 7:00 – 7:40 am**

- **SAFETY FIRST:** While no one wants to get to school or work late, the most important thing is that all are. Drive 10mph or slower in the parking lots, allow plenty of space for others, and always be looking for pedestrians, especially small children. If you are dropping your children off before 7:00 am you must stay with them and not let them walk to the cafeteria without your supervision. There is no school staff person available to watch your child before 7:00 am.
- Make every effort to have your child at school by 7:40 or sooner to allow for morning traffic and adequate time for your child to get to the classroom before classes begin at 7:45. Students arriving after 7:45 are tardy and must sign in at the office.
- **Pre-school Parents:** Pre-school drop-off procedures are outlined in the pre-school handbook. Please consult with the Pre-School Staff if you have questions.
- **K-8 Parents:** Morning Drop-off procedures are outlined below. For families new to the school, all vehicles are to enter the property from either the main entrance between the church and the parish offices, or from the access road from Green Valley Road. **DO NOT** use the back parking lot for morning drop-off (exception: faculty and pre-school parents.)
- **Main Entrance:** Vehicles enter the main drive and drop students at the church narthex entrance. Student door openers will be assisting from approx. 7:25-7:40. After drop off, make a U-turn and go back out the main drive.
- **Green Valley Road or East Daisy Lane Entrances:** Enter next to the garden and follow the driving lane to the main office doors for drop off. Student door openers will be assisting from approx. 7:25-7:40. Turn around in the primary playground lot and return back out the Green Valley Road or East Daisy Lane access.
- **Parents walking children into the building:** From either entrance, park in the large lot east of the parish offices. **DO NOT PARK** in the first 10-12 spaces nearest the playing field as this is the driving lane, nor along the main entrance between the church and parish offices. Carefully walk children in along the sidewalk near the large maple tree and mailboxes and follow the pedestrian area between the cones. Avoid running at all times.
- **Upon entering the building:** **REMEMBER** that no staff member is available to watch your child(ren) before 7:00 am. Between 7:00 and 7:30, students are to go to the cafeteria. Those arriving after 7:30 are to go to their homeroom. Older siblings are encouraged to accompany younger ones to their classroom.
- **After 7:40 and during the school day:** Parents bringing in children tardy or late due to appointments, etc., enter through the main drive or Green Valley Road access and may park in designated spaces along the school wall if spaces allow or in the large lot. Please accompany your child into the building and press the access button at the main office entrance. Upon admittance, please sign in your child(ren) at the Office. Once students arrive at school, they must remain in the building. Students are not allowed to wander the grounds or leave the campus for any reason.

## **Daily Schedule**

7:00 - 7:45	Arrival
7:45	Prayer and daily announcements, Homeroom period
9:30 - 10:00	10-15 minute break or recess; students may bring a nutritional snack from home for K-4
10:45 - 11:45	Lunch/recess – grades K-2
11:20 – 12:00	Lunch/recess – grades 3 &4
11:30 – 12:00	Lunch - Pre-school
11:50 - 12:30	Lunch/recess – grades 5 & 6
12:00 – 12:30	Lunch /recess – grades 7 & 8
2:55	Dismissal – K-2
3:00	Dismissal – 3-8

## **Late Opening (two hour delay)**

9:00 - 9:45	Arrival
9:45	Prayer and daily announcements, Homeroom period
10:45 – 11:35	Lunch/recess – grades K - 2
11:15 – 12:00	Lunch/recess – grades 3 & 4
11:35 – 12:30	Lunch/recess – Pre-school
11:45 -12:30	Lunch/recess – Grades 5 & 6
12:00 -12:30	Lunch/recess – grades 7 & 8
2:55	Dismissal – K-2
3:00	Dismissal – 3-8

**Snacks and Home Lunches** - Parents are strongly urged to inspect snacks brought to school by their children. Candy and/or high sugar or high/fat items are not nutritional snacks. Any of the following are encouraged: 100% juice, fresh fruits or vegetable sticks, pretzels or whole-wheat crackers. Students are not allowed to bring fast-food lunches or have parents deliver them to the cafeteria, and soft drinks are not allowed. Once per month, teachers may provide candy, food or juice drinks as an incentive or reward. Healthful nutritional alternatives must also be provided at that time. Parents are not allowed to bring in birthday treats, such as cupcakes, soft drinks or other “sweets” unless with specific permission of the teacher or principal.

**Deliveries to the office** - While parents may schedule with teachers to have birthday treats brought to the classroom, the school office DOES NOT accept deliveries of ANY items from third party vendors or anyone who is not a parent for the purpose of school. Please make sure your child brings all school supplies, homework, lunches, clothing, after-school supplies, and instruments as they come in to school at the beginning of the day. The office is not a holding area for these items, and three violations of this policy will cause your student to receive an infraction. Note: floral arrangements, celebration balloons and other deliveries to an individual child should be avoided. If they are delivered, they will not be sent to the classroom but will be sent home with the child at end of day.

**Phone Calls from the Office** - Please send your children in the appropriate dress code for the day. If your child has forgotten something or must call to fix a dress code violation, he/she may use the phone, but use of the phone three times for this purpose will result in an infraction. If your student is calling for medical purposes or soiling of clothing, no infraction is given.

**Admittance into the School** - When a visitor buzzes in at any door with an intercom, the office staff requires that person to share their name and purpose for visiting. The school office staff shall have at its discretion the right to deny anyone admittance to the school for any reason which protects students, faculty and staff.

**Schedule Appointments after School** - Holy Family School discourages scheduling of dental, orthodontic and other appointments during school hours, or at such a time which causes a student to arrive after 7:40 am or to leave before dismissal. We would recommend that you schedule appointments after school so that you can follow a normal dismissal procedure and not have to pull your vehicle out before the regular flow of traffic. Please take into consideration that all vehicles are normally cleared from our parking lot no later than 10-15 minutes from final dismissal at 3:00 pm.

#### **Afternoon Dismissal Procedures: 2:55 - 3:15 pm**

- Dismissal is by parking lot zone and age group per instructions below. NOTE: Parents should park in the location designated by their exit route. Students whose ride has not arrived at dismissal time will be sent to the cafeteria and remain until 3:15, when Aftercare begins. Parents must come into the building to pick up students and sign out from the cafeteria or Childcare Aftercare room(s).
- Primary (K-2) only: All those picking up ONLY K-2 students are to park in the primary lot or along the school wall by the office. Students will be released directly to those drivers only, not sent to the cars. Do not leave until signaled to do so. DO NOT LINGER to chat with teachers or other parents unless you are well out of the pickup/driving area. DO NOT PARK in the main driveway; you will be asked to move your vehicle. NOTE: Cars parked along the building must turn off the ignition. All vehicles parked along the building must turn off the ignition. See Indiana Indoor Air Quality State Law { Article 33. Title 410 IAC 33-1-1 }
- All other drivers: Please inform anyone who may be picking up your child(ren.)
- For all those picking up older students (3-8th) or a combination of primary and older students, please park in the large lot east of the parish offices as follows:

**General rule** - Drivers should park in designated areas determined by their exit route.

1. If you plan to exit west (left) out onto Daisy Lane toward State Street, park in the first two rows nearest the parish offices building.
2. If you plan to go east (right) onto Daisy Lane or via the Green Valley Road access, park in the 3-4th rows from the Parish Offices, along Daisy Lane or nearest the Learning Garden.
3. DO NOT PARK in the main driveway or the first 10 spaces along the field as these are driving and pedestrian lanes.
4. Pull forward to park facing your exit lane or back into perimeter spaces with a bumper guard for ease of pulling out when leaving. Exception: if you are parking along Daisy Lane in a diagonal space, pull directly into the space, do not back into the space.

**Exiting directions:**

**General rule – Do not exit until you are directed to do so. Primary lot will be exiting first in sequence. East lot will exit after all remaining students are in their vehicles, in sequence.**

1. Vehicles going west (left) onto Daisy Lane will be directed to the exit via the main driveway left lane and turn left only toward State Street.
2. Vehicles parked along Daisy Lane will be directed to exit the main driveway right lane and turn right only onto Daisy Lane toward Green Valley Road.
3. Vehicles parked in the 3-4th lanes or nearest the Learning Garden will be directed to exit either the east Daisy Lane exit (right only) toward Green Valley Road OR the access road to Green Valley Road.

NOTE: Please observe all traffic cones and follow directions provided by administration/faculty members or police officers directing traffic. After a couple days, drivers should understand the correct flow patterns in the lot. Again, please inform ALL your family's drivers of these procedures.

**Inclement Weather during Dismissal** – Dismissal will be delayed during severe weather or warnings. If possible, the school will provide a text alert to parents informing them of the inclement weather dismissal. Drivers are asked to be patient during this time and may enter the building to seek shelter during severe weather. During this time, students must be escorted by their parent/driver; a general dismissal will not occur until the immediate threat of lightning or weather warning passes.

**Aftercare Pick-up** - Drivers picking up students after dismissal is completed will need to park in either the large lot or in the back parking lot behind the cafeteria. You will need to go to the cafeteria via the new ramped entry using your parent access code to sign your child out of Aftercare. Students are not released unless accompanied by a parent/family driver. Please be careful of other vehicles and pedestrians.

**After-school Practices or Co-Curricular Activities** - All students staying after school for activities or athletic practices or games are required to go to the cafeteria. Coaches and activities moderators are to meet and sign out students from the cafeteria. Do not make arrangements with students to meet at any other designated location after dismissal except the cafeteria unless the moderator is a staff member and previous meeting arrangements have been made.

**Early Dismissals** - Holy Family School will dismiss at 2:00 pm on Good Friday for religious services. Children who are in Aftercare that day will be attending the Good Friday services. Other early dismissals may be announced due to weather conditions or as needed via SMS text messaging through [jupitergrades.com](http://jupitergrades.com).

## **6.2 – AFTERCARE SERVICES PROGRAM**

As a convenience to the parents, Holy Family offers an Aftercare program for students Pre-K-8. Aftercare hours are from 3:15 until 6:00 pm. These services include snacks, activities, games, opportunity for study, physical activity and rest time. All students are expected to behave in a manner appropriate to the classroom when in Aftercare and all school rules apply; students who demonstrate an inability to abide by school rules and behavior will be denied Aftercare privileges. NOTE: Aftercare services are for Holy Family students only. Students may bring a change of clothing to Aftercare. Appropriate attire would be those items outlined in section "8.3 – Out of Uniform Dress Code."

Students found on the grounds, not involved in an authorized after school or extracurricular activity will be placed in aftercare, and the parents will be notified and invoiced appropriately.

## **6.3 – PRESCHOOL HOURS**

Preschool classes are either two-day for three year-olds (Tue/Thu) or three-day for four- five year-olds (Mon/Wed/Fri) with class times at 8:00 - 11:15. Parents are required to walk their pre-school child into and out of the building each day and to follow proper sign-in and sign-out procedures. There is a code given to Preschool parents that will allow them to pick up their children from 10:50 - 11:05 am at the main office doors. Children arriving early or staying after class are required to sign into the Childcare room. Parents are to use the small (cafeteria) parking lot before 8:00 am and after 3:00 pm. Between those hours, parents are to use the east parking lot and enter through the Office doors. Aftercare is not available the last school day before Christmas and the last day of the school year.

## **6.4 – ATTENDANCE, ABSENCES AND TARDINESS**

Regular attendance is essential to a student's success and cannot be overemphasized. Parents are asked to make every effort to get children to school each day and to have good health and nutrition practices at home. However, if a child is ill with fever (over 100°), nausea, etc., please do not send him/her to school to suffer and to expose others to the illness. In the case of fever, do not send your child back to school until she/he is fever free for 24 hours after being off fever reducing medicine.

### **General Attendance Rules:**

- Students are expected to be on time and in school for the entire day each school day.
- On the day of a student's absence, the parent should call the School Office to explain the absence. The absence will be excused if it meets the criteria below. Regardless if the absence is excused or deemed unexcused, parent/guardian must contact the school office within 24 hours or provide appropriate documentation. If contact is not within 24 hours, the absence will be unexcused.
- In the event of frequent illness requiring excessive absences, the child must be under the care of a physician, and validation of illness may be required.
- Chronic or excessive number of absences will lead to a parent conference, Indiana defines chronic absenteeism as eighteen days or more absent during any school year for any reason.

## **6.5 – K-8 SCHOOL CLOSINGS AND INCLEMENT WEATHER POLICY**

Holy Family will continue to have its own communication announcements with regard to school closings, delays, or late openings due to inclement weather only. We will use the [jupitergrades.com](http://jupitergrades.com) program, and parents will be contacted by email, phone or text or combination of all. We also receive radio severe weather alerts through the National Weather Service bulletins.

Please watch your local TV news coverage (WDRB and WAVE) for school closing and delay information during these times. NOTE: When the local area is under a severe weather or tornado “WATCH,” general precautions will be taken and all students will remain indoors. When the local area is under a severe weather or tornado “WARNING,” tornado drill procedures will be enacted. Students are not released to the parking lot during any kind of severe weather “WARNING.” Parents are urged to come inside the building and participate in tornado drill procedures until the WARNING has passed.

## **6.6 – PRE-SCHOOL CLOSINGS AND INCLEMENT WEATHER POLICY**

When Holy Family School is on a two-hour delay due to weather, the morning Pre-school classes will be canceled. Morning drop-off for Childcare will begin at 9:00. If Holy Family School experiences an early closure due to weather, the afternoon pre-school childcare will be cancelled if enough time for communication to parents is allowed. The extended care program will remain open until all students have been picked up by their parents. Please review the Pre-School Handbook for additional information.