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MISSION STATEMENT

Holy Family Parish School

Holy Family Parish School is a Catholic community committed to developing students to their greatest potential. We educate our children in an environment of academic excellence and we empower them to live according to the values of their Catholic faith.

Mission Statement Goals:

Message

- 1.) To develop Catholic Identity through Scripture-based instruction.
- 2.) To value and understand the truths and ideology of the Catholic faith.

Prayer/Worship

- 1.) To encourage families to value the opportunity to worship together and to provide relevant individual and community faith experiences.
- 2.) To gain an understanding and appreciation of the traditional prayers, commandments, Beatitudes, Rosary and inspirational music in a way that is meaningful to the students' lives.

Community

- 1.) To develop an ability to make choices which reflect a caring attitude towards all of God's creation.
- 2.) To provide experiences and awareness of local and global community needs to motivate the children to give service to others.

Service

- 1.) To develop an awareness and a plan of action to provide service for our school, parish, local and global communities.
- 2.) To motivate children to exemplify Christ-like attitudes and to promote intrinsic appreciation of service.

PHILOSOPHY OF HOLY FAMILY PARISH SCHOOL

We at Holy Family Parish School believe that as a Christian, Catholic school community, Jesus and His teachings should be the central focus of our work.

It is our responsibility and privilege to impart to our students the tools and values necessary to make responsible decisions; whether spiritual, social or practical. Each individual is considered to have a unique combination of talents to be developed in cooperation with family and all communities of which the child is a part.

It is our ultimate goal to create within the child a love of self, evolving to love of others, which is a response to Christ's love for us.

Holy Family Parish School does not discriminate on the basis of race, religion, gender or national origin.

HISTORY OF HOLY FAMILY PARISH AND SCHOOL

The seed for Holy Family Parish was planted in 1944, when Archbishop Kiley purchased swamp land on the corner of Hampton Road and Marlborough Drive in Whitefish Bay. In 1949, Fr. George Wollett was named the first pastor of Holy Family. Masses were held in the Whitefish Bay Auditorium and the old chapel at St. Monica's until the school building was completed in 1952.

In September 1953, Holy Family Parish School opened its doors to students in grades 1-6, adding a grade each year to eventually serve students in grades 1-8. The Sinsinawa Dominicans staffed the school. Sister Marentia was the first principal of the school. The sisters lived in the south end of the second floor of the school building until 1960, when the convent was completed.

In 1969, the new church building was opened. In 1973, Fr. Robert McCormick was named pastor of the church. The school flourished and in 1982, kindergarten classes were added making HFPS a 4 year old kindergarten through 8th grade school. From 1973 through 1993, under the leadership of principal Sr. Mary Francis Reufer, the school maintained its legacy of excellence.

Fr. Thomas Kerstein followed Fr. McCormick as pastor of Holy Family in 1985 and was pastor until 1997. Fr. Laurin J. Wenig became pastor in June of 1997. In May of 2008, Fr. Dennis Dirkx became our pastor whom we share with St. Robert's Parish in Shorewood.

In 1993, Rebecca Jones became principal. During her tenure, the school's enrollment grew and programs expanded. In 2003, Janice Stauske became the principal. Bringing 35 years of experience in catholic schools as an educator and administrator, Mrs. Stauske has added a full day K4 option to the school and updated the school's technology, with a new computer lab in 2006 and Smart Boards for the classrooms in 2007. Under the leadership of Janice Stauske and Pastor Laurin Wenig, Holy Family received Exemplary Recognition in the standards of Mission, Community, Climate and Physical Facilities from the Archdiocese of Milwaukee in 2006. Our current principal, Angela Little began at Holy Family in July of 2008. Previously, she was the principal of a different catholic school for four years and a teacher for seven years before that.

SCHOOL BOARD

Holy Family Parish School has a School Board consisting of nine elected members who work with the Pastor and Principal in forming policy. The School Board is a policy making board and is not a governing board.

The Purpose of the School Board shall be to develop and define policies to aid in the operation of Holy Family Parish School and promote the implementation of said policies and those of the Archdiocesan Office for Schools, Child and Youth Ministry pertinent to Holy Family School. Typical areas of policy will include: goals, standards, facilities, finance, curriculum, admissions, community relations, and relations with other parish commissions and committees, agencies and institutions.

All School Board meetings are open and parents are encouraged to attend the meetings. The School Board meets on the first Tuesday of each month. Dates and times are published in the school calendar and weekly school newsletter.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is parents working together for the advancement of Christian Education in Catholic homes and schools. It is the objective of the Home and School Association to:

- Provide channels of communication between the home and school
- Encourage the maintenance of Christian standards of family life
- Create a greater appreciation of Catholic education

Through volunteers, the Home and School Association conducts fund raising activities which help support the school's operating budget as well as provide needed materials and resources

DEVELOPMENT COMMITTEE

Holy Family Parish School has a development committee made up of volunteers who help raise money for the school operating fund. Some of their activities include the Alumni Newsletter, Annual Auction and Golf Outing.

ACCREDITATION AND CERTIFICATION

Holy Family Parish School is fully accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Association (WRISA). The accreditation was renewed in 2004-05. In 2006-07, the Archdiocese of Milwaukee awarded Holy Family Exemplary Recognition in the standards of Mission, Community, Climate and Physical Facilities.

TUITION AND FINANCES

Tuition covers only a portion of the cost to educate one child. The rest of the cost is subsidized by the parish. In order to maintain an excellent parish school every family must fulfill their financial commitment to the parish as well as tuition payments.

The tuition schedule is reviewed yearly by the School Board and Parish Council. Parents are notified of the yearly tuition rates. Tuition policies are in keeping with the Archdiocesan guidelines. A Tuition Contract is issued each year to every school family and tuition collection is administered by SMART Tuition Management.

TUITION POLICY

Holy Family Parish School\Tuition Policy -- Amended May, 1992; October, 2000; August 2001

ESTABLISHMENT OF ANNUAL TUITION

The Holy Family Parish School Board (hereafter known as HFPSB) shall, based upon the proposed school budget and its participation in the financial planning for the entire parish as provided by the Parish Council, recommend a tuition schedule for the following school year. The school budget and recommended tuition schedule must be approved by the Parish Finance Committee and the Parish Council.

TUITION SCHEDULE

A. Parish Members

The tuition schedule will specify a rate for parish members. Parish members are those who are registered families of Holy Family Parish at the time of school registration. Parish membership includes regular attendance at weekend Masses, return of a signed Parish Covenant agreeing to contribute to the financial support of the parish, and return of completed time and talent and stewardship pledge forms.

B. Non-Parish Members

A special schedule exists for the children of families who are not members of the Parish.

The School will be open to non-parish members regardless of religious affiliation and they will be accepted if there is a vacancy in a class and the applicant meets admission qualifications as required by the administration.

C. Children of Parents Working in Archdiocesan Schools

Archdiocesan Catholic elementary and secondary school employees are eligible to receive a tuition discount of 25% per child enrolled at Holy Family Parish School. To be eligible, employees must work at least 50% time. Eligible employees must complete an "Eligibility Form" obtained from the school office at the time of registration. This form must be renewed yearly.

D. Portion of Year

Tuition for students entering school beyond the start date will be adjusted to the portion of the year attended based on the published schedule. Registration and Book Supply/Technology Fee will not be pro-rated.

TUITION AND FEE PAYMENT

A. Payment in Full

Tuition and fees are payable in full no later than August 15th. All service fees are waived when paying in full.

B. Installment Plan

As a convenience, tuition installment plans are offered through SMART Tuition Management Services. A contract is included with registration material. Families can choose to pay twice a year (August and January) or monthly for ten months (August through May). There are three payment due dates to choose from: 10th, 20th and 30th. Families must pay by automatic deduction from a bank account. A service fee of \$43.00 will be charged for those choosing this method of payment. The service fees will be added to the amount due. Tuition installment contracts are due on or before July 10. Families already enrolled in the SMART Tuition Plan will be automatically renewed unless they request otherwise.

C. Collection Policy

The School shall send written notice demanding immediate payment to all parents of students when tuition is past due for any of the following reasons:

- a) Tuition has not been paid because the School has been notified of insufficient funds on the part of the paying parents.
- b) The second semester tuition payment has not been made by parents choosing said payment option.
- c) Notice has been received from SMART that the parents have failed to make an agreed upon monthly payment.

The demand letter shall be issued by the School to the delinquent parents within thirty (30) days of notice of the default to the school.

The notice demanding payment in order to cure outstanding tuition default shall explain the nature and the amount of tuition past due and owing the School, and shall also advise the parents of the available means of tuition and/or temporary postponement of payment set forth in Section II E. of this Handbook. The notice shall further advise that in the event the remaining tuition balance remains outstanding after the imposed deadline and no alternative means of payment have been arranged, the School may exercise any or all of the following options:

- a) forfeiture of their child's place in next year's class
- b) withholding academic transcripts of graduating or transferring students
- c) assessment of interest penalties on past due tuition amounts
- d) referral of the case for legal collection if an amicable resolution to the problem is not promptly reached by the delinquent parent and the School
- e) removal of the student from school during the year

If the imposed deadline passes and the tuition is still due and owing, a final demand letter shall be sent to the owing parent, advising that the School has assessed interest at the rates reflected below on the delinquent tuition balance and that the matter will be referred for legal collection if all payments, including interest, are not made in full or an approved payment schedule is not in place within thirty (30) days of the date of said demand letter.

Interest shall be assessed at the rate of 1% per month, but shall not exceed the rate of 12% per annum, and will accrue from the first date of late payment forward.

In the event a family has violated any of the tuition payment deadlines described above, the School shall reserve the right to demand full tuition payment, including any assessed interest fees, in advance of the upcoming school calendar year before allowing enrollment of the family's child at the School. (School Board Approved 12/6/05; Parish Council Approved 12/21/05)

PRE-REGISTRATION

Pre-registration for the following school year will be administered by the school principal during the early part of spring. Pre-registration will include the payment of a fee of \$100.00 per child for kindergarten children and \$75.00 per child for children in grades 1 through 8. This amount will be credited towards the family's upcoming tuition bill or in the event of unpaid tuition for the current school year, applied to the balance.

SCHOLARSHIPS & GRANTS

Families may apply for a tuition grant/aid in March for the upcoming year. Grants are awarded to parish families based on financial need. Applications are due by April 15.

Kerstein Scholarships

Kerstein Scholarships are available to parish students attending Catholic high schools. Applications are available in March of each year.

STUDENT ENROLLMENT

REGISTRATION/ADMISSION

Four year-old Kindergarten is open to students four years of age on or by September 1st.
Five year-old Kindergarten is open to students five years of age on or by September 1st.

Any new student seeking entrance into Grades 1- 8 will be reviewed by the school administrator and if admitted, will be placed on probation for one semester.

A registration fee is due for each student at the time of registration.

Holy Family Parish School admits students of any race, color, gender, national and ethnic origin, and grants them all the rights, privileges, programs, and activities accorded or made available to students at the school. Holy Family Parish School does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of their educational policies, admissions policies, scholarship or loan programs, and athletic and school administered programs.

Registration Priority for Kindergarten

Policy for Acceptance:

- + Families who have older siblings in school or siblings of alumni have first priority for registering Kindergartners.
- + Parish members who have been registered as Holy Family Parishioners for at least one year (January 1st of the current year) will have second priority for registering Kindergartners.
- + Non-parishioners will have third priority for registering Kindergartners.

Re-Registration for Grades 1 - 8

School families may re-register their children during the specified spring time frame, based on current budget approval. At the time of re-registration a registration fee must be paid for each child to secure placement in the school. Current school families must have their re-registration form and fee turned in by May 1st of the current school year.

After May 1st, positions in classrooms can no longer be guaranteed and new students/those on waiting lists will be allowed to register.

Families with delinquent tuition may not re-register until their tuition is made current. Please see our Financial/Tuition Policy.

CLASS SIZE

The maximum size for all grades, including Kindergarten is 26 pupils. An exception may be made by the principal when there is a need due to registering and accommodating families with siblings. In addition to the classroom teacher, Holy Family Parish School will employ teacher aides where appropriate to provide needed support. (Approved and adopted by HFPS School Board 5/4/04.)

CLASS PLACEMENT (When a Grade Has Two Classrooms/Teachers)

Kindergarten:

K4 - K5: Parents have an option of an all-day or a morning-only program. When class size warrants division of one or both of these programs, the same guidelines for class size will be applied.

If families would like to change their child's kindergarten schedule during the school year (i.e. part-time to full-time), they should contact the kindergarten teacher and fill out a schedule change form. Schedule changes will take effect only at the beginning of a quarter, unless there is a special circumstance (this will be determined by the teacher and administration on a case by case basis).

Grades 1 - 8: When there are two classes per grade level, the placement of students will be made by the principal with the consultation of the appropriate teacher/s. Placement will be made in order to keep a balance in both rooms of gender, number, and ability. The make-up of the classes will change from year to year. (Policy approved by the HFPS School Board 10/7/97.)

COMBINED CLASSES (When a Class Size Becomes Too Large/Small)

There are two possible scenarios for considering combining one grade level with another: The first is when a class's enrollment exceeds the limit of 26. The second is when a class's enrollment falls below 8.

In the first scenario when a class exceeds the accepted number of 26, the principal and School Board will evaluate the possibility of combining a portion of the class with the grade level either above or below, based on the make-up of the classes/grade levels and the curriculum offered.

In the second scenario when the size of a class falls below 8 students, the principal and School Board will evaluate the possibility of combining that class with the grade level either above or below depending upon the make-up of the classes/grade levels and the curriculum offered.

If two grade levels are combined, additional support may be provided in order to meet the needs of the students. The additional support may include the use of a teacher aide.

Middle School Exception: Due to the type of scheduling used with our middle school classes, there is not a need to combine homerooms. Throughout the day students are in various classes as well as their homerooms. In order to provide the quality of education necessary for this age group, retaining full-time equivalent teachers for the core subjects is necessary. (Policy approved by the HFPS School Board 12/2/97.)

MOVING AND TRANSFERRING SCHOOLS

If a student is leaving Holy Family Parish School and is transferring to another school, please notify the school office at least one week in advance. Families are expected to complete a Student Withdrawal Form.

GENERAL ADMINISTRATIVE PROCEDURES

DROPPING OFF AND PICKING UP STUDENTS

Drop Off

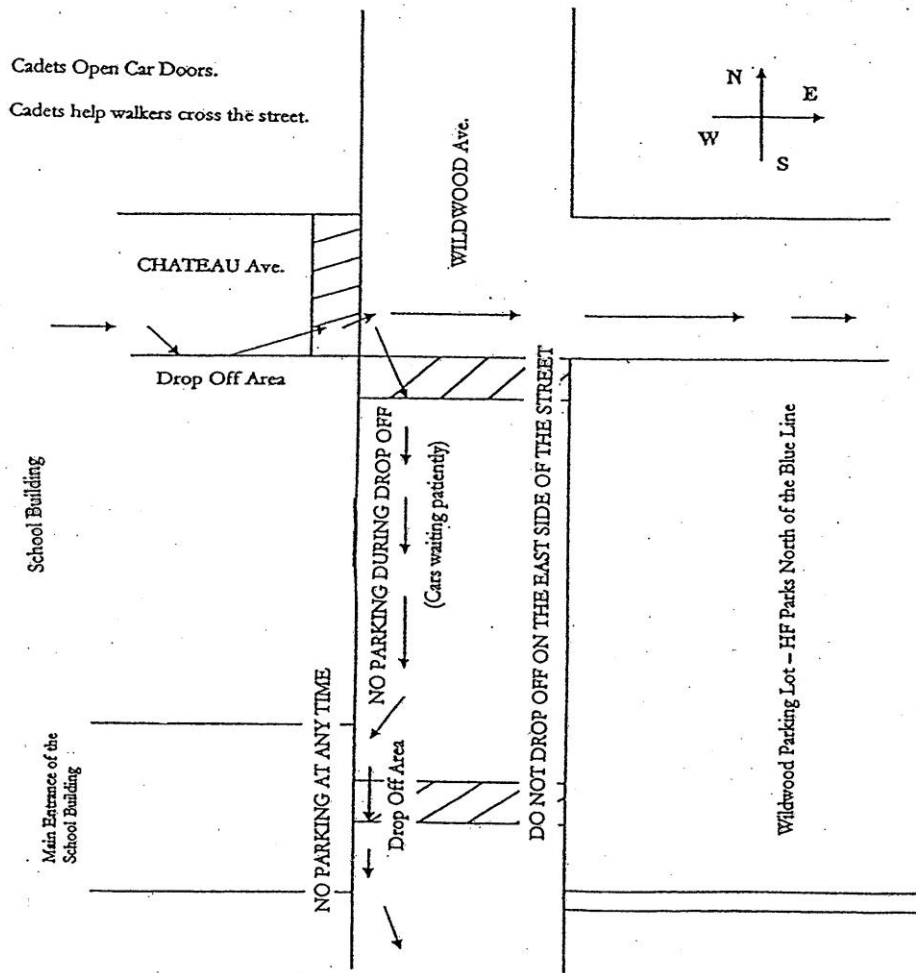
Morning Drop Off occurs on Wildwood Ave. beginning at 7:40 a.m. (Please note that students are marked tardy after 8:00 a.m.)

Students in Grades 2, 3 and 5 line up on the corner of Chateau and Wildwood. They are supervised by a teacher aide or staff member. Students in grades K4, K5, 1, 4, 6, 7 and 8 line up in front of the main entrance on Wildwood Ave. They are supervised by a teacher's aide or staff member.

In order to keep the drop off area free of congestion, we ask that drivers do not park along the northwest side of Wildwood Ave. from 7:40 – 8:05 a.m.

If you would like to walk your children to their line or need to enter the building, please park in the lot on Wildwood and walk across the street. If you do not need to leave your car, please drive up to the drop off area, allow your child/children to exit the car quickly and proceed.

If you are dropping off children lining up on the corner of Chateau and Wildwood, drop them off before getting to the corner as you head east; proceed east if you do not have any other children to drop off or turn south to drop off children at the main entrance. (See diagram next page.)



Some tips for easy drop off:

- Do not let children out in the middle of the street.
- Do not park along the northwest side of Wildwood Ave. during drop off times.
- Do not drop off on the east side of the street.
- Drop off in designated areas only!
- Be patient.
- Do not block the drop off area.
- Follow the directions of the cadets.
- Cross the street in designated areas only with the assistance of cadets!

Pick Up

K4AM and K5AM students are dismissed at 11:30 a.m. at the front entrance on Wildwood Ave.

At the time of dismissal at 3:15 p.m., students who walk home should leave school by way of the Main Entrance on Wildwood Ave. Students being picked up in cars should meet their rides on the playground. Cars should enter from Marlborough and leave by way of Chateau. **DO NOT PARK ON CHATEAU OR WILDWOOD AVENUES. ALL RIDES PICK UP ON THE PLAYGROUND. PLEASE FOLLOW THE DIRECTIONS OF THE CADETS**

In addition please follow the regulations below:

- **Drive slowly.**
- **All children need to stay in their cars – please do not let children play in the parking lot or on the grassy areas.**
- **Watch for children!**

Please Note: Village Regulations – Signs regarding stopping, parking, no parking/stopping are posted on all sides of the school. Please observe these signs to avoid ticketing by the Village.

COMMUNICATION

It is the responsibility of both the school and the parents to maintain good communication. The school, both the teacher and the Office, may send home important information by way of notes. Please check with your child/children for notes from school. To aid parents in receiving important information on activities and dates, our school produces a “GREEN FOLDER” each week, usually on Thursdays. It contains a newsletter from the principal/school office and often, other pertinent information and various flyers and/or forms which may require your response. Our GREEN FOLDER information is currently offered in an electronic copy on our website. Families have a choice to receive the GREEN FOLDER in the electronic or hard copy form. Even if a family chooses to receive the folder electronically, a green folder will still come home each week with one student from each family because some information still needs to be sent hardcopy (i.e. Market Day order forms, etc.). A GREEN FOLDER is sent home each week (usually on Thursdays) with one student from each family. GREEN folders should be returned to school on the following school day, usually Friday. Notification will be given in the event a weekly folder will not be coming home due to a shortened week/vacation.

Parent Communication with Teachers

Parents are encouraged to consult with a teacher whenever the need arises. If possible, an appointment should be made in advance. When a parent has a concern, the parent is asked to contact the teacher first. If the concern continues, the parent is asked to then contact the principal.

It is important to respect the private lives of our teachers. Teachers are to be contacted at school rather than at their homes. We request that parents contact teachers using email or voicemail. Please allow at least 24 hours for a response to your email. Teachers check their email daily. Thank you for your cooperation and understanding!

CONFERENCES

Parent/Teacher/Student Conferences

Parent/Teacher/Student conferences are scheduled for all families at the end of the first quarter, by request at the end of the second quarter and sometimes in the third and fourth quarters. Every parent/guardian is expected to participate in these scheduled conferences.

For a successful conference the parents and the teachers meet with common interest in the child. Each brings a sincere respect for the other's unique knowledge of certain aspects of the child's behavior.

What will you discuss?

The things you are concerned about; the facts you want to learn of your child's progress in school; what you think the teacher would not be likely to know about your child's background or home behavior that would help him/her in teaching the child.

The following are suggestions for discussion:

Parents:

- Child's reaction to school
- Responsibility she/he assumes at home
- Evidence of initiative at home
- How the child spends time out of school
- Whether the child prefers to play alone or with others
- Child's hobbies, special interests, or abilities
- Problems of the child in the home
- Child's health habits or handicaps
- Child's religious practices at home

Teachers:

- Child's progress in subject areas
- Accepting responsibilities
- Demonstrating initiative
- Study habits
- Social development
- Attitudes toward school regulations and rules
- Evidence of special abilities and interests
- Health problems and signs of stress
- Spiritual development

Other thoughts:

The conference will be a more successful if parents come prepared to offer their own thoughts, and questions, rather than leaving it to the teacher to do all the talking. Parents may expect the teacher to tell them their child's strengths and weaknesses in his/her studies as well as social, physical, religious and moral development.

CHILD CUSTODY

When the school authorities learn that a student is the subject of a court decree, parents are required to submit a copy of the court decree about the student.

If the parent with whom the child does not live requests student information, a copy of the student progress report (report card) shall be issued in conformity with the Wisconsin Statute 118.125(2), unless the parent with whom the child does not live has been denied periods of physical placement with the child by the Court under Wisconsin Statute 767.24(4). In this case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2),(m). [Rule: 5124.2]

GRIEVANCE PROCEDURES

The following procedures, in accordance with Archdiocesan Policy, will be used regarding unresolved complaints concerning school personnel. (Regulations 1312 (a)(b), Policy 4135.4)

Grievance Procedures For Parents

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, and Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to attempt to resolve the issue, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

STEP 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) working days to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to STEP 2.

STEP 2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.

3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See STEP 3.

STEP 3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent (s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

STEP 4

Should resolution not occur through STEPS 1, 2 and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for Parishes will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed. (Archdiocese of Milwaukee Policy 1312 (b), Reg. 4135.4, revised 5/5/98.)

ATTENDANCE

It is the shared responsibility of the school and the home to help students develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. (Archdiocese of Milwaukee Policy 5113)

School Day

The school day for students in **grades 1-8** is:

8:00 a.m. - 3:15 p.m.

Lunch/Recess is 12:00–12:45

Grades 1 - 5 have a morning recess and snack (this is optional for grades 4/5)

Grades 1 - 3 have an afternoon recess

The school day for **K4 & K5** students is:

8:00 a.m. - 11:30 a.m. or the full day option of 8:00 a.m. to 3:15 p.m.

Students in grades K4, K5, 1, 4, 6, 7 and 8 line up on Wildwood Ave. at the center doors. Students in grades 2, 3 and 5 line up at the door on the corner of Wildwood Ave. and Chateau Ave. Students are met by their teachers at 7:50 and walked to their classrooms.

Students should not arrive to school before 7:40 a.m. A teacher or an aide will supervise students at the doors from 7:40- 8:00 a.m. Students are allowed to wait inside the building in the cafeteria during inclement weather where they will be supervised by a teacher.

ABSENCES

IMPORTANT! If a student is to be absent from school for any reason, parents must call the school office **before** 9:00 a.m. or send a note to the office by way of a sibling at the beginning of the school day. **We cannot accept e-mail correspondence for absences.**

For consecutive days of absence, a phone call or note is important so that the school knows the student is safe. It is the policy of Holy Family School to contact the residence of a student during the morning hours of the school day if they are not reported absent.

RELEASE FROM SCHOOL

Pupils are not to be released from the school during the school day without approval from the Principal. (Archdiocese of Milwaukee Policy 5113)

A pupil who must leave school for any reason during the school day should bring a note from his/her parent/guardian indicating the time he/she is to be excused and the reason for being excused. The note should be brought to the office for signature at the start of the school day. At the time set for leaving, students must report to the office and should report to the office again upon their return.

Parents must ring the front doorbell and come into the building to sign their child out and pick them up. If a student returns during the school day he/she must check in at the office.

TARDINESS

Students who are not in their classrooms when the 8:00 a.m. bell rings are considered tardy. Students who arrive between 8:01 and 8:10 may go directly to their classrooms where they will be marked tardy by their classroom teachers. If a child arrives after 8:10, they must report to the school office for a Tardy Slip which should then be turned in to their homeroom teacher. (Any student entering the building after 8:00 a.m. is considered tardy.) Tardiness is recorded on attendance records and report cards.

HOMEWORK FOR ABSENCES

Students absent for one or two days may get their missing assignments upon their return to school. If a student is absent for three or more days, teachers will send missed assignments home. Parents may e-mail their child's teacher/s or call the school office to make arrangements for pick up of assignments.

EARLY DISMISSALS

Twice a month, we will have an early dismissal day for the purpose of holding teacher collaborative team meetings. During these meetings, teachers work on curriculum, goal evaluation, event planning, etc. On these specific early dismissal days, care will be provided for those students who need it until the normal dismissal time of 3:15 p.m. Throughout the year, we have other occasional early dismissals which are scheduled to accommodate events, such as parent/teacher conferences and at the beginning of vacations. Please note that care is not provided on these days! Please refer to the school calendar for specific dates and times of early dismissal days.

EMERGENCY SCHOOL CLOSINGS

For information on school closings (for any reason), please tune in to one of the radio or TV stations listed below.

WISN (1130AM) / Channel 12

WTMJ (620AM) / Channel 4

Channel 6 - Fox

When a storm occurs overnight that closes Whitefish Bay Public Schools the following morning, Holy Family Parish School will be closed as well. Listen for the announcement:

“Whitefish Bay Schools Are Closed”

We will call the television stations and list Holy Family School as closed. In addition, we will make every attempt to post this information on the homepage of our school’s website.

If a snow emergency arises during a school day, these same radio stations will be contacted to make the announcements. Your own observations of weather conditions should alert you to tune in to one of the designated stations.

TORNADO DRILLS

All students practice emergency procedures for tornado conditions. School will proceed as usual when a tornado watch is in effect, but students will take cover when a tornado warning (actual tornado sighted) is in effect.

FIRE DRILLS

Holy Family Parish School practices fire drills once a month. Egress plans are posted in each classroom. In accordance with state law, the North Shore Fire Department observes one fire drill a year.

LUNCH BREAK

Students in all day kindergarten and grades 1- 4 will eat their lunch from 12:00 – 12:23 while students in grades 5 - 8 have recess.

Students in grades 5 - 8 will eat their lunch from 12:24 – 12:45 while students in grades 1 - 4 will have recess.

HOT LUNCH

Hot lunch is available five days a week through Taher Food Service. **The cost of an individual lunch is \$2.60 with an option to purchase an extra portion for \$1.50.** The lunch program uses a debit system. At the beginning of the school year, an account is set up for each family. The cost of each lunch taken is deducted from the balance in the account. A statement with account activity and balance is sent home when the balance falls to \$10. It is the family’s responsibility to keep the balance positive. Checks for hot lunch should be made out to Holy Family Hot Lunch.

Going Home for Lunch

Since the school is responsible for the safety and welfare of all students, an accident which would occur during the school day without proper supervision would hold the school liable. Therefore,

we require you send a note to school with the student's name, the date your child will come home for lunch, and your signature. If a student goes home for lunch on a regular basis, a single note of explanation stating such will be kept on file for the school year. Students without signed permission will not be permitted to leave the school grounds for lunch.

Eating Lunch in Cafeteria

The school provides staff and parent supervisors in the cafeteria. Specific rules, consequences, and rewards are to be followed in this area. Students who consistently misbehave will receive consequences based on our school-wide discipline policy.

Forgotten Lunches

Although students are not permitted to call home for forgotten lunches, parents may drop off a lunch in the school office and the student will be notified. No child will go without a lunch.

MILK

Milk is offered to all students under the Federal Special Milk Program. A minimum pricing program allows a reduced cost per half pint. Both white and chocolate milk are available. Families order and pay for milk at the start of the school year.

VISITORS

Visitors are always welcome at our school. All people entering the building must ring the bell at the Main Entrance on Wildwood. Upon entering the building, all visitors must check in at the Office. Visitor passes will be issued to all visitors, volunteers, and parents entering the school building during school hours. All parties must sign in and sign out in the school office. This procedure is for the safety of our students.

Student Visitors

On occasion, a student may wish to visit our school during the school day. The following conditions must be met before a student may visit during the school day:

- 1.) If a student is interested in attending Holy Family Parish School, she/he may be allowed to spend a day in the appropriate class. The principal will approve the visitation and determine with the parent/guardian an agreed upon date for the visitation. Teachers of the respective classes will be notified ahead of time that a prospective student will be visiting.
- 2.) If a former student wishes to visit the school, she/he may visit only during the noon period. This would include the lunch and recess period, which is 45 minutes. The principal will approve the visitation and determine with the parent/guardian an agreed upon date for the visitation. The visiting student must check in with the principal and check out with the principal. (Policy approved by the HFPS School Board 2/3/98.)

TELEPHONE CALLS

The school office phone is available for student use at no charge in situations of sickness or emergency.

Cell Phones/Communication Devices: Students are not allowed to have beepers or cellular phones in the classroom at any time. The school will not assume responsibility for security or safety of cell phones that are brought to school. Students may use cell phones only after school. If a student is found using a cell phone during the school day, it will be confiscated and kept in

the office for a designated amount of time. **The principal has the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.**

BEFORE AND AFTER SCHOOL PROGRAM

The Milestones Program offers a program for children in Kindergarten through Grade 5 from 7:00 a.m. to 6:00 p.m. Indoor and outdoor games, arts and crafts, sports and quiet-time activities are provided. More information on fees and registration can be obtained by calling 964-5545.

ACCEPTABLE USE POLICY

Any person wishing to use the school's/parish's computers and/or telecommunications equipment must sign an Acceptable Use Policy before being permitted to use such equipment.

FIELD TRIPS

Field trips enrich the instructional program by using community resources which are related to the school curriculum. Such trips are encouraged because they reinforce and enrich the teaching-learning process. Field trips are not considered optional; all trips are considered a part of the standard school day.

While field trips are not considered optional, they are also privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet academic or behavioral requirements.

Written permission of parents must be secured before students participate in field trips. Students without a signed permission slip will NOT be allowed to attend the field trip.

(Only Archdiocesan permission slips are acceptable. Notes written by parents are not acceptable for field trips. Permission slips need to be turned in by a specified date and will not be accepted the day of the trip.)

Pupils are always accompanied by teachers and by a sufficient number of chaperones. If students are to be transported in cars rather than a school bus, each student must use a seat belt.

All money for field trips is collected at the start of each school year. A flat per pupil fee is assessed. This fee covers all field trips and transportation for the year. No student will be denied access to field trips for financial reasons. If there is a financial difficulty, please contact the principal.

A special eighth grade class trip is planned for the end of the school year. Guidelines for behavior and participation will be provided for parents and students before the trip. Participation by any student is not guaranteed, and is contingent on that student's cooperative compliance with school rules for expected behavior and academic performance. (Archdiocesan Regulation 6153)

VOLUNTEER DRIVERS FOR FIELD TRIPS

In accordance with Archdiocesan Policy parents wishing to volunteer as drivers for field trips that require the use of private vehicles must fill out a Volunteer Driver Information Sheet. This form is available in the school office.

LOST AND FOUND

The Lost and Found Box is located outside the school office on the first floor. The collection is available for inspection by students and/or parents. After each quarter all unclaimed items are donated to charity.

GUARDIAN ANGELS

Holy Family Parish School strives to live up to its name and live the ideal by modeling itself after the "Holy Family." The Guardian Angel Program exemplifies this by pairing up older students and younger students. Guardian Angels partners share many educational experiences, sit with each other at liturgies and other all school events, make cards for each other, and pray for each other.

HARASSMENT - REPORTING PROCEDURE

Any student who feels she/he has been subjected to harassment should contact any adult on the school or parish staff.

The person who has been notified of the incident will immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- written documentation of the incident
- disciplinary sanction(s)
- peer mediation
- professional counseling
- referral to outside agencies
- probation/suspension/expulsion
- probation/termination

To the extent a complaint of harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated. (Policy 5131.1)

Anti-Bullying Program

Holy Family School is committed to ensuring that all students have a positive and safe experience while at school. To this end, we have an anti-bullying program that includes a student code of conduct, clearly defined discipline rubric for bullying incidents, a reporting system for students who see bullying or who are being bullied, and weekly class meetings that focus on character education topics. See Appendix C for the student code of conduct and Appendix D for the discipline rubric.

PARTIES

In order to avoid hurting feelings at a time when fun is the goal of a party or peer gathering, we request that invitations to parties be distributed away from school, outside of school hours.

PLAYGROUND EQUIPMENT

Classrooms are supplied with play and sports equipment. Each child is responsible for taking care of classroom equipment and using it properly and carefully. Each child who borrows equipment is responsible for returning it to its proper place in the classroom. Misuse, negligence,

or loss will require compensation by either the individual or class, depending on the specific circumstances.

The permanent playground is meant for the younger students. Special guidelines are given for its use. These guidelines include playing safely, keeping it in good working condition, etc.

Special Note: Personal radios, CD players, headsets, cellular phones, electronic games and stereo equipment are not allowed in the classroom unless requested by the teacher for a project. They are occasionally allowed on field trips at the teacher's discretion. (See policy on "Telephones" for further explanation on possession and use of cell phones.)

SCHOOL PROGRAMS

Throughout the school year, students perform in school programs such as Christmas concerts, spring concerts, musicals, band concerts, etc. In order to provide the best atmosphere for our students who are performing, we encourage families to attend with siblings. We encourage acceptable behavior from younger siblings. This would include such things as not running in the gym, auditorium, or church and children should be seated with their parents.

TOYS

On occasion, students may want to bring a toy to school. The following guidelines regarding toys are expected to be followed:

- + The top priority for students at school is learning. Toys are a distraction and are discouraged.
- + If a student wishes to bring a toy to school to play with during recess, he/she must keep the toy in his/her backpack until recess time.
- + Toys which encourage violence are not permitted.
- + Electronic toys are not permitted at school or on field trips unless specific permission is given by the teacher. (This includes Game boys, iPods, MP3 Players, beepers, cellular phones, etc.)
- + If a student chooses to play with a toy during instruction, the teacher will confiscate the toy and will return it to the student at a later time.
- + The school is not responsible for lost or broken toys.

The above school guidelines are enforced by each teacher. Individual teachers may further develop guidelines for toys for his/her classroom. Classroom guidelines will be communicated to both students and parents. (Policy adopted and approved by the School Board 2/4/97)

VOLUNTEERS

The effort and skill of volunteer workers make each school day more productive. Parents, grandparents, uncles, aunts, cousins and friends are all welcome to join in this enriching endeavor. We need and appreciate all generous volunteers.

Some of the areas in which volunteers are needed include: Cafeteria, Gym, Fund Raisers, Home & School sponsored activities, Library, Room Parents, and where a need may arise.

Sign up for any of the activities occurs throughout the year. Find out more by contacting the Office or Home and School Association.

Please note that all volunteers who are work with children are required to participate in the Safeguarding God's Children training, consent to a background check, and read and sign the Code of Ethical Standards for Church Leaders before beginning volunteer work.

ROOM ASSIGNMENTS

Please use the map below to help you locate rooms.

**LEVEL
1**

Parish School & Rel. Ed. Offices		
Stairs to 2nd floor Stairs to lower level		Storage Room (105)
Nurse's Room/ Teacher Restroom		Stairs to 1st floor/ Stairs to entrance
Room 104 Grade 1		Copy Room & Conference Room
Room 102 Art		Room 103 K5 AM
Restrooms		Room 101 K4 AM & K4 & K5 AD
Stairs		

**LEVEL
2**

Stairs	Room 221 Develop
Room 218 Learning Conn	Room 219 Grade 5
Room 216 Spanish/Guidance	Room 217 Grade 3
Room 214 6th Rel & Lit	Room 215 Grade 2
Room 212 Music/Band	Room 213 Computer Lab
Room 210 Milestones	Room 211 Grade 4
Stairs to 1st floor	Room 208-209 Library
Staff Kitchen	Room 207 Storage Room
Room 204 6th Homeroom	Room 205 8th Homeroom
Room 202 Science Lab	Room 203 7th Homeroom
Restrooms	Rm. 201-Fac. Loun
Stairs	

**LOWER
LEVEL**

Exit	Stage		Emergency Exit
GYM			
Girls' Locker Room	Gym Lobby		Boys' Locker Room
Stairs			Stairs
Girls' & Boys' Restrooms		Concession Room	
		Maintenance Room	
Cafeteria			
Stairs	Basement Foyer		Kitchen

BICYCLES

Students are allowed to bring their bicycles to school. Bicycles must be placed in the designated area and must be locked. Students are **not** allowed to bring skateboards, roller blades or scooters to school. This is a stipulation of our insurance carrier.

DISASTER PLANS

The school has a developed master plan for disaster. Upon request a copy of this plan may be obtained in the school office.

HEALTH AND MEDICAL CONSIDERATIONS

MEDICATION

All medication must be brought to the school office. It must be dispensed from the office by the school secretary, principal or principal's designee and no medication will be given to a student without a completed Medication Consent Form (available in the school office and on our website).

All medication must be in its original container. In the case of prescription medication, the container must have a pharmacy label with the doctor's name, name of child, contents and dosage.

It is the responsibility of the student (when applicable), not school personnel to get their medication at the designated time. (Regulation 5140.2 (a))

School personnel will under no circumstances provide aspirin or other non-prescribed medicine to students without having written authorization as stated above. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel. (Regulation 5140.2 (b))

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a health care plan for a student who requires an emergency prescription medication. (Regulation 5140.2(a))

HEALTH PROGRAM

A Health Aid from the Village Health Department (Shorewood and Whitefish Bay) visits the school one half day a week according to a schedule which is established at the beginning of the school year. A health card is maintained for each student. Students in certain grades are given vision and hearing tests.

FIRST AID

If a student becomes ill/injured during the school day, he/she will be brought to the office. First aid will be administered when injuries are minor. If necessary, parents will be contacted. An emergency form is kept on file for each student. It is the parent's responsibility to see that this form is kept up to date. These forms are used by the school staff to aid them in times of emergency.

In case of a life-threatening emergency we will:

1. Call parents or (if unavailable) contact the person stated on the emergency form.
2. Contact the paramedics and/or ambulance and have the child transported to the hospital if needed.

COMMUNICABLE DISEASES

Any children who have been ill with a contagious disease must have a permit from a doctor before returning to school.

HEAD LICE

If a case of head lice is reported, the school nurse will check the children of the class of the affected child.

WELLNESS POLICY

Holy Family Parish School has adopted a wellness policy that recommends and includes the following:

- 1) Students are encouraged to bring snacks to school with nutritional value. High sugar snacks are highly discouraged. Recommended snacks include: fruit, crackers, vegetables, pretzels and popcorn.
- 2) Students are encouraged to take the fresh fruits and vegetables that are offered through the hot lunch program.
- 3) Students are encouraged to drink water and may have water bottles with them at their desks.
- 4) Students are encouraged to wash their hands--an important part of practicing good hygiene.
- 5) Middle school students are encouraged to walk to school at least once a month.
- 6) Students are encouraged to participate in physical activity during recesses.

UNIFORM REGULATIONS

Uniforms will be worn beginning the first day of the school year. If it is necessary for your child to be out of uniform for some reason, she/he must bring a note from home explaining the reason. Students who come to school and are not in compliance with the policy (and do not have a written note) will receive a uniform demerit. If a student continues to come to school out of uniform, the student will be sent to the office. If a student receives three uniform demerits in one semester, a noon detention will be served.

GUIDELINES - Our approved uniform is as follows:

Boys Grades K4-Grade 8

Pants **Navy Blue** - any fabric except denim. Uniform pants must be navy blue (not light blue, gray or gray-blue.)

Uniform pants are to be plain, straight leg pants with no outside (patch) pockets on the back, front, down the side, etc. and not baggy (i.e., cargo style pants are unacceptable). Likewise, bell bottoms and hip huggers are also not acceptable.

Shirts **Solid White, Light Blue or Solid Red Collared Shirt or Turtleneck** knit or cloth, long or short sleeve.

(If students choose to wear t-shirts under their uniform shirts, the t-shirts must be plain, white t-shirts. T-shirts with writing or pictures are unacceptable.)

Sweaters **Solid Navy, Red, or White** - Flat knit, cable, shaker or vest, pull-over or cardigan.

NO ADDITIONAL TRIM (i.e. monograms, animals, etc.)
FLEECE SPIRIT WEAR IS ACCEPTABLE.

Socks **Solid Navy or White** - sports socks with top stripes are acceptable. Socks must be worn with uniforms at all times.

Belts **Must Be Worn With Pants With Belt Loops** - Solid colors of navy, black, or brown.

Girls Grades K4-Grade 4

Uniform **Plaid Jumper** - Fabric is "wash and wear" with "grow feature." The length of the jumper must display modesty. Length should be 2 inches above the knee. Students with jumpers deemed "too short" will be considered out of uniform.
Skort - students in grades K4 – 5 will be allowed to wear a uniform skort.

Shirts **Any Solid White, Red, or Light Blue Turtleneck, Collared Blouse/Shirt, long or short sleeve**, fitted and tailored. NO OVERSIZED BLOUSES. No additional trim (i.e. lace, monograms, animals, hearts, etc.).

(If students choose to wear t-shirts under their uniform shirts, the t-shirts must be plain, white t-shirts. T-shirts with writing or pictures are unacceptable.)

Pants **Navy Blue** - Any fabric except denim. Slacks must be worn with regulation blouse or sweater. No additional trim. No stretch leggings may be worn.

Uniform pants must be navy blue (not light blue, gray or gray-blue.)

Uniform pants are to be plain, straight leg pants with no outside (patch) pockets on the back, front, down the side, etc. and not baggy (i.e., cargo style pants are unacceptable). Likewise, bell bottoms and hip huggers are also not

acceptable.

Sweaters **Solid Navy, Red or White** - Flat knit, cable, shaker or vest, pull-over or cardigan. No additional trim (i.e. monograms, animals, etc.).
No over-sized sweaters with jumpers or skirts.

Socks **Solid Navy, Red or White** - Knee highs, anklets, or tights. Socks must be worn at all times.

Belts **Must be worn** with pants with belt loops. Solid colors of navy, black or brown.

Girls - Grades 5 - 8

Uniform **Plaid Skirt.** Fabric is "wash & wear" with a generous hem. The length of the skirt must display modesty. Length should be 2 inches above the knee. Students with skirts deemed "too short" will be considered out of uniform. Such skirts must be lengthened before the student is allowed to wear them to school.

Shirts, Pants, Sweaters, Socks, Belts - Same as for Grades 1 - 4

The girls' jumper, skirt and skort may be purchased from the following stores:

The Uniform Place
811 North 68th St.
Milwaukee, WI 53213
Phone: 414-258-7888

Sunrise Uniforms
916 Milwaukee Ave.
South Milwaukee, WI 53172
Phone: 414-762-9639

Sweaters, blouses, pants, socks, tights, and shorts may be purchased anywhere.

Additional Rules for All Grades

- * **Navy Blue Walking Shorts**, in any fabric besides denim, may be worn by all students (boys and girls) in August, September, October, May and June. Shorts are to be 2" - 3" above the knee. No large patch pockets or leg pockets are acceptable on uniform shorts.
- * **No sweatpants, long underwear or leg warmers may be worn under uniform skirts or jumpers during classrooms hours.**
- * **Students are not allowed to wear long sleeved shirts under their short sleeved uniform shirts. Students should either wear a long sleeved uniform shirt, a sweater or HF fleece.**
- * **Only Spirit Wear fleece (no sweatshirts/hoodies) may be worn during classroom hours.**
- * **No hats may be worn in the building.**
- * Shirts for both boys and girls **must be tucked in** during classroom hours.

A neat appearance is expected! Proper hygiene and uniforms that are clean and in good condition will add to a student's feelings of self worth. Your cooperation is greatly appreciated.

ALL CLOTHING ITEMS ARE TO BE CLEAN AND WITHOUT RIPS.

PHYSICAL EDUCATION CLOTHING

The following clothes may be worn for grades 3 – 8 for Physical Education classes:

- T-shirts, short or long sleeve, any solid color, striped, or with athletic wording
- Sweatpants, elastic waist, any solid color (side stripes are fine)

- Shorts, elastic waist, any solid color (side stripes are fine). **BOXER SHORTS ARE NOT ACCEPTABLE.**
- White athletic socks.
- Non-marking tennis shoes.
- Spirit wear t-shirts, sweatpants

SHOES

Shoes worn to school need to be closed toe and have backs on them. Flip flops and sandals are not allowed. Shoes without backs present a safety issue on the stairs and the playground.

Dress-Up Days

Dress-Up Days are special days when students may wear clothing other than uniforms. As the name indicates, this is a day for dressing up; regular jeans (blue or any other color), sweat pants/shirts, or any other play clothes are not permitted.

Out of Uniform Days

Out of Uniform Days will occasionally be allowed. On these days students may wear jeans or sweat suits or other relaxed clothing as long as they are clean and appropriate for school. Shirts with printing and/or pictures must be appropriate for school.

Spirit Wear Days

On Early Dismissal Days students may wear their **Holy Family School Spirit Wear**. T-shirts, Sweat Shirts and other Spirit Wear with "Holy Family School" logos are allowed. **Regular uniform pants, shorts, sweatpants (plain red, white, gray), tear away pants (plain red or black) and uniform skirts are worn with the Spirit Wear.**

(Questionable clothing will be referred to the Principal for final decision.)

CURRICULUM

Holy Family Parish School has a challenging curriculum based on faith, values, and high academic standards. The educational program is designed to promote intellectual, social, emotional, physical, and spiritual development.

The curriculum includes mastery of basic skills, creative inquiry and expression, and the integration of Christian values into daily life. To obtain these goals, teachers use such educational methods as lectures, cooperative learning, portfolios, hands-on science experiments, math manipulatives and trade books.

The curriculum includes: Religion, Reading/Literature, English/Language Arts, Spelling, Mathematics/Algebra, Science/Health, Social Studies, Art, Computer Education, Music, Physical Education, and Spanish.

RELIGIOUS FORMATION

Religious Education and Formation are central to our educational program. The program focuses on the following areas:

1. A life-centered approach to learning is used appropriate to the age and development of the child.
2. Lessons contain a balance of doctrinal content, scriptural understanding, and faith formation.

3. The child's life experiences are incorporated in the lessons.

Students are encouraged to respond to the needs of others: school, parish, neighborhood, city, state and world. They participate in the planning and celebrating of school and classroom liturgies and prayer services.

We encourage families to celebrate together at the **parish weekend liturgies** and **pray** together at other times. The child sees and learns these responses as part of "everyday life." If a child is denied these family religious experiences, she/he may perceive them only as part of "school life." It is "in the family, children learn to believe what their parents' words and example teach about God." (To Teach As Jesus Did.)

In accordance with Archdiocesan Policy, teachers regularly take course work to meet the Standards of Religious Certification as set by the Archdiocese.

RETREATS

Students in grade eight participate in an overnight retreat. Students in grades six and seven participate in mini-retreats and reflections during the school day.

SACRAMENTAL PREPARATION

Sacramental Preparation is provided through the combined efforts of the Director of Religious Education, Principal, Teachers, and other Pastoral Staff members.

SCHOOL LITURGIES/PRAYER SERVICES

Each class takes turns preparing for the weekly school liturgies and prayer services. Students act as servers, lectors, gift bearers, and petition writers.

TESTING PROGRAM

Each spring students in grades 3, 5, 7 take a standardized achievement test, the Iowa Test of Basic Skills. Parents and students receive the test results in May. These tests are important for both school and home, imparting information on student progress and ability. While students cannot prepare for these tests, it is important that they are well-rested and fresh during the test. Therefore, the guidelines below will be followed:

- No tests or quizzes will be given during the first week of standardized testing.
- No projects that are to be completed outside of school will be due during the test period.
- Homework will be lighter during the test period.
- Parents should limit extracurricular activities during the test period.
- Parents should avoid scheduling outside appointments during testing dates

SUPPLEMENTAL CURRICULUM

Holy Family Parish School has a **library**, which is updated yearly with new books and reference materials. Students visit the library regularly and may check out books. The **computer lab** is also available to students outside of their regularly scheduled computer classes. The **Learning Connection** offers reinforcement, tutorial services and support to students who are referred to the center. Students may be referred to the Learning Connection by a teacher or a parent can request support help for a particular student. Diagnostic tests are administered to assess particular learning styles of students. On occasion the supportive consultant works within the confines of a classroom in assisting in instructional time.

CO-CURRICULAR OFFERINGS

Student Council

Students in grades 6 thru 8 may run for the Student Council. Officers are elected by the middle school students for the entire student body and help to maintain good communication between the students and the faculty/administration. The Student Council follows the approved Student Council By-Laws.

Campus Ministry

A group devoted to service and prayer called Campus Ministry provides avenues for our students to serve the greater community. Campus Ministry is open to all students in grades 1-8.

Band

The Band program is offered to students in grades 4 - 8. Students are given opportunities to enter competitions and recitals. Two band concerts are given during the course of the year.

Scouts

Boy Scouts and Girl Scouts are organizations offered which allow students opportunities for developing friendships, learning important life skills and having fun.

Sports/Athletics

Students in the Holy Family Parish School have the opportunity to participate in such programs as volleyball, basketball, and track.

[See "Sports" for Philosophy and Policies pertaining to Sports/Athletics.]

Middle School Play/Musical

The Middle School Play/Musical fosters students' talents in the fine arts areas and is open to students in grades 6 - 8. Students participate in all aspects of the musical, both on and off stage.

Other

During the course of the year other co-curricular offerings may be made available. These will vary according to available moderators and student interest.

BOOKS

Holy Family Parish School will provide each student with textbooks and workbooks needed for their learning. Textbooks which are purchased through school fees and other money-raising efforts are owned by the school and are lent to the students with the understanding that they be returned at the end of the year in good condition. It is expected that the students will properly care for their books, and parents are encouraged to stress this fact with their children. **NOTE: A fee will be assessed for excessive damage to textbooks beyond normal wear and tear. Replacement costs for lost textbooks and workbooks are the responsibility of the student and his/her parents. All books must be covered at all times.**

On occasion, teachers may request that a "trade book" be purchased for reading/literature class. In some cases, it will be the responsibility of the student to obtain the book. The book then belongs to the student.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Holy Family Parish Athletic Committee - Philosophy and Policies

The Holy Family Athletic Board encourages all students to participate in available programs designed for their use. Children enrolled at Holy Family Parish School have the opportunity to participate in such programs as volleyball, basketball, track and tennis.

PHILOSOPHY:

1. The purpose of the athletic program at Holy Family Parish School is to promote a commitment to Christian Principles and Good Sportsmanship in the conduct of coaches, student athletes, and spectators.
2. Conduct of coaches, student athletes, and spectators at games and practices should promote the highest principles of a total Christian education. The development of these principles is the prime goal of all who are involved in athletics at Holy Family Parish School.
3. Athletics at Holy Family Parish School also involves a commitment to the following values: Participation, Fellowship, Learning, and developing a Positive School Spirit.

POLICIES:

Please reference the Holy Family Parish School Athletic Handbook for details on Policies (e.g. Student Athlete Responsibilities, Parental Responsibilities, Coaches' Responsibilities, details on sports offered, Disciplinary Policies and Consequences, Grievance policy and Conflict Resolution, etc.)

ELIGIBILITY

Two important criteria for eligibility to participate in athletics are:

- The student must be in good academic standing.
- Both classroom and general school conduct must be acceptable.

Such determination of eligibility is made by the teacher(s) and the principal. Eligibility can be reinstated with acceptable improvement in one or both areas.

INELIGIBILITY

Ineligibility may occur in one or more of the following situations:

- If a student's average is below 2.0 (C), the student will be ineligible for sports/athletics. At agreed upon grading periods, teachers shall average the grades of all subjects for students participating in sports. Classes not meeting everyday will be weighted accordingly. Because every subject is important, every subject shall be considered for the overall grade point average.
- If a student receives a "U" in two or more of the Core Subjects.
- If a student has served an in school suspension.

The teachers and principal will notify the students of ineligibility in writing at the time of Report Cards/Progress Reports. Parents will be notified through a letter accompanying the Report

Cards/Progress Reports. The principal will then forward the names to the Athletic Director who will forward the names to the coaches.

Students who show significant improvement at the next grading interval will again be eligible for sports/athletics. Students will receive in writing an update of their status.

Note: Parents may take it upon themselves to have their child declared ineligible due to a family's own criteria.

Teachers and principal reserve the right to allow for exceptions when a student in good faith demonstrates a desire to improve.

The Athletic Board follows all the Archdiocesan Policies regarding Athletics.

Students participating in other co-curricular activities will be expected to maintain the same criteria for eligibility. (Policy approved by the HFPS School Board May 1998.)

GRADING

REPORT CARDS

Quarterly Report Cards are issued at the close of each scholastic period for grades 1-8. Kindergarten is assessed twice a year at the end of each semester and will receive report cards in January and June. A reporting system which reflects the school philosophy is used.

Achievement Grades

Achievement grades are a reflection of the student performance level measured against teacher expectations for the student.

Data used in determining student achievement includes:

1. Completion and quality of daily class work.
2. Contribution to class discussion and group activities.
3. Completion and quality of assigned homework.
4. Scores on quizzes and tests.

Achievement Code for Grades 1-3:

- O = Outstanding: Demonstrates an understanding and application beyond grade level expectations
S = Secure: Demonstrates a complete understanding and application
P = Progressing: Demonstrates a general understanding
N = Needs Improvement: Demonstrates an inconsistent understanding

Achievement Code for Grades 4-8:

- A Excellent
B Above Average
C Average
D Below Average
U Unsatisfactory

When using percentages on classroom work and homework, the following scale is used:

93 - 100	A	
85 - 92	B	
77 - 84	C	Plus or minus may be used on all grades.
70 - 76	D	
Below 70	U	

MONITORING PROGRESS

It is important for parents and students to monitor their child's academic progress throughout the school year. At Holy Family, we use Webgrader, an electronic grade book and report card system. All students in grades 6-8 have an access code for their Webgrader account. Parents will be given login information at the beginning of the school year. Parents and students should check this account frequently to stay abreast of academic progress. Formal progress reports will not be sent, but a reminder will be sent to parents via the Green Folder at the mid-point of each quarter.

ACADEMIC PROBATION

A student who is not taking his/her studies seriously, habitually does not complete homework, and displays an unwilling attitude toward learning may be placed on an Academic Probation. A conference with the teacher, principal and parents is held before the Academic Probation is put into effect.

RETENTION/PROMOTION

Retention of a student will be done judiciously, after considering grade standards, as well as other factors. When retention seems likely, parents will be contacted several times during the year relative to Rules 5123 (b).

Final decisions on retention will rest with the local school authorities.

HOMEWORK

Homework assignments are an extension of the classroom and are used to reinforce skills through supplementary practice. Further, homework may provide the opportunity for students to do research and independent study. At the discretion of the teacher, assignments can be given on a long or short-range basis.

Homework is the responsibility of the student. Students are expected to turn their assignments in on time. Penalties for late assignments may be issued by the teacher. If a student has an excused absence from school, he/she will make up work on a schedule arrived at by the teacher. Teachers may give "no homework" passes for exemplary achievement or behavior.

Homework helps the student to:

1. Learn to work independently and become self-reliant
2. Learn to work cooperatively with a study partner or group project
3. Think, plan, organize and apply
4. Extend proficiency in effective habits and skills
5. Increase knowledge and its use
6. Develop insights and stimulate creativity

A time for study should be set aside each night free from television. If a child reports she/he has no homework, consider:

- * Reading . . . A continuous assignment for everyone, including magazines, newspapers or a book chosen for enjoyment
- * Reviewing . . . Class notes, mathematic processes, grammar usage, spelling
- * Research . . . Science, Social Studies, or other long term projects that have been assigned
- * Talking . . . Review the events of the day with your child

Homework for Absentees

A parent wishing homework for a child who has been absent for more than two days may:

1. Call the school secretary before 9:00 a.m. Frequently teachers do not have the time during the school day to gather make-up work for students. The school secretary will contact the respective teacher. The homework may be picked up at the end of the school day.
2. Request that a classmate jot down the assignments and make arrangements with that individual for getting the materials.
3. If a child is absent for only one or two days the student may make up the work upon return to school.

Homework During Family Vacations

On rare occasion, it is necessary for parents to arrange a family vacation during school days. Please give the teacher at least one week's notice to prepare the child's homework assignments. Please keep in mind that it is difficult to project what exactly will be missed by a student and some assignments may have to be made up after the vacation.

Plagiarism and Cheating Policy

Purpose

Holy Family Parish School strives to create an environment of academic honesty where all students have the ability to produce original works with appropriate identification of the sources of information. Academic honesty means not cheating, plagiarizing or using information unethically in any way. We view academic dishonesty as a very serious offence. Therefore, plagiarism and cheating will not be tolerated.

Plagiarism Includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings.
- Paraphrasing without giving credit to the source.
- Turning in purchased papers or papers cut and pasted from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the source.
- Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Cheating Includes:

- Copying assignments that are turned in as original work
- Trading assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer.
- Sharing answers before, during or after quizzes or tests.

- Using summaries or commentaries (Cliff Notes, etc.) instead of reading the assigned materials.

Failure to Comply

Students who engage in plagiarism or cheating are subject to consequences, which can include but are not limited to:

1. A zero on the assignment
2. Parent notification
3. A meeting with the principal, guidance counselor, and parents
4. 1 day in-school suspension

DISCIPLINE

Positive concepts of discipline are built on the belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline. (Archdiocese of Milwaukee Policy 5144 (a))

It is expected that students of Holy Family Parish School exemplify those attitudes and actions which reflect the values at the heart of Christianity: respect, honesty, caring, justice, truthfulness, trust, and generosity.

Any behavior inside or outside of the school that reflects negatively on the school is grounds for disciplinary action.

BEHAVIOR GUIDELINES

Each teacher is responsible for establishing firm, consistent guidelines for proper conduct in his/her classroom. The teacher may enforce the guidelines with reasonable actions that support the intent of the policies.

Each teacher sends home a letter explaining his/her Discipline Policy the first week of school. Parents are asked to reinforce the policy at home.

At times negative student behavior may result in after-school detention, with qualified teacher supervision. Positive support is a key element in the reinforcement of proper behavior.

SCHOOLWIDE DISCIPLINE PLAN

The school has adopted a schoolwide discipline plan for grades K4-5th grade to provide clear expectations for student behavior and consistency throughout the building. The plan is based on our Student Code of Conduct (see Appendix C). If a student violates one of the items on the code of conduct, he/she will receive a strike and will lose a recess that day (or the very next day if it happens after recess). The strike form will be sent home and needs to be signed and returned the next day. If the form does not come back the next day, the staff member issuing the strike will follow up with a phone call to the parents. If a child receives 3 strikes in one quarter, he/she will receive an administrative detention with the principal after school. If a child receives 6 strikes in one quarter, a conference will be held between the parents, teacher, principal, and child to determine a behavior plan and contract for the student. Homeroom teachers will provide a weekly reward (not food/candy) for all students who have not gotten any strikes that week.

MIDDLE SCHOOL DISCIPLINE PLAN

Middle School teachers publish a 'Middle School Handbook' that outlines the discipline policy specific to grades 6, 7, and 8. Parents must read the handbook and return the signature page at the start of the school year.

CAFETERIA & PLAYGROUND BEHAVIOR RULES

Cafeteria Rules:

1. Follow directions of the supervisor on duty.
2. Speak with a quiet, inside voice.
3. Raise your hand for permission to get out of your seat or to use the restroom.
4. Respect the food that you have been given (no throwing, dropping, or sharing food) and clean your area.
5. Walk at all times!
6. Honor the designated prayer times with full attention to prayer (hands folded, facing cross, talking only to God).
7. Lunch tables are for eating only (no balls, toys, etc.)
8. Wait for supervisor or your teacher to dismiss you.

Playground Rules:

1. Follow the Code of Conduct which includes:
Respect, kindness, responsibility, including everyone in group games, keeping hands and feet to yourself (no touching, hitting, kicking), self-control (including good sportsmanship and language).
2. Only play on blacktop.
3. Stay away from dumpsters.
4. Supervisor will retrieve all balls if they go into the street.
5. Students may not go up to the fence to speak with anyone.
6. Playground (fenced area) is for 5K-3rd grade only.

GUIDELINES FOR CHURCH BEHAVIOR

All students are expected to participate fully in the liturgy. This includes responding verbally, singing, and praying quietly when appropriate.

GUIDELINES FOR HALLWAY BEHAVIOR

All students are expected to follow these rules for Hallway Behavior:

- Keep quiet in the hallways
- Walk in straight lines
- Keep to one side, as directed by teacher
- Keep hands, feet and objects to yourself
- Be polite

Students choosing not to follow these rules may be faced with an appropriate consequence.

GUIDELINES FOR SNOW

Snowball throwing is strictly forbidden on the school premises as well as on the way to and from school.

PROPERTY DAMAGE

We encourage all members of our school community to be responsible stewards of property. Students or their parents will be held responsible for the depreciated cost of replacing any school materials or property which are lost or damaged through negligence.

ANTI-BIAS POLICY

All formational programs are to be pro-active in the promotion of an appreciation for diversity and inclusiveness in language and behavior. Teachers shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. The principal and teacher will determine consequences for such behavior. (Archdiocesan Policy 5131.2)

PROBATION, SUSPENSION AND EXPULSION

Major offenses, including, but not limited to the following, may be grounds for probation, suspension and/or expulsion:

Truancy; Smoking on school premises; Bringing to school potentially harmful objects; Possession of alcoholic beverages or drugs; Deliberate destruction of school property; Stealing; Leaving school grounds without permission from the principal; Any form of sexual abuse; Defiant attitudes or gestures directed towards authority; Fighting/Physical violence; Habitual obscene and or inappropriate language; Gang-related graffiti, clothing, or gestures; Hazing or hazing-type initiations (Archdiocesan Policy 5140.2(a))

In furthering the protection of our students the Federal Government in 1990 enacted the Gun Free School Zones Act. The law states:

“It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5000.00, imprisoned for not more than five years, or both.”

The following Archdiocesan Policies and Regulations on Probation, Suspension, and Expulsion are used at Holy Family Parish School: (Regulations 5114 (a)(b))

Probation

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardians and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In-School Suspension can be directed for varying lengths of time, but shall not exceed **five** consecutive days. In-School Suspension conditions are to be determined by the building principal. In-School Suspension students remain the responsibility of the school.
4. Out-of-School Suspension is considered a rarity and is the responsibility of the principal. State

Law directs that a maximum of five days can be imposed unless a written notice of scheduled hearing has been sent. Such notice shall allow not more than a total of **fifteen** consecutive school days to be served in suspension until the expulsion hearing is held. An out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct that endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well-articulated in the student handbook.

The Archdiocesan Superintendent of Schools designee is to be consulted before any action leading to expulsion is taken.

Expulsion Procedures

1. The actions and procedures for probations, suspension or expulsion are published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. The hearing committee composition should be such as to insure objectivity and procedures should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
 - a. **Expel**
 - b. **Suggest other disciplinary actions in lieu of expulsion**
 - c. **To exonerate student of any wrong doing**
5. Before the hearing is held, the parents and student are informed **that the student may voluntarily withdraw up until the time that the final disciplinary action that has been approved takes effect.**
6. If the decision to expel the student is made, parents will be notified, in writing, of the action. The right to appeal will be made known to the parents.

APPEAL

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will ascertain whether correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools

- Insure that elements of the Suspension Policy and Expulsion Policy as outlined in P&R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese.
- The Expulsion Hearing Committee is composed of 3-4 people. Members will be chosen from various sources within the parish - former students, at-large parishioners who have certain skills/backgrounds which would be a good “fit” for the situation. One of these committee members will chair/facilitate the hearing, not the pastor.
- An expulsion hearing is not a legal proceeding therefore neither party may have an attorney present.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school is represented by the principal, along with any teachers if appropriate. The school has an allotted amount of time (up to a maximum of 30 minutes) to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives, student and parents leave. The hearing committee weighs the facts and issues presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail no later than one day after the hearing which is signed by the pastor and principal and details the final action taken. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parents are given the right to withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).
- The right to appeal to the Superintendent of Schools must be noted in the letter to the family if proceeding with expulsion per the expulsion process outlined in P&R 5144.

Appendix A

Bloodborne Pathogens Policy (AIDS, Hepatitis B, Hepatitis Q

Universal Precautions

Universal precautions are used in order to prevent contact with blood or other bodily fluids. All blood and other bodily fluids should be considered infectious. These fluids may carry Hepatitis B and C along with HIV (AIDS) and numerous other viruses or bacteria. Protecting yourself from infection with bloodborne pathogens requires protecting yourself with good hand washing, safe housekeeping and waste removal practices, personal protection (gloves), and Hepatitis B vaccination.

Work Place Controls

These are designed to eliminate or minimize exposure to blood or other infectious materials on an individual's non-intact skin (cuts, abrasions), eye, mouth, or by piercing the skin through such events as a needlestick.

Handwashing

1. Hand washing facilities must be easily accessible.
2. Individuals must wash hands or any other skin surface with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact with potentially infectious materials.
3. Individuals must wash their hands after removal of gloves or other protective equipment.

Housekeeping and Waste Removal

1. All equipment, materials, environmental and working surfaces must be cleaned and decontaminated after contact with infectious materials.
2. All waste receptacles must be inspected and decontaminated on a regular basis and cleaned and decontaminated as soon as possible after finding visible contamination.
3. Items such as paper towels, gauze squares, or clothing, used in the treatment of blood or other potentially infectious materials spills that are blood-soaked or caked with blood must be bagged, tied and labeled as a biohazard. Biohazard bags must be red in color.
4. Broken glass contaminated with blood or other potentially infectious materials must not be picked up directly with the hands. A brush and dustpan, tongs, or forceps should be used. These items should be put in a puncture proof container.
5. Laundry blood-soaked and/or caked with blood should be bagged, tied, and marked as a biohazard and disposed of according to established procedures.

Personal Protection

Gloves must be worn when it is possible that an individual may have hand contact with blood or other potentially infectious materials, mucous membranes, and non-intact skin; and when handling or touching contaminated items or surfaces. Disposable gloves must be replaced as soon as practical when contaminated or if they are torn or punctured. Disposable gloves must not be washed or decontaminated for re-use.

Hepatitis B Vaccination

The hepatitis B vaccine is given in three doses over a 6-month period. The vaccine is very effective in protecting people from the hepatitis B virus. No vaccines are available for other blood borne pathogens.

Post-exposure Evaluation and Follow-up

Exposure to blood or other infectious materials must be reported. Following a report of an exposure incident, a confidential medical examination and follow-up must be made available to the exposed individual.

Appendix B

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through the school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance distance learning projects.
- Using Listservers and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those users that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U. S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all other forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitutes harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.

- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Access to the school's/parish's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address to send E-mail or similar electronic communication is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents, and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school/parish reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or miss-information to law enforcement authorities.
- Any information contained on the school's/parish's computer's hard drive or computer disks which are purchased by the school are considered the property of Holy Family Parish School.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

Form 6161.2(a)
Adopted 5/5/98

Appendix C

Student Code of Conduct



Holy Family Parish School Student Code of Conduct

**As a student of Holy Family Parish School,
I promise to act as Jesus did.**

- I will treat everyone with respect and kindness.
- I will take responsibility for my actions.
- I will include everyone.
- I will keep my hands and feet to myself.
- I will use self-control at all times.
- I will use appropriate language.
- I will tell the truth.

Appendix D

Bullying Discipline Rubric

Holy Family Parish School Discipline Rubric



Behavior	First Consequence	Second Consequence	Third Consequence	More than 3 Times
Yellow Level	-One inside recess -Written Warning -Student calls parent	-Two inside recesses -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-Three inside recesses -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-Classes only until parent(s) and school staff meet to develop an individual contract
Orange Level	-One inside recess -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-Three inside recesses -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-Five inside recesses -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-In-school suspension until parent(s) and school staff meet to develop an individual contract
Red Level	-One day in-school suspension -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-One day in-school suspension and five inside recesses. -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-One day in-school suspension and classes only for 3 days -Student calls parent -Student completes a Think-About-it Form and meets with Mrs. O'Brien	-Out-of-school suspension until parent(s) and school staff meet to develop an individual contract

***Consequences may differ based on actual behavior and is at the discretion of the principal and school staff.**

<p>Yellow Level: Name calling, indirect harassment (such as the use of words relating to race, sexual orientation, religion, or ethnicity as a derogatory comment not aimed at a person), other behavior that would hurt others' feelings or make them feel bad about themselves, or a repeated pattern of less serious peer to peer behavior</p> <p>Orange Level: Physical abuse such as hitting, punching, kicking, pinching, pushing, slapping, grabbing; Exclusion such as starting or spreading rumors, telling others not to be friends with someone or other actions that would cause someone to be without friends; Falsely reporting a behavioral incident; Retaliatory behavior or intimidation such as retaliating against someone who made a report or intimidating a witness or a target</p> <p>Red Level: Severe hitting such as using objects to hurt others, biting, choking, or spitting at someone; Harassment such as name-calling or spreading rumors related to gender, sexual orientation, race, religion, ethnic background, or disability; Threats of violence including those made through comments, notes, gestures, or drawings</p>
<p>Inside Recess: While peers are at recess, student completes Think-About-it form or engages in quiet, solitary school work under staff supervision</p>
<p>Classes-Only: Student participates in all academic parts of the school day, has indoor recess, has lunch in office, and cannot participate in extra-curricular activities</p>
<p>In-School Suspension: Student attends school but does not mingle with peers, completes reflection work outside of the classroom under staff supervision, has inside recess, has lunch in office, does not attend specials, and cannot participate in extracurricular activities. Student is responsible for making up any work missed during the day. This work is considered late and graded as such.</p>