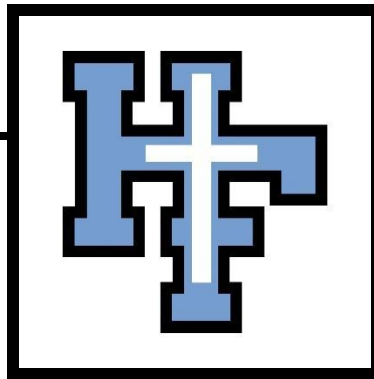


HOLY FAMILY SCHOOL

Student - Parent Handbook



**Your child's success or lack of success
in school does NOT
indicate what kind of parent you are.**

**But having a student
who is curious, respectful, wants to learn,
arrives on time, and completes all their work to the best
of their God given ability
IS a direct reflection of your parenting.**

**56407 Mayflower Road
South Bend, Indiana, 46619**

Phone: (574) 289-7375

Fax: (574) 289-7386

Office Hours M-F 7:30 a.m. to 3:30 p.m.

Website: www.holyfamilysouthbend.org

Twitter: HolyFamilyScho7

Holy Family Catholic Church & School

Church Administration & Staff

Rev. Glenn Kohrman, Pastor	frkohrman@live.com
Linda Lagodney, Religious Ed. Director	llagodney@hfssb.org
Sue Cencelewski, Parish Adm Asst.	hfamily135@diocesefwsb.org
Lori Andrezjewski, Business Manager	landrezjewski@hfssb.org

School Administration & Staff

Jennifer Veldman, Principal	jveldman@hfssb.org
Bob Budzinski, Assistant Principal	rbudzinski@hfssb.org
Cheryl Meyer, Curriculum Development Specialist	cmeyer@hfssb.org
Pam Schena, Counselor	pschena@hfssb.org
Linda Lagodney, Administrative Assistant	llagodney@hfssb.org
Lori Hester, Secretary	lhester@hfssb.org
Diane Fischer, Food Services Manager	dfischer@hfssb.org
Jeremy Miller, Athletic Director	jmiller1@hfssb.org

Educational Team

Pre-Kindergarten	Donna Bella	dbella@hfssb.org
Kindergarten	Sydney Swartz	sswartz@hfssb.org
First Grade	Holly Hoffman	hhoffman@hfssb.org
Second Grade	Jillian Walter	jwalter@hfssb.org
Second Grade	Emma Vargo	evargo@hfssb.org
Third Grade	Betzabe Madrigal	bmadriral@hfssb.org
Third Grade	Brittany Korpall	bkorpall@hfssb.org
Fourth Grade	Becky Mammon	bmammon@hfssb.org
Fourth Grade	Mary Dornbos	mdornbos@hfssb.org
Fifth Grade	Patience Temple	ptemple@hfssb.org
Fifth Grade	Rogelio Rodela	rrodela@hfssb.org
Sixth Grade	Cheryl Meyer	cmeyer@hfssb.org
	Teresa Rodela	trodelar@hfssb.org
Seventh Grade	Elizabeth Peterson	epeterson@hfssb.org
	Jonelle Lesniak	jlesniak@hfssb.org
Eighth Grade	Katie Mahoney	kmahoney@hfssb.org
	Bob Budzinski	rbudzinski@hfssb.org
Resource Teacher	Jean Brenner	jbrenner@hfssb.org

Specials

Art	Emily Farris	efarris@hfssb.org
Physical Education	Ken Vargo	kvargo@hfssb.org
Technology	Melissa Murawski	mmurawski@hfssb.org
Religion/Catechesis	Jackie Thornburg	jthornburg@hfssb.org
Librarian	Paulina Van Overberghe	pvanoverberghe@hfssb.org
Music	Reyna VanOverberghe	rvanoverberghe@hfssb.org

Teacher Aides

Pre-Kindergarten	Deb Monhaut	dmonhaut@hfssb.org
Kindergarten		
First Grade	Kathy Heying	kheyng@hfssb.org
Second/Third Grade	Renita Dygulski	
Fourth/Fifth Grade	Barb Lies	blies@hfssb.org

<u>School Nurse</u>	Beth Kirk	Elizabeth.Kirk@sjmc.com
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<u>Cafeteria Staff</u>	Tammy Dahms Maria Miramontes Colleen Pyburn	
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<u>Custodial Staff</u>	Mike Brassel Quentin White	
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<u>Choir Director</u>	Reyna VanOverberghe	rvanoverberghe@hfssb.org
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Title I

Reading Intervention Specialist	Julie Robbins	jrobbins@hfssb.org
Math Intervention Specialist	Jenny Matchett	jmatchet@hfssb.org

SPED (Special Education)

Special Education Paraprofessional	Colleen Pyburn	cpyburn@hfssb.org
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****THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER**

****Administration always reserves the right to alter or change this document.**

Parent/School Partnership

The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

I. INTRODUCTORY REMARKS

Welcome to Holy Family School. The policies and procedures contained in this handbook have been carefully prepared and presented to spell out exactly what Holy Family is about and how we go about being who we are. Please read carefully through the handbook. It is imperative that all members of the school community are familiar with this document. The handbook contains both information that is diocesan policy for all schools, and information that is particular to Holy Family School. With God's grace and the guidance of the Holy Spirit, we will have a wonderful year.

MISSION STATEMENT

Holy Family School participates as a ministry of education within Holy Family Parish. As such, the school shares in the mission of the parish: ***“Guiding Families to Pursue the Truth and Live it.”***

VISION STATEMENT

Holy Family School participates in the mission of Holy Family Parish as a ministry of education. As such, our vision is the same: ***“Holy Family Parish, following the example of Jesus, Mary, and Joseph, will create a welcoming environment to foster a deeper understanding of our mission as followers of Christ, where we gather to worship God, aspire to learn all that is true, and share it through our interaction with our local community, our world, our students and all members of our parish.”***

PHILOSOPHY OF EDUCATION

Holy Family School is an educational institution that seeks to meet the spiritual, intellectual, physical, emotional, and social needs of its students. The Catholic School exists to work with parents in guiding their children to responsible Christian adulthood and the realization of the purpose for which God created each child.

Holy Family School strives to provide a nurturing Christian environment which affords opportunities for success to our students by emphasizing regular religious instruction and experience, mastery of basic academic skills, and growth of individual responsibility and Christian values. Through information and experiences which foster a knowledge of and appreciation for cultural diversity, students gain an understanding of themselves and others in the world around them.

To properly develop and nurture this basic philosophy, it is necessary that the parents, teachers, and students assume their portion of the responsibilities which are listed as follows.

PARENTAL ROLES IN THE EDUCATIONAL PROCESS

We invite you to fulfill your role as primary educator of your children by being a true partner with the school in your child's education. We will work in partnership with you by providing professional expertise, information on child development, and constructive communication regarding your child's academic and social needs and progress. Your support in this endeavor will result in more Christian, well-rounded, and better-educated students.

- It is the parent's responsibility to provide the basic needs for their children, such as food, shelter, clothing, safety (physical and psychological), and love. Until the child has these, he/she will not be ready to learn.
- Take your child to church on Sundays and Holy Days; pray with your family on a regular basis (i.e. mealtimes, bedtimes, etc.).
- Encourage wholesome personal relationships between your child and others. Model good interpersonal relationships in your own family life.
- Show interest in each of your children. Develop regular, meaningful communication early so you will be in touch when they need you most – during adolescence.
- Set your standards high, but be honest and realistic about your child's potential. Expect only what your child can give.
- Provide positive feedback to your child. Praise achievements or progress made first; then suggest areas for improvement.
- Provide proper educational materials for your child both at home and at school. Provide a quiet place and time for your child to do homework. Be available to offer support, guidance, and direction.
- Drop off students on time every day.
- Insist on regular and punctual attendance at school. Instill within your child the importance of being present in school and punctual on arrival.
- Be sure your child's school attire is appropriate and conforms to the school uniform code.
- Hold the teacher's and school's rules in high regard. Your child will imitate your attitude.
- Cooperate with the teacher and the school as you expect them to do with you. Welcome their suggestions and advice; they are trained professionals dedicated to your child's success.
- Never criticize the teacher in front of your child. If you have a question or complaint, take it up with the school through proper channels: set up an appointment to discuss it with the teacher, then the principal, then the pastor. Investigate all facts before passing judgment.

TEACHER ROLES IN THE EDUCATIONAL PROCESS

All teachers strive to provide a well-rounded education in order to prepare students for the future. They shall provide an educational atmosphere which will utilize encouragement and

implement self-confidence in order to help students gain personal, spiritual, emotional, and social growth. Teachers will assist the child in the development of his/her potential through guidance, instruction, and good example.

- Each teacher is dedicated to the teaching and formation of the Catholic/Christian youth. In order to achieve these goals, the teacher must keep abreast of current educational methods and Church teachings.
- Classroom teachers are in the best position to help children learn discipline at school. Since the best discipline is preventive, teachers will provide strong leadership, good organization, and consistent enforcement of the rules. They will spend time at the beginning of the school year discussing rules and expectations with students.
- Teachers will maintain adequate supervision at all times in classrooms and halls. Teachers will attempt to resolve each discipline problem with the student involved, primarily through discussion, sanctions, or parent contact. They will contact parents and seek their support in dealing satisfactorily with persistent discipline problems.

CONFIDENTIALITY

One of the most important aspects of teacher professionalism is confidentiality. It is vital that the privacy of the student and his/her family be safeguarded. Teachers should NEVER share information with anyone other than the administration and those faculty members who are directly involved.

- Behavioral issues, disciplinary consequences, grades, etc... should be kept confidential.
- Personal information about colleagues should not be shared among faculty, parents or any other stakeholder. It is inappropriate and could lead to termination.

STUDENT ROLES IN THE EDUCATIONAL PROCESS

Each child is an individual created by God, and is endowed with his/her own potentialities and talents which should always be used to the best of his/her ability.

- Students will be expected to obey the rules of the classroom and school at all times. Infractions of these rules will result in consequences consistent with the infraction and the age of the student.
- Students are expected to be respectful of themselves, teachers, monitors, and other students at all times. They are to use all school property in a careful and responsible manner.
- Students should study diligently and maintain the best possible level of academic achievement. Complete homework and make-up work on time. Students are expected to complete their own work. Plagiarism or cheating is against the Commandments and is unacceptable.
- Students are to refrain from slanderous and obscene remarks in verbal and written communication.
- Students are to dress in a manner consistent with the school's uniform code. Students are to carefully maintain school facilities and books.

- Student desks are to remain the property of the school and may be searched for any reason consistent with diocesan policy.

SCHOOL PARTNERSHIP

Enrollment in Holy Family School is subject to the approval of the Diocese of Fort Wayne-South Bend and the Holy Family School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the School, or the fulfillment of the School's mission.

II. ADMISSIONS & ENROLLMENT (Diocesan Policy P4010)

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

NON-DISCRIMINATION POLICY

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in their educational programs.

REGISTRATION INFORMATION

Registration for all current Holy Family students will begin no later than March 1st yearly. Open registration for new students will begin April, yearly. Registration will remain open as long as space exists per class level as determined by the administration.

SCHOOL ENTRANCE REQUIREMENTS (P4010)

A child can be enrolled only by a person having the legal custody of the child. The following documents shall be required at the time of school registration at all grade levels, as applicable:

- A certified copy of the birth certificate.
- A Baptismal certificate (if Catholic and not Baptized at Holy Family).
- Proof of legal custody in cases where a child does not reside with both natural parents.
- State assessment test (i.e. ILEARN) scores from the last attended school.
- Previous two year's report cards.
- Documentation of any Individual Education Plan (IEP).

- Complete vaccine and immunization records.
- Prospective students will be given NWEA placement tests in Math and English.

All data collected in the application process will be considered by school administration in consultation with classroom teachers to place prospective student(s) in the appropriate grade level.

PRE-K ENTRANCE REQUIREMENTS

Any child who attains the age of 4 by August 1 will be eligible to enter the Pre-K program at Holy Family School. Children must be potty-trained and independent. A teacher interview may be completed to determine the child's readiness to enter Pre-K.

KINDERGARTEN ENTRANCE

Any child who attains the age of 5 before August 1 will be eligible to enter the Kindergarten program at Holy Family. Administration of the Gesell Assessment of Developmental Readiness test will be scheduled for all incoming Kindergarten students and the results will be provided to the parents prior to acceptance into Kindergarten. Students who attend Holy Family Pre-K will automatically be given this test at the end of their Pre-K year.

NOTE: A child coming into a diocesan school from an out-of-state Kindergarten program or an in-state Kindergarten program and who does not meet the Indiana state age-eligibility requirement may be admitted to a Kindergarten program unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

ADMISSIONS POLICY

Priority admission to Holy Family School will be granted to current students and their siblings beginning each March to the open registration period beginning in April. Registration applications received after April 17th will be accepted based on space in each class. Class placement for students is not final until all registration and financial obligations are satisfied. The principal may also select or deny admission of students based upon one or more of the following considerations: demonstrated parental commitment to Holy Family School, and the candidate's educational and behavioral background. The admission of any child will be based on his/her effect on current student population and educational resources.

Students must have their immunization records current for the first day of school or upon admission when transferring to Holy Family School from another school. Failure to comply will result in exclusion from school until records are received and reviewed by the School Office.

VACCINATIONS

The Indiana State Department of Health and the Indiana Department of Education require students to be immunized according to specific grades:

- **Pre-School-Pre-Kindergarten:** 4 DTaP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Kindergarten-Third Grade:** 5DTap, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Hepatitis A and 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Grades Fourth-Fifth:** 5DTaP, 4 Polio, 3 Hepatitis B, 2MMR, 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Grades Sixth-Eleventh:** 5 DTap, 4 Polio, 3 Hepatitis B, 2 MMR, 1 Meningitis, 1 Pertussis and 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year for sixth and seventh graders, a history of the Chicken Pox disease with a written statement from the parent/guardian including the month and year for grades 8-11.

ADMISSION LOTTERY PROCESS

Students will be enrolled on a priority basis of siblings of current students, parishioners, non-parishioners, non-Catholics. Once a class has reached capacity as determined by the school administration, the following lottery process occurs:

For each grade, the students are divided into two wait list groups: parishioner and non-parishioner. Each student in each grade on the waitlist is assigned a number, and students and their families are informed of the student's number on the day of the lottery. The date and time of the lottery will be posted at least 7 days in advance. Lottery numbers will be selected at random from the population of parishioners on the waiting list and then from the population of non-parishioners on the waiting list. As numbers are chosen, a list will be established. The list of numbers chosen will be posted publicly on the school grounds. Spaces that open within a previous full grade are assigned first to the parishioner wait list. If all registrants from the parishioner list are placed and space still exists, the non-parishioner list follows. This process continues for each grade.

After the lottery date, anyone else who registers for admission for the upcoming school year, will be placed on a waiting list (also separated into parishioner and non- parishioner). Parish families are always given first preference.

PROSPECTIVE STUDENT TESTING

Prospective students are required to submit any previous standardized test scores (i.e. ILEARN, IREAD-3, WiDA) and two previous years' cumulative report cards at the time of school registration and be willing to take a placement test. Students applying for admission may be tested on language, English proficiency, and Math. The school administration is responsible for the administration of all admission tests and reporting test result data to teachers and parents. Upon review of test data, the school administration will make a determination regarding the school's ability to meet the needs of the student tested.

ACCEPTING EXPELLED OR SUSPENDED TRANSFER STUDENTS (P4020)

The school administration may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the “Gun Free” diocesan policy, which is required by state and federal law (P4560).

Discovery that any information provided was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled. All unpaid bills must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal in consultation with the pastor.

8TH GRADE STUDENT ACCEPTANCE

The success of students is our utmost priority. It can be difficult for students to experience success in our school if they have only one year in our system. Therefore, we reserve the right to deny incoming 8th grade students enrollment without cause. New eighth grade applicants will be handled on a case by case basis, with particular focus placed on the likelihood that a student can experience success both academically and socially.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS (P4010)

Holy Family, in cooperation with the Diocese of Fort Wayne-South Bend and with the South Bend Community School Corporation, provides testing for children with exceptional educational needs. Students requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment will be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children. Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child’s teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school’s recommendation, it is expected that he/she will place the decision in writing.

III. ACADEMICS

CERTIFICATION

Holy Family School is a certified school commissioned by the State of Indiana to teach Grades Pre-K through 8. Teachers are licensed by the State. The school is accredited as a “quality” school by North Central Education Association (AdvancEd).

CURRICULUM

Holy Family School provides for a well-rounded curriculum 100% aligned with the Indiana Academic Standards as established by the Indiana Department of Education and in accordance with the guidelines set forth by the Diocese of Fort Wayne-South Bend. The following subjects are required of all students attending Holy Family School:

Religion	Language Arts	Mathematics
Music	Science/Health	Social Studies
Art	Physical Education	Computer

JR. SCHOLARS/ GENIUS HOUR

Grades 6-8 participate in Jr. Scholars and Genius Hour on a weekly basis. The Jr. Scholars class period is designed to assist students in their development of organizational strategies and study skills. During Genius Hour students work in mixed grade level teams to complete service projects, participate in career readiness pathways, and support and promote Holy Family school in the following capacities: Student News, School Newspaper, Art Club, Drama Club, School Yearbook, House Leadership, and Study Hall. Either of these class periods may also be utilized as deemed necessary by teachers for students to catch up on incomplete or missing assignments.

RELIGIOUS PARTICIPATION (P4060)

In keeping with the philosophy and mission of the Catholic schools, it is the policy of Holy Family School that all students shall participate in a complete religion program – including religion class– and attend liturgical functions. Students attend Mass weekly with their class, normally on Fridays with the entire school, and on special feast days. Students may not “opt-out” of the religion class or going to mass or any other activity that serves to underscore the very mission of the school as Catholic.

HOMEWORK

With the vast amount of material that students are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom

instruction. Holy Family School will assign homework based upon the age and the needs of the student. Parents are expected to supervise study at home and students are expected to turn in the appropriate homework at the appointed time. When a child is absent for an excused absence, parents may make arrangements to pick up a child's homework assignments at the end of the school day. If students in grades 3rd-8th have any missing homework assignments, they will stay after school from 3:00-3:20 to complete those tasks. If missing homework becomes persistent, the administrative team has the right to call an academic conference with the parents, student, and teacher(s) involved.

PLAGIARISM

Plagiarism, the taking of another's ideas or words, from whatever source, without giving credit, is morally wrong and illegal. Students who intentionally engage in plagiarism will receive a detention and zero credit.

GRADING SCALE

As mandated by Catholic Schools Office beginning 2015-16 school year

A+ 97-100	C+ 77-79	
A 93-96	C 73-76	
A- 90-92	C- 70-72	
B+ 87-89	D+ 67-69	
B 83-86	D 63-86	
B- 80-82	D- 60-62	F 59 & below

GRADES AND REPORT CARDS

Report Cards are distributed after each quarter. Parents should be mindful that an equally important portion of the report card is the section indicating the child's work habits and school behavior. In order to avoid surprises when report cards are issued, parents are highly encouraged to remain informed of their child's progress through PowerSchool access.

Parent-Teacher Conferences will be held at the end of the first quarter. If conferences are needed at other times, parents should contact the teacher(s) to arrange an appointment.

The grading scale detailed in the previous section is mandated for all Catholic grade schools in the diocese by the Catholic Schools Office.

POWERSCHOOL ACCESS

Student grades and individual class progress may be accessed at any time through PowerSchool login. At the beginning of each school year, new parents will be given access codes to PowerSchool. Returning parents will utilize individual permanent passwords set up during the previous school year to access their child's grades. It is the parents' responsibility to access their child's grades and to keep current on their child's progress.

HONOR ROLL

Honor Roll status is determined based on grades earned at the end of each quarter.

Highest Honors = Students with A's in all classes (including Conduct and Specials)

High Honors= Students with A's and B's in all classes

Honorable Mention= Students with A's, B's, and no more than one C

*Students with a letter grade below a C- in any class will not be named to the Honor Roll

The only grade for which a Grade Point Average will be calculated is 8th grade. The top student(s) based on GPA in the six core classes will be named as the Valedictorian(s) of their graduating class.

Students who achieve a cumulative Grade Point Average of 2.92 or higher for a quarter earn Honor Roll recognition. Specials courses are not counted in the GPA calculation.

EXTRACURRICULAR ELIGIBILITY

Participation in Extracurricular activities is a privilege, not a right.

For a student in grades 4th through 8th to participate in any extracurricular activities such as choir, athletics, student council, or any other school sponsored clubs, the student may not have a **failing grade in any class at the mid-term progress report or the quarterly report card, and must maintain an A or B in conduct.** A student classified as ineligible will be required to have a meeting with his/her parents and the teacher to devise a plan of action moving forward. Students will make a phone call home to review the ineligibility letter with parents, and to arrange a day and time within 3 school days of receiving the letter/phone call. Failure to meet with the teacher could result in further disciplinary actions.

Students who are diagnosed as learning disabled or at – risk, may be exempt from the above academic requirements. Such requests will be reviewed on an individual basis and then approved or denied by the principal after consultation with the student's teacher and parents.

STANDARDIZED TESTING

ILEARN testing is administered to the students as mandated by the State of Indiana. Third Grade students are mandated to take the IREAD-3 yearly. This test will determine reading readiness. If not passed, a student must retake the test at the end of May. If they fail a second time, they may be retained. Students who are bilingual and have not been deemed language proficient, will take the WiDA exam yearly. In addition, every student will participate in NWEA testing at the beginning, middle and end of the school year. The data provided from NWEA testing is crucial for monitoring individual student progress and differentiating instruction.

PROMOTION AND RETENTION (P4130)

At the end of each school year a decision is made whether to ***promote, place, or retain*** each student for the next year. When determining whether a student will be promoted, placed, or

retained, we carefully examine each of our student's needs. Consideration for grade promotion, placement, or retention consists of academic progress, social/emotional development, physical development, attendance, any intervention strategies that have been attempted, teacher input, report card grades, NWEA scores, ISTEP/ILEARN, I-READ 3 and WiDA scores to carefully determine which of the following will best suit the student's needs:

- **Promotion:** The student has met all grade level requirements. Student has full understanding of grade level standards and are ready for the next grade level.
- **Placement:** The student has shown some evidence of grade level standards, but has not completely mastered the content. Students will be placed into the next grade level and be heavily monitored for mastering of skills. Students will be evaluated at the end of the first quarter.
- **Retention:** The student is performing significantly lower than grade level requirements. The student may have demonstrated social/emotional immaturity. There may be evidence of poor work habits, incomplete work and/or excessive absenteeism that affects achievement. Students may not be retained more than once. If, after having been retained one time (whether at Holy Family or a previous school), it is determined that a student may not be promoted or placed to the next grade level, that student will not be able to return to Holy Family School.

In addition to the ongoing regular communication between teacher, student and parent, parents of any student whose progress is strongly pointing toward possible retention will be informed by the middle of the 3rd quarter. This does not imply that Retention will take place but that it is a distinct possibility.

CLASS ASSIGNMENT OF STUDENTS (P4180)

The principal/faculty shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, and student- teacher rapport, peer relationships – in determining teacher and class assignments of students.

In exceptional cases, parents/guardians are welcome to provide special insights as to which learning environment may be best for their children. However, the school administration shall make the final determination with regard to the assignment of students to teachers and classes.

FIELD TRIPS (P4320)

School-sponsored field trips shall be limited to activities that promote the educational philosophy and goals of the school and facilitate the attainment of specific educational objectives in the particular course. Field trips, which coincide with the curriculum being taught, play a valuable role in the curriculum. Permission slips must be signed by parents or guardians and returned prior to the trip. Unless there is a good cause for a rare exception, for insurance and legal purposes, students travel to field trips on school buses provided by South Bend Community School Corporation.

COMPUTERS

We are blessed to have two excellent computer labs, iPads, and sets of 3-4 laptop computers in individual classrooms. All computers will be used in compliance with the Diocesan Internet Policy (P4620 – found in the back of this Handbook).

PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE (P2310):

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

1. Talk with the student's teacher
2. Talk with the teacher and principal
3. Talk to the pastor
4. If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal). Parents/legal guardians should follow the steps set forth above except where a situation is specifically covered under another school or diocesan policy which provides for a different reporting procedure (e.g., harassment).

Parents should treat the faculty and staff with the same respect which the faculty and staff treat the students. The school is a partnership with the administrators, faculty, staff, and parents all working together to make the Catholic learning experience for the students the best it can be. When and if this partnership breaks down, and issues cannot be resolved through the above process because of student discipline issues, communication problems, or parental harassment, as a last resort, students and/or parents may be asked to withdraw from the school.

IV. ATTENDANCE (P4040)

REGULAR SCHOOL DAY SCHEDULE

Monday, Tuesday, Thursday, Friday

Doors Open 7:20 a.m.

Classes Begin 7:45 a.m.

Grades K-5 dismissed 2:50 p.m.

Grades 6-8 dismissed 2:55 p.m.

PARENT/LEGAL GUARDIAN RESPONSIBILITY

Good attendance is of critical import to student success. Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven.

ABSENCES FROM SCHOOL

1. Excused Absences

- a. Illness of the student (with written statement by parent/guardian or doctor);
- b. Funerals for death in the immediate family;
- c. Funerals for persons outside of the immediate family with parental permission;
- d. Out-of-school suspension (Make up work is NOT accepted);
- e. Medical and legal appointments – such appointments should be scheduled after school hours when possible;

2. Unexcused Absences

- a. No parent contact with the school giving an explanation for the absence on the day of the absence;
- b. No physician's note to excuse an absence once more than 3 days of absence have occurred;
- c. Family vacation*
- d. Absences other than those defined as excused: Examples include, but are not limited to: overslept, car trouble for multiple days, etc...

****Holy Family School highly discourages vacations and family trips which take children out of school, because of the importance of in-class instruction time to our educational program.*** When such trips are unavoidable the Principal must be notified prior to the absence in writing. It is the student's (and parent's) responsibility to obtain and make up any school work missed. Teachers are NOT responsible to provide school work ahead of time for family vacations scheduled during class time. The student will be given extra time (at the discretion of the teacher) to make up the missed work. Gaps in instruction resulting in a child's regression may have to be remedied in the future at the discretion of the principal in consultation with the child's teacher(s).

REPORTING AN ABSENCE

A parent/guardian shall contact the school to report a student's absence. If a child is absent, Holy Family School requires the parent to call the School Office by 8:30 a.m. to report the absence. A follow-up written excuse stating the reason for the absence must be sent to school when the child returns. Absences will not be excused and the student may be considered truant if this procedure for reporting an absence is not followed. A written explanation for any absence signed by a custodial parent/guardian is required upon the student's return to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant. At Holy Family, a student who does not attend school on a given day or who goes home during the day due to illness may not take part in any school related extracurricular activities on that day.

Parents have two options to report an absence.

- 1. Call the school office no later than 8:30 a.m.**
- 2. Send an email to: attendance@hfssb.org**

TRUANCY (P4040)

A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to juvenile authorities in accordance with applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- Refusal to attend school in defiance of parental authority.
- Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual Truancy is not evidenced by a single isolated incident or unexcused absence. (After 6 tardies in a single quarter, a notification letter will be sent home.)
- Administration has the right to add morning detentions if needed on a case by case basis. Morning detentions would be served from 7:00 a.m. until 7:45 a.m.

FREQUENT OR PROLONGED ILLNESS (P4040 cont.)

If a student is absent for five consecutive days due to illness or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school. Students are NOT to return to school unless they are 24-hour fever, vomit free, or a doctor provided a written release.

RESPONSE TO IRREGULAR ATTENDANCE

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance:

- Call daily from school (secretary, principal, or attendance clerk) to parent/guardian to verify absence and to determine reason.
- After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- After the student is absent more than 10 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept. If the contract is violated, the student could be asked to be retained (dependent on number of missed days) or withdraw from Holy Family.
- After a student is absent more than 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local School Truancy Prevention Program and/or Child Protective Services.

BEFORE/AFTER-SCHOOL CARE

Holy Family does not provide supervision on school grounds before 7:20 a.m. After school care is provided at a cost through the YMCA. Students must have paperwork on file in order for children to attend the YMCA aftercare program. Students will be transported via bus at 3:05 from Holy Family School to Holy Cross School. Parents must notify the office as soon as possible, if there is a change in transportation. Students must be picked up from Holy Cross School no later than 6:00pm.

UNEXCUSED LATE ARRIVAL

Punctuality is an important life skill for our students to learn. Late arrivals to school disrupt the classroom environment; and, keep the late arriving students from hearing important announcements and instructions at the beginning of the day. It is the parent's responsibility to ensure students arrive at school on time on a daily basis.

Tardiness to school is handled in the School Office. All students are to be in the classroom ready to begin class at 7:45 a.m. If a student is going to arrive later than 7:45 a.m., parents/legal guardians must call the office to advise school officials. A note explaining the late arrival should accompany the child to school on the date that the child arrives late. If a student does not provide a note, the late arrival will be automatically designated unexcused.

After the fourth tardy within a quarter, parents will be contacted by the administrative team to discuss the issue and agree to a solution for punctual arrival. Any tardy over six in a quarter will be considered chronic tardiness. (A letter will be sent home)

Chronic tardiness is considered a serious violation of parental responsibility to support the educational mission of the school and may be cause for a student to be referred to local agencies (DCS, CASIE Center) and possibly not be able to continue at Holy Family School.

EARLY DISMISSAL FROM SCHOOL

A student will be released from school only into the custody of his/her parent(s), legal guardian, or authorized person as listed in the school's records. In case of illness or emergency which necessitates sending a child home, the parent/legal guardian will be advised by telephone as to the reason and manner of getting the child home. Children will wait in the School Office if they are being dismissed early. Whenever children leave the school before dismissal time, the parent, legal guardian, or authorized person (as specified above) must come into the School Office to sign the child out in the log provided for that purpose. If children are returned to school, they must be signed in. Children will not be allowed to wait by the door to be picked up. Although it may be inconvenient at times, these procedures are implemented for the child's safety.

SCHOOL CANCELLATION AND DELAYED START

On occasion (typically winter storms) there may be occasion for classes to be delayed or cancelled. Delays and cancellations will be announced in the following places:

- a. Emergency Text Alert
 - i. PreK-4th Grade (to subscribe text: @79f8ab to 81010)
 - ii. 5th-8th Grade (to subscribe text @44823d to 81010)
- b. Local news, WSBT and WNDU.
- c. School Twitter feed - @HolyFamilyScho7

*Parental prerogative. If the parent/guardian feels that road conditions are unsafe to drive they should NOT attempt to come to school. Absence or late arrival in such cases will be considered excused. However, you must notify the office via phone call.

ELEARNING/ REMOTE LEARNING

In the event of a school cancellation due to inclement weather, Holy Family will utilize an eLearning/ Remote Learning day. The purpose of eLearning is to provide real time assignments that are relevant to the current coursework. However, we will not use any more than four eLearning days a year, and no more than 2 consecutive eLearning days in a row.

ELearning/ Remote Learning Work Window Opens by 9:00 a.m. Day of School Closing

In the event that virtual eLearning is used when school must close due to weather or other emergency, teachers will post active assignments to Google Classroom by 9:00 a.m. on the day of the closing. On these virtual learning days, to best support student learning, teacher office hours for school closing days will be from 9:00 a.m. to 3:00 p.m. Teachers will have open virtual hours from 10:00-1:00 on all eLearning/Remote Learning days. **All eLearning assignments are due no later than 3 days after the eLearning day has been called.**

In the event of a pre-planned e-learning make-up day, the opening of the eLearning time window in which students may access and turn in assignments will be clearly communicated in advance with parents and students.

eLearning/ Remote Learning Assignment Links Accessed Through Google Suite- Google Classroom

Each grade level will have its own eLearning page. These pages can be found by clicking the classroom tab then clicking on the child's classroom link. Once at the classroom page, on eLearning days and for 5 school days following, you will be able to access the "eLearning" tab for that classroom. These links will be activated by 9:00am.

eLearning/Remote Learning Folders Coming Home for Students in Grades K-8

Students in K-8 will be receiving their eLearning folder to keep at home to assist with any make-up days. The folder will provide general materials (graphic organizers, paper, reference charts, etc.) and information for parents (directions, support contact information, etc.) for

reference to help assist your children in working through the eLearning make-up lessons. All folders must be kept in a safe place at home. All student usernames and passwords will be stored in these folders.

eLearning/ Remote Learning Support Services & Computer Access

We know that most of our families have internet capability in the home, but we are ready to assist with other options for those who do not have internet access, or who encounter issues on the actual eLearning day. We will have computers available for student use in the computer lab after school on the days immediately following an eLearning day.

Bilingual Students

Parents and students needing bilingual assistance with the completion of eLearning assignments are to first email the teacher directly. If further assistance is needed, please contact Mrs. Lagodney via email: llagodney@hfssb.org.

Students with IEP's and CAP plans

Parents and students needing assistance with the completion of eLearning assignments are to first email the teacher directly. If further assistance is needed, please contact our resource teacher--Mrs. Brenner via email: jbrenner@hfssb.org.

Digital Office Hours (Technical Support)

Digital Office Hour Times: 9:00 a.m.-3:00 p.m. on eLearning Days

Contact-- Melissa Murawski

Email – mmurawski@hfssb.org

EASTER TRIDUUM EXTRA-CURRICULAR ACTIVITIES

In recognition of the Catholic identity of Holy Family School and the important role that the solemnity of Holy Week plays in that identity, there shall be no school-affiliated extra-curricular activities scheduled, either on or off school premises, on Holy Thursday through and including Easter Sunday without prior approval of either the diocese or the pastor.

SPORTS/CLUBS AND SCHOOL

If a student is absent from school on the day of a sports/club practice/meeting, the student is NOT permitted to attend unless they have administrative authorization. No exceptions. If the student is absent during the school week, and has an event on the weekend, it is at the coach and parent's discretion to allow the student to participate in the scheduled event.

V. Dress Code

GIRLS GRADES K-8:

- Navy or Khaki slacks:
 - No “cargo” slacks allowed

OR,

- Navy or Khaki skorts or shorts:
 - Until Nov. 1 and after April 1
 - May not rise any higher than 3” above knee
- Navy or light blue Holy Family polo shirt:
 - Short sleeve only
 - Must have HF logo
 - Order from our online store
- Spirit Day T-shirt:
 - Optional for designated “Spirit Days” only (most typically on Friday)
- Tennis Shoes
- Belts must be worn in shorts and pants that have loops - grades 2-8.

BOYS GRADES K-8

- Navy or Khaki pants:
 - No “cargo” pants allowed

OR,

- Navy or Khaki shorts
 - Until Nov. 1 and after April 1.
 - No zipper pockets or cargo shorts
 - Belt must be worn if belt loops
- Navy or light blue Holy Family Polo shirts
 - Short sleeve
 - Must have HF logo
 - Order from our online store
- Spirit Day T-shirt:
 - Optional for designated “Spirit Days” only (most typically on Friday)
- Tennis Shoes
- Belts must be worn in shorts and pants that have loops - grades 2-8

PLEASE NOTE:

- Socks can be any color to provide students with individualism. However, socks should NEVER distract from the learning environment, or have inappropriate words or images on them.
- If undershirts are worn, they must be plain white, plain light blue or plain navy.
- Shirts must be tucked in at all times
- Belts are to be worn in all pants and shorts with loops for grades 2-8. Altering pants or shorts to avoid this rule is not permissible.
- All shirts must be purchased from the school's online store. Shirts must have the new HF logo.
- Holy Family sweatshirts and fleece are permissible. Please note.. we do not have air conditioning and it can become quite hot. (Spiritwear hoodies may only be worn on Fridays)
- Girls must wear their hair out of their eyes in a conventional hairstyle. Extreme and faddish hairstyles, excessive jewelry and excessive make-up are not permitted for girls.
- Boys must wear their hair above the collar and ears in a traditional hair style. No shaved heads and no designs may be shaved into the hair. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. When combed forward, hair will not fall over the ears or eyes. Boys must also maintain clean shaven faces.
- For girls, only one earring per ear is allowed. Boys may not wear earrings. No other body piercing is allowed.
- Tattoos (either washable or permanent) are not allowed, nor is writing on one's body.
- Distracting jewelry may not be worn.

PHYSICAL EDUCATION (P.E.) DRESS CODE

- Must be worn all day on P.E. days:
 - Holy Family P.E. t-shirt
 - Holy Family P.E. shorts
 - Or, Holy Family sweats
 - Or, solid colored navy blue or grey sweatpants for the entire day. Nylon pants are not permissible.
 - Students may also wear the regular Holy Family uniform if they prefer

DRESS DOWN DAY FOR A CAUSE DRESS CODE

Announced periodically as a fundraiser for charitable causes that arise

- Blue jeans, school uniform shorts, school uniform pants, sweatpants may be worn and must be free of any rips, holes or tears.
- Nothing too tight fitting or provocative
- Blue jeans must be blue in color.
- All clothing must be in good repair – no holes, cuts or tears.
- Jeans are to be worn no lower than the waist.
- Clothing may not contain inappropriate symbols or language

- Belts must be worn if loops are present.
- Shoes must ALWAYS be athletic shoes

N.U.T. COUPON (No Uniform Today)

_____Students may earn NUT coupons for various tasks. However, students must adhere to the following guidelines:

- Students must present the NUT coupon to the office the morning they choose to use it. NO EXCUSES
- Shoes must always be athletic shoes (No open-toed or backless shoes)
- No clothing with rips, holes or tears
- Shorts and/or dresses must be no shorter than 3 inches above the knee.
- Nothing too revealing or too tight
- Refrain from wearing clothing that represents distasteful music, movies, etc...

SPIRIT DAY

On Spirit Days (Friday unless announced otherwise) students have three options:

1. Regular Uniform
2. Spirit T-Shirt with rest of regular uniform
3. Holy Family sports game jersey or HF club T-Shirts

DRESS CODE VIOLATION POLICY

Teachers for grades 3-8 will record Dress Code Violations on designated violation slips. One copy will be sent home and the other given to the principal. Slips must be signed and returned to school the next day. Upon the third violation a detention will be assigned. Every third violation thereafter will result in a detention. Chronic dress code violations are considered a serious lack of respect for school rules and decorum. Administration has the right to contact parents to schedule a dress code violation hearing if prolonged violations occur.

VI. BEHAVIOR AND DISCIPLINE

PURPOSE

It is the purpose of the "Disciplinary Code" to help provide an atmosphere which is conducive to an orderly process of education in an environment which provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

GENERAL CONDUCT AND STANDARDS OF BEHAVIOR

Students of Holy Family are expected to be good citizens and to act in accordance to their own dignity and the dignity of all others in the school community. Standards of behavior reflecting good citizenship are expected and all administrative procedures and school rules are established to ensure such standards. All policies, procedures, and rules may be applicable in the school, on the grounds, and at all school activities both at and away from school (e.g. field trips, sporting events, and other extracurricular events).

PARENT RESPONSIBILITY

Parents are requested to provide the school with pertinent information regarding health disorders which could affect the student during the school day or have a long-range effect on his/her educational progress. The school expects that parents will work with the school to bring about changes in the behavior of students who violate the standards of normal conduct. Parents will be held responsible for financial loss suffered by the school and their employees when their children, through malicious or careless conduct, cause damage to the school buildings, equipment, parish or personal property. To ensure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive social attitude are more prone to having a successful and rewarding school experience.

Parent/School Partnership

The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

PARENT/GUARDIAN CONCERNS WITH DISCIPLINARY MATTERS

The principle of subsidiarity calls for issues to be addressed at the most local level possible. As with matters related to academic issues, parents/guardians with particular concerns over disciplinary matters should follow the principle of subsidiarity by taking the following steps in order:

1. Consult the teacher most immediately involved in the disciplinary issue
2. If the issue is not resolved consult the principal
3. If the matter is not resolved consult the pastor

ADMINISTRATION AND FACULTY RESPONSIBILITY

The principal of Holy Family School shall have the overall responsibility and authority for the orderly administration of discipline policies within the framework of school policy. The teacher's primary responsibility and authority shall be to maintain order and control within the classroom, and general responsibility and authority for maintaining order and control on school property.

SCHOOL REGULATIONS

Students will be expected to govern their conduct in a way that they will be a source of pride to themselves, their classmates, and the parish. Attending Holy Family School is a privilege not a right. At the beginning of each year, classroom teachers will make clear rules and expectations for behavior. These rules are the same in each classroom according to building level (K-3, 4-5, 6-8). Consequences for breaking rules are also consistent across the same building levels.

HOLY FAMILY POINTS OF PRIDE

In addition to any particular rules in each classroom, the entire school will emphasize the following ten "Points of Pride":

1. Use good manners at all times. Say "Please", "Thank you", and "Excuse me".
2. Always be honest.
3. Call all adults by their full name (i.e. Mrs. Veldman, Mr. Quantz, Miss Korpai).
4. Keep your hands to yourself at all times.
5. Turn towards and keep eyes on the speaker during instruction (student or teacher).
6. Stand up when asked to speak during class.
7. Transitions between activities or class periods will be swift, quiet, and orderly.
8. Walk on the right side of the hallways and staircases in a single file line.
9. All adults in the building will be shown the same level of respect - this includes substitute teachers, volunteers, and visitors.
10. Surprise others by performing random acts of kindness without expectation of reward.

CONSEQUENCES FOR NORMAL INAPPROPRIATE BEHAVIOR

All teachers and other adults in the building will apply the same consequences, as outlined below, for normal inappropriate student behavior and / or violation of the Points of Pride.

1. At the first violation the student will write their name.
2. A second violation will result in a check next to student's name
 - a. This is the final verbal warning.
3. A third infraction during the same class period will be punished with a "Silent Lunch" during which the student will have the opportunity to seriously contemplate their behavior choices
 - a. Silent Lunches will be logged by the homeroom teacher and communicated to Parents / Guardians via email or phone call.
 - b. Students serving "Silent Lunch" will take their lunch in a classroom with a teacher present. There will be no talking.

Students begin each class with a clean slate.

1. In the Junior High a clean slate begins each time students change classes
2. In the primary and lower elementary grades where students are with the same teacher for the majority of the day, the slate is wiped clean each time a new subject is begun in class or whenever the students go to their Related Arts classes, lunch or recess.

DETENTIONS

In the primary grades teachers will determine when a detention is warranted for repeated instances of inappropriate behavior. If a student has obtained 3 detentions in one quarter, a disciplinary hearing will occur with the homeroom teacher, principal, parents and student.

For grades 3-8 the following guidelines apply.

1. Two Silent Lunches earned during the same day will result in a detention being assigned.
2. Three Silent Lunches within the same quarter will result in a detention being assigned.
3. A serious singular violation of school rules will also result in a detention.

Regardless of grade level, any student who has been assigned a detention will receive a copy of the detention slip to be signed and returned to school prior to the detention being served. The teacher issuing the detention will communicate with Parents / Guardians via email or phone call, regarding the reason for an assigned detention. Detentions will be served for one hour on Mondays and Wednesdays from 3:05-4:05 p.m. in room 206 unless otherwise indicated by the principal. Each detention issued as a result of inappropriate behavior results in a deduction of one full letter grade in Conduct.

GROUNDS FOR SUSPENSION AND EXPULSION

The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. on school grounds;
- B. off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event;
- C. or, at any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530. *This listing is not intended to be exhaustive of all types of conduct:*

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constitution and interference with school purposes, or urging other students to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose.
6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
7. Violation of the Diocesan Gun Free School Policy.
8. Possessing, using, transmitting, being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
11. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
13. (4530 L-p2) Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
14. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.
15. Bullying and Harassment
16. Fighting

DISCIPLINARY REVIEW FOR SUSPENSION AND EXPULSION
DIOCESAN POLICY 4530 (11/16/12)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING

"The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34.1-7, and, in that case, the matter shall be referred to the Child Protective Services.

See Appendix for multiple Diocesan policies related to specific behavior and disciplinary matters.

ELECTRONICS/CELL PHONE USAGE (P4520)

Students are highly encouraged NOT to bring cellphones to school. Any emergency can be communicated to students and parents through the school office. Holy Family has implemented a cell phone storage within each homeroom classroom. Cell phones **MUST** be given to the homeroom teacher each morning upon arrival to class. Cell phones will be given back to students at dismissal. Students are NOT permitted to use social media while on campus. However, they are permitted to contact parents after dismissal for transportation. If a student does not give the teacher their cell phone at the start of class, they will be issued a detention. The cell phone will be confiscated and the parent or guardian must pick the cell phone up after school. If persistent problems arise, students will face suspension.

STUDENT LOCKER AND BELONGINGS INSPECTION (P4590)

All students who enroll in Holy Family School must consent to the search of their person and personal belongings, backpacks, lockers, school desks, etc. at any time and for any reason consistent with diocesan policy.

PLAYGROUND GUIDELINES

Students are expected to interact on the playground in such a manner as to not cause harm or injury to themselves or others or disturb other students in the building.

1. Play only in the designated areas of the school grounds
2. Follow the directions of supervisors.
3. Speak and act in a respectful manner toward the supervisors.
4. Use approved playground materials and equipment properly:
5. Play games that are not dangerous;
6. Remain on school property;
7. Act in an appropriate manner; fighting or contributing to fighting is not acceptable;

8. Refrain from using vulgar or obscene language;
9. During the winter, no throwing or kicking of snow or playing on snow piles;
10. Wear proper attire in cold weather.

Violations of a rule may result in suspension from playground use. Determination of consequences will be made by the supervisors and principal.

Cold Weather: Children need fresh air, sunshine, and exercise. Therefore, they will be expected to go outdoors when the weather is clear. If the wind chill is 20 degrees Fahrenheit or below, we will not have outdoor recess.

HEALTH AND SAFETY

The school will conduct regular Fire, Storm, and Lockdown drills in accordance with state requirements. There will be a crossing guard from 7:30 to 8:00 a.m. and 2:45 to 3:00 p.m. everyday along Mayflower Street. Our school also has organized groups of patrol students. These students help to cross students to the parking area and to manage traffic in the pick-up zone. Additionally, teachers have designated posts during pick-up times that help facilitate the flow of students and their safety.

A registered nurse provides supervision for medical issues. Vision, hearing, and scoliosis screenings are provided in accordance with state guidelines.

VISITORS

Anyone not employed by Holy Family is a guest, including parents, and as such is asked to report to the School Office prior to visiting any school premises (including classrooms, gymnasium, library, or other school areas). This regulation is imposed for the safety of our students.

MEDIA PERMISSION

Holy Family School is proud to share the good news about our students, school programs, and other events, while protecting learning time and being sensitive to our student's privacy. Permission to photograph and videotape students is requested in writing through a form sent home at the beginning of the school year.

MEDICATION (P4210)

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school (and must be given

during school hours) shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

Parents who wish Holy Family employees to administer any medication to their child must provide written instructions and must complete a Student Medication Administration form available in the office. All medications must be kept in the office and will be administered by the office staff.

All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

In specific cases, the school may require the parent/guardian come to school to administer medication for his/her child.

Over-the-counter (OTC - non-prescription) medication may be given at school with the parent's written permission. The principal, administrative assistant, and child's teacher must be aware of the purpose for which a student is to receive the medication. OTC products shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

PARENT INVOLVEMENT

COMMUNICATION

The information flow between home and school is a very important one. An envelope will be sent home each Tuesday or an email via MailChimp. Contents may include any information, including field trip information, and details of classroom activities from the teachers. A letter from the principal will also normally be included.

In addition, parents are encouraged to keep current by visiting the school's website and its links to the parish and other parish organizations (www.holyfamilysouthbend.org).

Parents should consistently encourage responsibility from their children by having them review their backpacks, folders, planners, and PowerSchool together.

EMERGENCY CONTACT INFORMATION

Parents/Guardians must notify the school when a change has occurred in any pertinent student and family information - especially emergency contact information.

HASA

Parental involvement is obviously critical to the success of the school. Please consider becoming active in the initiatives of our Home and School Association. President, Mrs. Sami Miller. Contact the school office or: hasa@hfssb.org

CLASSROOM VISITATION

The education of the students is a team effort. Parents may observe their child in the classroom environment during the year. Please contact the office to arrange.

SCHOOL BOARD

The Holy Family School Board acts in a support and advisory manner for the betterment of the school. Meetings are open (with occasional closed sessions) and normally meet the third Thursday of each month at 6:00 p.m. in the school building. Information about meetings and proceedings can be found at the school website, the church bulletin, and by calling the school office when applicable.

VIII. CONCLUSION

DIOCESAN POLICY AND THE CATHOLIC SCHOOLS OFFICE

In addition to the policies and procedures enumerated in this handbook, Holy Family School adheres to all other officially promulgated diocesan policies and procedures. Copies of the Diocesan Policies are available for review in the principal's office. Diocesan policies are granted precedent over any conflicting school policy. The administration reserves the right to review and interpret these policies which are also subject to change or revision at the discretion of the school administration and/or the diocese.

It is our hope and prayer that the directives as well as the information outlined in this handbook will be helpful in the establishment of a satisfying relationship between the home and the school. The child needs to know that his/her parents and teachers are working in the same direction. If a question should arise, parents should consult with the teacher. With close communication, we can work together for the child's best interest.

Holy Family, Pray for Us!!

APPENDIX OF PERTINENT SCHOOL AND/OR DIOCESAN POLICY

SAFE ENVIRONMENT & CHILD ABUSE REPORTING (P3610)

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests; deacons; and other personnel, lay and religious, paid and volunteer; must adhere to the diocese various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

INTERNET ACCEPTABLE USE POLICY/PROCEDURES

The use of the Internet and related technologies must be in support of acceptable education and research and consistent with the educational objectives, purposes, and mission of Holy Family School. Individual users of the computer networks are responsible for their behavior and communications over those networks and must conform to proper Internet rules of behavior, as well as Christian moral values. Acceptable and unacceptable Internet usage will be determined according to Diocesan Policy (P4620) on Internet Usage as ratified January 15, 2020.

Inappropriate use of the Internet will result in a cancellation of those privileges, as well as other appropriate disciplinary action as deemed by the administration.

Before being granted Internet access, students will be advised of the rules of proper Internet usage and Christian moral usage of the Internet; they will be required to sign an Internet usage agreement whereby they promise to use the Internet only in accordance with these rules and moral values. A student's parent or legal guardian must also sign an Internet Usage permission form provided by the school. THEREFORE, students and parents agree to the following:

1. Students have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information-gathering skills, and communication skills.
2. Students have the right to use the following in a responsible manner: electronic mail, web searching, and FTP (File Transfer Protocol).
3. Internet accounts are to be used only by the authorized owner of the account for the intended purpose(s).
4. Students may access the local area network and/or the Internet while at school only with permission from a teacher or administrator and under their supervision.
5. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
6. Students will accept the responsibility of keeping copyrighted software of any kind from entering the local area network or wide area network via the Internet.

7. Students may not use the Internet to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network, wide area network, or the Internet.
8. Students are responsible for maintaining the integrity of the private electronic mail system and to report all violations of privacy. E-mail files must be monitored periodically and deleted from the personal mail directory to avoid excessive use of file server space.
9. Students are responsible for making only those contacts on the Internet which lead to some justifiable educational growth.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the local area network, wide area network, and the Internet by students or parents.
11. Holy Family School network administrators reserve the right to define inappropriate behavior, pornographic material, anti-social behavior, and/or malicious use of the local area network, wide area network, and the Internet.
12. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.
13. The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).
14. One on one electronic communication between an adult and a minor student is prohibited. Parents should remind their students to copy them on all electronic messages that their students send to a teacher, coach or another adult. If parents are aware that a school employee or volunteer is not following this policy, see contact with the principal.
15. Do not post harmful comments or complaints about the school or personnel on any social media site. It hurts everyone in the school. From the policy.... "Any communication that includes defamatory or harmful comments regarding the diocese, its personnel, parishes, schools, institutions or those it serves may result in disciplinary action up to and including termination. All church personnel and students of the diocese are required to adhere to the information provided in this policy when using electronic communication." If you have important feedback to offer, please see the appropriate staff member or principal.
16. Do not use the name of the school (parish) or any title that identifies the school on any social media site unless you have the written permission of the principal.

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

POLICY REGARDING CYBER-BULLYING:

Every student attending Holy Family School is afforded the right to participate in their educational experience without fear of harassment or intimidation. The school specifically recognizes that bullying and harassment can have a severely detrimental effect on a student's ability to enjoy this school experience and work towards their personal and academic potential. The school recognizes that bullying and harassment do not always occur on school grounds or during school hours. Bullying and harassment that occur outside of school but impact the lives of students in school will be addressed by the school administration. This includes any bullying or harassment that occurs online or through social media. The school will look at specific state and diocesan guidelines to determine if behavior is bullying or harassment. Indiana Code 20-33-8-0.2 defines bullying as such: "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

If it is determined that behaviors fit any of the definitions spoken to in the above, then those behaviors will be considered bullying.

The school will address cyber-bullying if it becomes aware of the bullying and the behavior can be appropriately substantiated. The school will not engage in purposed searching of the Internet to discover incidents of bullying or harassment. Any behavior that impacts a student's mental or physical health, impedes their ability to perform their required academic functions, or restricts their access to school services will be considered as having a negative impact on their ability to be a successful student at Holy Family School. The school affords protection of these rights for its students regardless of where or how the behavior occurs, or what mechanism is used.

If the administration becomes aware of student harassment or bullying on the internet, the principal will make every effort to appropriately substantiate the claim. If the claim is found to be substantiated, then the general course of action by the administrator will be to contact the parents and students involved. The principal will include the pastor in this communication and

seek his guidance in any disciplinary actions that are taken. Disciplinary action will be based on the severity of the behavior and may include but is not restricted to the following measures:

1. Loss of internet privileges at school
2. Detention
3. In-school suspension
4. Out-of-school suspension
5. Expulsion

Students should be aware that this policy applies to any material that is posted on the Internet. Students will be held accountable for material on the Internet that is not current, but is found to negatively impact a student's ability to perform at school, as stated in the language of this policy. Any behavior or action that negatively affects the learning environment of Holy Family School is subject to school discipline, regardless of the time or place the behavior or action occurs.

Parent/School Partnership

The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT

When a student is accused of a non-school related criminal act, Holy Family School shall follow Diocesan Policy (P4550). Such a student is presumed innocent and no academic or disciplinary penalties will necessarily be imposed until guilt is admitted or proven. If circumstances necessitate removal from the academic setting, parent's/guardian's wishes will be considered, but the final decision will remain with the principal in consultation with the pastor and Superintendent of Schools. Should such removal be deemed necessary, a program of home study will be developed and implemented for the student.

COMMUNICABLE DISEASE

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded – if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure – it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish

administrators will be established to determine whether the child's admission or continued presence in the school exposes others to significant health/safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

GOD'S GIFT OF HUMAN SEXUALITY

The Catholic School upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents in carrying out this responsibility of family life education.

RELIGIOUS ISSUES (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled at Holy Family School.

Every human being is created in the image and likeness of God; his/her life must be respected and protected from the moment of conception until natural death. If a student becomes involved in a pregnancy, the school will provide assistance and support for the student and his/her family. The pastor and principal will meet with the family and provide the opportunity for the students to complete their education. Students will be referred for pastoral counseling which must

emphasize the sanctity of human life. The pastor and principal reserve the right to undertake whatever additional actions seem appropriate for the well-being of the students involved and for the school.

A student who obtains an abortion or who aids another person in obtaining an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

SEXUAL/RACIAL HARASSMENT AND ANY HARASSMENT (P4580)

It is the policy of the diocese and Holy Family School to maintain a learning environment that is free from harassment: sexual, racial, and any other harassment. Harassment is inconsistent with God's law of love of neighbor and is against the law. Holy Family School will follow diocesan guidelines in cases involving harassment, as such:

Definitions: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student while on school property.

Racial harassment shall consist of racial slurs, innuendoes, or name calling when made by any student to another student while on school property.

Harassment shall consist of repeated and/or constant unwelcome verbal or physical conduct, including hazing, made by any student to another student while on school property.

Procedure: Confidentiality, both of the complainant and the accused, will be respected. Reports of inappropriate behavior shall be put in writing by the student and parent/guardian, if under age 18, on forms supplied by the school consistent with diocesan guidelines.

Reports must name the person charged and state the facts.

Reports will be investigated by the administrative team (principal, vice principal, classroom teacher – as needed). In cases of sexual and racial harassment, the pastor and Superintendent of Schools will be notified. A substantiated charge shall subject the student to disciplinary action:

1. Parents of all students involved shall be contacted.
2. First Offense* will require letters be written between accuser and accused, hopefully resulting in a face to face conversation. Principal and/or vice principal will moderate the process.
3. Second Offense: same as first offense plus detention. Counseling will also be required.
4. Third Offense will result in a two-day suspension.
5. Fourth Offense will result in expulsion.

*A serious violation (after consultation with pastor and counselor) may result in expulsion.

False Reporting: Any student who knowingly and maliciously files false charges against another student will be subject to the same disciplinary procedures outlined above.

WEAPONS

State law (I.C. 20-8.1-5-4(b)(1)) and Diocesan Policy (P4560) prohibit students from bringing firearms, destructive devices, or deadly weapons to school or school functions. Further, students are prohibited from possessing firearms, destructive devices or deadly weapons while

en route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school.

For purposes of Diocesan Policy P4560, the term “firearm” means:

- a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any such weapon;
- c. any firearm muffler or firearm silencer.

ILLEGAL SUBSTANCES (P4570)

Possession and/or use of tobacco, alcohol, or any other illegal substance on school property will be considered a serious offense. The school shall assist students experiencing substance abuse problems in accordance with diocesan policy: requiring counseling, evaluation, and treatment. Appropriate consequences, which may include expulsion and notification to police authorities, will also be taken. Failure of the student and/or parents/guardians to cooperate will result in expulsion from school.

NON-SMOKING ENVIRONMENT

In compliance with Diocesan Policy P5430, Holy Family School is a smoke-free environment. No one: employee, student, or visitor is allowed to smoke in any building (school or gymnasium) during times when student activities are being conducted.

ACCESS TO RECORDS (P4170)

In accordance with the Family Educational Rights and Privacy Act of 1975, any natural parent, guardian, or individual acting in the absence of a parent or guardian of a student has the right of access to official student records. Any natural parent, guardian, or individual acting as a parent in the absence of a parent or a guardian has the following rights (unless the school has been provided with evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

1. Inspect and review the student’s education records (must be reviewed in the School Office);
2. Request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosure of personally-identifiable information contained in the student’s education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent;
4. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the diocesan policy (P4170) and procedure for access to student’s records. Copies of this policy are maintained in the principal’s office.

Custodial parents, guardians, and students may request, in writing, changes or deletions to their file. If the principal does not honor the request, the parent/guardian/student's written statement should be added to the file.

Requests for access to files must be made in writing to the principal. Files must be studied in the School Office. A notice concerning parental access to education records is available in the School Office which any parent or eligible student may review during regular office hours.

STUDENT/PARENT HANDBOOK ADDENDUM DUE TO COVID-19

General Statement – Public Health and Safety

During public health and safety emergencies, our school will follow all Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather and other events. As an example, the COVID-19 pandemic led to the closure of Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools may experience closures for an extended period of time. When this occurs, Holy Family will transition to an extended learning format designed to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body. (See handbook page 21)

Because of public and health emergencies, each Catholic school creates health and safety plans. We plan for a constant state of readiness addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. Expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner.

School grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and/or staff returning to school after an illness depend on symptoms and exposure as outlined below:

Confirmed Symptomatic Case

- No fever without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms OR

Confirmed Asymptomatic Case

- ≥ 10 calendar days passed without symptoms, and
- Released by a healthcare provider

Presumed Case of COVID 19

- 48 Hours Fever free without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms

Exposure to a person with presumed or confirmed Case of COVID 19

- Quarantine when applicable

REVISED

JULY 2021

HOLY FAMILY GRADE SCHOOL

“Guiding Families to Pursue the Truth and Live it.”

HANDBOOK RECEIPT ACKNOWLEDGMENT

Signed form due to Principal’s Office by September 1, 2020

By signing below we acknowledge that we have received a copy of the Holy Family School Student Parent Handbook. We understand that the handbook contains important information about the school, the administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgement shall not relieve us of the obligation to follow all rules and guidelines that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Parent Signature _____ Date _____

Parent Printed Name _____

Parent Email _____

Parent Email _____

Student Signature _____ Room # _____

Student Signature _____ Room # _____

Student Signature _____ Room # _____

Student Signature _____ Room # _____

HOLY FAMILY GRADE SCHOOL

“Guiding Families to Pursue the Truth and Live it.”

USE OF STUDENT IMAGE PERMISSION

Signed form due to Principal’s Office by September 1, 2020

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Holy Family School. I realize that the photo or video may possibly be published in the Diocesan and local newspaper, the Holy Family website, the Holy Family Facebook page, the Holy Family twitter feed, in advertisements for Holy Family School, on television or other publications. I realize that all photos and videos will only be used in strict adherence to the *Social Media Policy of the Diocese of Fort Wayne-South Bend* (January, 2020).

_____ Yes, my signature below allows permission of the use of student images.

_____ No, I do not wish my child to be photographed.

Parent/Guardian Signature: _____ Date: _____

Student Grade _____ Homeroom Teacher _____

**A separate permission slip is REQUIRED for each child in a family.