

HOLY FAMILY SCHOOL

PARENT/STUDENT HANDBOOK

HANDBOOK

2024-2025

**HOLY FAMILY SCHOOL
1900 ST. CLAIR AVENUE
GRANITE CITY, ILLINOIS 62040**

HOLY FAMILY SCHOOL

1900 St. Clair Avenue
Granite City, Illinois 62040
Phone (618) 877- 5500

WELCOME TO HOLY FAMILY SCHOOL

You are part of a strong tradition of Catholic education in Granite City, Illinois. In 1988, three parishes, St. Joseph, Sacred Heart, and St. Margaret Mary merged to form Holy Family Parish. Today we continue the work which began more than 100 years ago.

The purpose of this handbook is to acquaint you, the parents and students, with the mission, goals, procedures, activities, and rules of Holy Family School. These policies follow the directives of the Roman Catholic Office for Education in the Diocese of Springfield in Illinois. A clear understanding and adherence to these policies are essential to our working effectively together.

May God bless all of us during the coming school year!

Sincerely,

Brooke Bjorkman
Principal

MISSION STATEMENT

Holy Family School is committed to the four-fold purpose of Catholic education: message, community, service, and worship. We are a community helping each student achieve his/her optimum potential. While integrating Catholic doctrine and worship with a superior academic education, our students experience the living person of Jesus through the gospels and develop the skills needed to become flourishing and contributing adults. We reach out to our families and to our community, building respect for all through service and witness of our faith-filled beliefs.

PHILOSOPHY/PURPOSE

Holy Family School is a catalyst of Catholic education committed to developing faith-filled children just as Mary and Joseph nurtured the Son of God. Rooted in our Catholic faith, we foster spiritual development, academic excellence, responsibility to self, and service to others. We strive to deepen the faith of our students through the gospel message and celebration of the sacraments, liturgical worship, and scripture study which, through the Holy Spirit, are the source of wisdom and truth. The gospels provide the students the knowledge to live their lives as Jesus taught us. Working and worshiping together, the pastor, principal, teachers, parents, and parishioners create a community where Catholic values are taught and lived. Students pursue Catholic ideals and values through academic, co-curricular and extra-curricular experiences enabling them to flourish in their spiritual, academic, and social life. Following the teachings of Christ, we believe that we come to serve. We are all empowered and capable of transforming the world through service to school, parish, and beyond.

NONDISCRIMINATION POLICY FOR STUDENTS

“Holy Family School admits students of any race, color, sex, national or ethnic origin, or religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin, or religion in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.”

Title IX

Holy Family School adheres to the tenets of Title IX: “No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving Federal financial assistance.”

HFS complies with IDEA, ADEA, Title VI and Title VII of the Civil Rights Act and the Americans with disabilities Act of 1990. The pastor addresses discrimination issues.

ADMINISTRATION/SCHOOL PERSONNEL

1. The bishop of the diocese is the chief administrator of all parishes in the diocese.
2. In the local parish, the pastor, appointed by the bishop, has the sole and total responsibility for the spiritual and material care of the parish, and therefore, has the final authority over all matters of the parish and the school.
3. The principal is responsible to the pastor for the administration of the school. The Holy Family Parish School Board, Finance Council, and Pastoral Council act as advisory councils.

GOALS AND OBJECTIVES

Goals are written statements of long-range expectations of a school community. Objectives are yearly targets on the road to achieving these goals. In light of this philosophy, we, the faculty of Holy Family School, strive to:

GOALS

1. Strengthen the faith of our students.
2. Help the child develop and clarify his/her religious and personal values.
3. Provide an atmosphere of learning in which all students have an opportunity to develop their academic potential.
4. Involve parents in the total education of the child.
5. Promote physical fitness and encourage habits which build and maintain good health.
6. Celebrate the unique God-given talents and abilities of each child entrusted to our care.
7. Maintain excellence in all academic areas by providing students with the most current and effective teaching methods and materials.

OBJECTIVES

1. Provide meaningful liturgies and para-liturgies.

2. Develop a consciousness of God's presence.
3. Deepen students' prayer life.
4. Provide religious instruction, which meets students' spiritual, emotional, and psychological needs.
5. Create a spirit of sharing, self-respect, respect for and acceptance of others, respect for property, and the conservation of the environment.
6. Motivate students to develop self-discipline in their daily lives.
7. Promote in each child a good self-image.
8. Encourage parent support through parent/school communication and provide opportunities for parents and grandparents to share in spiritual, academic, and civic awareness activities.
9. Provide physical and health education, music education and instruction, art, a foreign language, and computer literacy.
10. Expand computer literacy training of students and staff and computer assisted instruction in grades kindergarten through eight.
11. Implement innovative curriculum additions to expedite the teaching/learning process.

All persons in the employ of Holy Family Parish and those acting on behalf of the parish or school in its programs and activities are to respect the dignity of the persons entrusted to their care.

Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to them. Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, harassment, or other similar acts. Holy Family Parish/School reaffirms that conduct of this nature is absolutely forbidden and is cause for immediate dismissal of employees or any persons acting on behalf of the parish or school. In addition, the school principal, teachers, and staff are mandated by law to report suspicion of abuse or neglect to the Department of Children and Family Services. **All accusations are taken seriously and will be reported to the proper authorities.**

GOALS FOR CATHOLIC TEACHING

- That in our teaching we may foster a love for truth, goodness, and beauty.
- That by word and example we may communicate Christian values to those to whom we minister.
- That by our faith, energy, and devotion we may inspire others with a sense of responsibility for the world and its future.
- That we may serve those in need with kindness and dedication.
- That we may be faithful to our vocation as Christian educators.
- That through our witness we may contribute to the completion of all things in the risen Christ.

Students will demonstrate a desire for knowledge, demonstrate the use of basic skills, utilize higher thinking skills in diverse settings, communicate clearly and effectively in written and oral expression, show appreciation for the fine arts, and integrate technology into their achievements.

INTRODUCTION TO HFS POLICIES

A school faculty is a corporate entity whose members share a single spirit and common philosophy and work cooperatively to attain common objectives. Our objective is to help the students find values in life, and to develop them, by nurturing in each student a sense of responsibility. The objectives are basic to Catholic Christianity and American democracy. This handbook is intended to be a compendium of information about Holy Family School for parents, students, and staff. It contains material which should serve to acquaint new members with the school and to inform all members about current practices and procedures. The purpose of this handbook is to unify us in our thinking and acting, to foster an understanding of school policies, and to develop consistency in carrying out the practices and procedures by all members of the Holy Family Parish family. All policies in this handbook are subject to revision, but they remain school policy until such revisions are made official. Policy is initiated and formulated by the principal and approved by the pastor. The principal may request input from the members of the faculty and the Holy Family Parish School Board. Policy becomes official when it has been approved and appears in the handbook.

ABSENCES – PRINCIPAL

A teacher will be assigned as the “person in charge” during the principal’s absence.

ABSENCES/ATTENDANCE – STUDENT

The requirements for school attendance are mandated by state law. Taking attendance is a legal, as well as an educational obligation. School is not optional. The State of Illinois requires those who have custody of any child between the ages of 6 and 17 years of age to cause such child to attend school the entire time it is in session during the regular school term. Compliance with the compulsory attendance law is the responsibility of the parent/guardian and the student. Holy Family School requires that students who are 5 years of age follow the above state regulations. Attendance at school has a direct correlation to student performance, and absences from school are regarded as a deterrent to success in school. Daily attendance is required. Our attendance policy is designed to develop student punctuality, self-discipline, and responsibility. Any time a student is not in school, he/she is designated absent. Students who must be excused for medical, dental, funeral, or other reasons during school time are considered absent. Notice must be given stating the time, length, and reason for the absence. Truancy (unexcused absences totaling 10% of attendance days) will be reported to the Madison County Truancy Office.

A program for academic assistance will be formulated by the principal, selected faculty members, and the parents of a student who must be absent for a prolonged period due to illness or an accident. The purpose of this program is to provide the opportunity for the student to continue their academic program and to ensure a positive transition upon their return to school. Students are responsible for making up all the work. It is at the teacher’s discretion as to when the work needs to be completed and turned in.

For an absence to be excused, **parents must call the school before 8:30 a.m. and send a dated note regarding the absence when the child returns.** If the office is not notified, school personnel are required by state law to contact the parent either at home or work to

check on the child. Should a student be absent for more than five days in a semester, he/she may be required to supply the school office with a written doctor's excuse in order for the absence/s to be excused. After ten days absent from school in one semester, with failure to supply the school office with a doctor's note or pre-arranged note, the absence will be reported to the Regional Truant Officer. The Regional Truant Officer will then handle the report according to state law.

ABSENCE PROCEDURES

1. Attendance will be taken daily by the classroom teacher and recorded for the purpose of report card requirements. The absentees' names are turned in daily to the office.
2. There are times when a doctor's permit may be requested. For non-participation in P.E., a doctor's note may be necessary stating the nature of the injury or illness and a date when the child may return to P.E. activities.
3. When a child must leave school during school hours (sickness and appointments), the parent must sign the child out. If the child later returns to school, the parent must sign that the child has returned. The sign-out/return book is in the school office.
4. Excessive absences could be cause for retention.
5. Taking students out of school for vacations and sports tournaments is highly discouraged. Teachers are not required to give advance work when this occurs.
6. Absences are recorded on a student's permanent record. A student is considered absent for a half day when he/she misses at least 91 minutes of class time. A student is considered absent for a full day when he/she misses four hours of class time.
7. If a child must be taken out of school during the day (illness, appointments, etc.), all homework and assignments will not be ready until the end of the day.
8. If your child is absent, please make arrangements with your child's teacher for homework pick up. Books and assignments are not to be sent to the school office.

ACCIDENTS AND ILLNESSES AT SCHOOL

If a child becomes ill or is seriously injured at school, a parent will be notified as soon as possible. No student will be released from school without the permission of the parent and the principal. In the event a child vomits, a staff member needs to be notified immediately to verify the episode.

When necessary, a note must be sent to school for a child to refrain from recess participation. If for a serious reason a child **must** remain indoors during recess or PE, a written request must be sent to the teacher who will relay it to the principal **each** day this request is needed. After three days, a doctor's note is required. If a student has a fever, he/she will be sent home. They need to be fever free for 24 hours before returning to school. If a child is sick or has not recovered from an illness, he/she should not be in school for his/her own good and that of others.

ADMISSION POLICY – REGISTRATION

We typically hold registration for in-school families the second week in February, followed by new students' registration the first week of March. New and in-school parents will be notified, and local access ads will be placed. **The registration process is very crucial in determining class size and textbook needs.** The following guidelines will be followed:

1. The non-refundable book and technology fee of \$200 per child is due at registration. It is set by the principal, pastor, and finance committee. Parents have the option of paying \$100.00 at registration and \$100.00 on School Business Day. A child entering Kindergarten must be five years of age on or before September 1 of that year. Exceptions to this rule are at the discretion of the principal. At the time of registration, a certified birth certificate, and a baptismal certificate if Catholic (if baptized out of the parish).
2. Class size will be at the discretion of the principal and pastor. Those students registering after a class is closed will be placed on a waiting list and will be notified as soon as an opening becomes available. Enrollment is NOT on a first come, first serve basis. Depending on various factors, the school will attempt to admit students in the following order:
 - a. The student's parents are active, supporting, and registered members of Holy Family Parish/School with other children already enrolled in the school.
 - b. The student's parents are active, supporting, and registered members of Holy Family Parish without other children already enrolled in the school.
 - c. The student's parents are active, supporting, and registered members of St. Mary and St. Mark Parish with other children already enrolled at Holy Family School.
 - d. The student's parents are active, supporting, and registered members of St. Mary and St. Mark Parish without other children already enrolled at Holy Family School.
 - e. The student's parents are active, supporting, and registered members of another parish.
 - f. The student's family is non-Catholic but agrees to follow the policies of Holy Family School and is enrolled in Holy Family Learning Center.
 - g. All other students of non-Catholic families who agree to follow the policies of Holy Family School will be admitted.
 - h. Parents and students will have an interview with the principal prior to being admitted to Holy Family School.
 - i. Students will be given a test to ascertain their academic abilities and ensure proper grade placement.
 - j. The final decision rests with the principal/pastor based on whether Holy Family School can meet a child's needs. The school endeavors to address the learning differences and physical disabilities of all students. New students are admitted on probation and must maintain passing grades to continue at Holy Family School. This is at the discretion of the principal.

The definition of a "Parishioner" is one who:

- Has registered at the parish office.
- Actively participates in the Catholic faith by attending Mass every weekend and on Holy Days of Obligation.
- Participates in the envelope system on a regular basis by contributing weekly in their church envelope, contributing at least \$300.00 per year.

Students transferring into Holy Family from another school will be admitted provided the following are presented at registration:

1. A signed letter from the previous school's principal stating that the student is in *Good Standing* with satisfactory behavior and attendance.
2. The previous grade's report card shows that the student earned satisfactory grades.

ARRIVALS

DOORS OPEN AT 8:00 A.M.

Do not drop off students outside school before this time. If your child needs care, you may register for the "Hawks Nest" program at 877-5500. Please call the school office for information pertaining to registration and fees.

Front Drive Drop-Off: Students with last names beginning with A-L are to be dropped-off on the front drive at the main entrance. The Leonard Street gate will be open at 8:00 a.m. Parents may proceed onto the front drive from Leonard Street in **A SINGLE FILE LINE** to drop students off at the main entrance to the school. Parents should follow the directives of the patrols. Cars should pull up to the stop sign in order for students from several cars to disembark simultaneously. All students should leave their cars from the right side. After students have safely exited, cars continue and exit onto St. Clair Avenue. ***Cars must not pull out of the single car line to drive around stopped vehicles.***

ABSOLUTELY NO STUDENT DROP OFF ON LENORARD ST.

School Back Parking Lot Drop-Off: Students with last names beginning with M-Z are to be dropped-off in the back parking lot. Drivers turn right after entering the parking lot and **CIRCLE to the LEFT**. Parents should follow the directives of the patrols. Cars should pull up to the stop sign in order that students from several cars may disembark simultaneously. All students should leave their cars from the right side. After students have safely exited, cars continue left and out the driveway. Students enter through the double doors located near the recycling bins. Parents accompanying their child/ren to the door must park in the middle of the playground/parking lot and escort their child/ren to the door. ***Cars must not pull around stopped vehicles. Please wait to join the departing line of cars. This procedure will not interrupt traffic flow and will provide additional safety measures for other children being dropped off by their parents.***

ABSOLUTELY NO STUDENT DROP OFF ON ST. CLAIR AVENUE.

ASBESTOS

Holy Family School has an Asbestos Management Plan, which is on file in the principal's office and is available for viewing during normal school business hours in accordance with federal regulations.

BAND

School band is part of our fine arts program in grades four through eight. Small group lessons are given, and full band practice will be scheduled once a week in the afternoon. All students involved in band are responsible for satisfactorily completing any class assignments missed. A student is expected to complete his or her schoolwork in an acceptable manner while participating in the band program.

BEHAVIORAL ACCOUNTIBILITY

It is the right of the Holy Family School administration to consider suspension or expulsion for misconduct for in-school or off-campus conduct that is detrimental to the reputation of the school, or which constitutes a danger to the safety or morals of other pupils or staff. If the student is expelled, no tuition will be refunded.

BICYCLES AND SKATEBOARDS

Student bicycles are to be locked and parked in the rack located in the back playground/parking lot. Holy Family School will not be responsible for students' bicycles. Motorized cycles and skateboards are not permitted at school.

BINGO

At the time of registration, parents are informed of their commitment. It is explained that bingo is part of Holy Family School tuition, and the consequences for failure to fulfill this obligation are explained. **If you are not able to be present on the day assigned, you must call your captain in advance, or you will be automatically assessed \$100.**

HOLY FAMILY FUNDRAISER POLICY

1. **All families who send their children to Holy Family School are required to work BINGO and/or other fundraisers.**
2. Failure to keep the fundraiser commitment will have the following consequences: For each absence without a phone call or without providing a replacement, an assessment will be levied. The amount will be recommended by the School Board and approved by the pastor annually. All assessments must be brought up to date by the end of each quarter. Failure to comply by the end of the quarter will result in the withholding of report card/s. Further failure to comply within 30 days may result in the termination of a student's enrollment in the school.

BINGO EXEMPTION

1. Teachers whose children attend Holy Family School.
2. At the discretion of the pastor and School Board, alternate activities may be granted.

THE FUNDRAISER COMMITMENT RUNS CONCURRENT TO THE SCHOOL FISCAL YEAR, JULY 1 TO JUNE 30.

BOOK CLUBS

Throughout the year, students may be given literature pertaining to paperback book club purchases. Participation is **optional**.

CALENDAR

A tentative school calendar will be sent home at the end of the school year. Changes may occur, but this calendar will serve in planning future vacations and family events. Changes will be published in the Principal's Newsletter, monthly calendar, or by email. Monthly calendars will be sent home at the end of the previous month.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic devices, including, but not limited to, cell phones, watches used for texting and making telephone calls, laser pointers, headsets, handheld video games, and tablets, disrupt the learning environment. Therefore, smartwatches that can be used to text are not allowed at school. Unless specifically authorized by the catechetical administrator, electronic devices are not allowed during school hours or parish programs. Violation of this policy will result in confiscation of the item and may result in additional discipline for the student. When any device is confiscated, it may be retrieved from the catechetical administrator by the parent or legal guardian. If at the end of the year a confiscated device has not been picked up by a parent or legal guardian, it will become the property of the parish or school.

The following additional rules apply specifically to cell phones:

1. With the prior approval of the catechetical administrator, a student may bring a cell phone to facilitate transportation, etc. If allowed, the phone must be kept in the OFF position during school hours and left in their backpacks. This includes parish programs as well. If an emergency or crisis situation arises, administration is to defer to the building crisis plan procedures.
2. Without prior permission or authorization from Hawks Nest personnel, electronic devices will not be permitted. There will be specified days that devices will be allowed during before and after school hours.
3. Without prior permission by a catechetical administrator, the use of phones to take pictures is prohibited.
4. Phones may not be used to harass, threaten, humiliate, or intimidate students, employees, or visitors, or be used in a manner that otherwise violates local state or federal laws.
5. Game playing, internet, or email access, sending any electronic messages, gambling, or making purchases of any kind using a phone is not permitted.
6. The institution is not responsible for the security of any phone and is not responsible for lost or damaged phones.
7. Violation of the rules regarding phone usage may result in the revocation of permission to bring a phone to school or to programs and may result in discipline and/or confiscation of portable phones in the same manner as other electronic devices noted above.

Faculty and staff must abide by the cell phone rules of use and are not to use their

personal phones during school hours.

CHARITABLE COLLECTIONS

At various times during the school year, requests for donations to civic and/or charitable organizations will be sent home. Participation is **optional**.

CHILD ABUSE/CORPORAL PUNISHMENT

All persons in the employment of Holy Family School and those acting on behalf of the school in its programs and activities are to respect children entrusted to their care. They should avoid personal indignities such as sarcasm, ridicule, nagging, name calling, bullying, any form of harassment, and/or other public humiliation. Such persons shall not employ corporal punishment or inflict physical abuse on children entrusted to their care. Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, any form of harassment, bullying, and/or other similar act/s. Persons in the employment of this school, as well as all persons involved in its programs and activities, are reminded of this prohibition. The school reaffirms that conduct of this nature is absolutely forbidden and cause for immediate dismissal. All teachers, catechists, coaches, aides, room parents, and other volunteers – persons salaried or volunteer – who come in contact with students through programs and activities sponsored by Holy Family School are to sign the following:

- certify to their understanding of the Policy on Working with Minors and the Policy on Sexual Abuse of Minors by Church Personnel by signing the appropriate Certification and Authorization Document
- sign a Release & Authorization for Background Search from the Diocese of Springfield in Illinois
- sign an Authorization for Background Check from the Illinois Department of Children and Family Services
- be fingerprinted according to the guidelines from the diocesan Office for Human Resources
- attend the Diocesan workshop Projecting God's Children

This is in accordance with Diocesan Policy.

SPECIAL NOTE: Holy Family School will not assume responsibility or liability for any person who inflicts bodily injury or personal injury consisting of or arising out of corporal punishment, sexual or physical abuse, sexual exploitation or any other similar act/s, harm, injury, or damage to any person in the care of its employees with the knowledge or consent of any injured.

COMMUNICATION

Information is communicated among the administration, teachers, staff, parents, and students through the Principal's Letter, HFS website, Gradelink, the Holy Family Parish Church Bulletin, and individual class letters. Personalized letters, e-mails, and phone calls between home and school and between school and home are additional methods of

communication. Conferences may be held at the request of the administration, faculty, parents, and students. The principal may be contacted by telephoning the school office. In situations where immediate parent notification is required, St. Louis radio and television stations impart information for Holy Family School.

COMPUTER/INTERNET USE

Holy Family School administrators, teachers, and staff have a professional responsibility to cooperate and to assist students in developing the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Holy Family Catholic Administrators shall have the authority to determine what inappropriate use is and their decision is final. Staff and students are expected to follow policies, network etiquette, and Federal/State laws.

Network accounts will be used exclusively by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private and not be disclosed. Network users shall respect the privacy of other users on the system. Network users shall not reveal personal addresses or telephone numbers to other users on the network. All use of the school's internet is strictly monitored by personnel and inappropriate use of it will not be tolerated.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files can result in criminal prosecution under Federal/State laws.

School may not require or request a student to provide a password or account information on a social media account, but the school may request or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such investigation. The student's username and password may not be shared. Parents are asked to monitor their child(ren) personal/home use of the internet to ensure responsible usage of said tool. If used inappropriately, parents will be contacted and disciplinary measures will be taken.

Violations of policies by staff or students could result in suspension. Inappropriate use that is not promptly remedied may result in suspension. Inappropriate use that is not promptly remedied may result in termination of network privileges. Any non-acceptable use of a criminal nature will be referred to the proper authorities for investigation and possible prosecution.

A Holy Family Internet Contract must be signed by each student and a parent before the

student is allowed to use the Internet at school. Holy Family School is guided by the Social Media Policy of the Diocese of Springfield.

CONCEAL/CARRY

Holy Family School does not permit firearms of any kind on its premises. Law enforcement officers are exempt from this policy.

COPYRIGHT GUIDELINES

Faculty/staff members must be familiar with current copyright and fair use laws and abide by them. Teachers should also help students become familiar with these laws and teach correct notation to credit sources when material is used. Copyright protections that are normally associated with print also govern the use of audio, video, images, and text on the Internet and the World Wide Web.

CRISIS MANAGEMENT PLAN

The CRISIS MANAGEMENT PLAN is on file in the principal's office and is available for viewing during normal school business hours.

FIRE DRILL

SIGNAL: FIRE ALARM SYSTEM WILL SOUND

1. Students leave the room quickly and quietly. Leave windows alone but shut door.
2. Each room has fire exit instructions posted.
3. Teachers will discuss with their class what to do in case their normal exit is blocked.
4. Teachers will carry a class list, so they are able to check for each student.
5. Students not in a classroom are to leave the building at the closest exit and then report to the classroom teacher at an assigned location.
6. Other staff members are to check restrooms and supposedly vacant rooms for students and staff.
7. Return to the building when the bell rings, or at the direction of the principal or faculty member.
8. Teachers will carry the red binder containing student names, emergency numbers, color-coded emergency cards, teacher cell phone numbers, and cell phones.

TORNADO DRILL

SIGNAL: REPEATED SHORT RINGS OF DISMISSAL BELL OR CITY DISASTER

SIGNAL/SCHOOL INTERCOM

1. Students are to go quickly and quietly to their designated location in the hall or classroom.
2. They are to get down on their knees and put their heads to the floor with hands clasped over their heads.
3. They are to stay away from doorways, windows, and exterior walls.
4. This drill is practiced the first Tuesday of every month in accordance with the city-wide testing of the sirens.

5. In the event that the building is damaged, children will be moved to a safe area. School will not be dismissed, and children will be kept at school until parents can pick them up or notify us of arrangements to do so.

EARTHQUAKE DRILL

SIGNAL: ONE SHORT, ONE LONG, ONE SHORT BELL/SCHOOL INTERCOM

1. If indoors, take cover under a desk, table, or bench, and hold on or sit against an interior wall. Avoid glass, windows, outside doors or walls, and anything which could fall.
2. If outdoors, stay there. Move away from buildings, utility poles, wires, and street lamps.
3. When quake is over, immediately vacate the building, reporting to the assigned location for roll call.
4. A second signal (like the first one) will indicate evacuation of the building, or at the direction of the principal or faculty member.
5. A third signal will indicate return to the building, or at the direction of the principal or faculty member.

GAS LEAK ALERT

FOLLOW THE FIRE EVACUATION PROCEDURE

HEAT AND OZONE ALERTS

Drinking rules will be relaxed and outdoor activity will be curtailed. All rooms have air conditioners.

SEVERE THUNDERSTORMS

Staff will monitor the internet for severe thunderstorm watches and warnings. In the event that a storm occurs at dismissal, students will be kept inside the school until the storm passes and it is safe to walk to waiting vehicles.

SCHOOL INTRUDER WARNING

The principal or designated staff member will announce over the intercom the exact event. All students are to remain inside the building. No student is to open an outside door for anyone, even if he/she knows the visitor. In some situations, the school will be on lock down mode. Faculty, staff, and students will follow prearranged practiced directives for the specific emergencies. Faculty, staff, and students will follow the directives of law enforcement officials when they arrive at the school.

CURRICULUM

The curriculum at Holy Family School focuses on academic achievement and faith formation. The Diocesan curriculum guidelines are consistent with the State of Illinois guidelines and meet or exceed common core standards and are followed for the teaching of all secular subject areas. Instructional programs are taught in English. The school is fully accredited through the Illinois State Board of Education and the Diocese of Springfield in Illinois.

Instruction is given in: Language Arts, Mathematics, Science, Social Studies, Religion, Health, Physical Education, Music, Art, and Computer Literacy.

DAILY SCHEDULE

8:00 a.m.	Doors Open – First Bell
8:15 a.m. classrooms.	Second Bell: Students should be seated in their
	SCHOOL BEGINS – ALL SCHOOL PRAYER
11:40 a.m.-12:40 p.m.	Lunch Periods
2:45 p.m.	Preparation for Dismissal
2:50 p.m.	Dismissal

On Fridays and Holy Days, Mass for Grades 1-8 will be celebrated at 8:30 a.m. in the gym. Kindergarten students will attend at the teacher's discretion. Additionally, the office will be closed during Mass. If you are tardy to school, you will need to sign your student in at the gym doors. At that point, your child will proceed to mass.

DISCIPLINE/ COMPLIANT BULLYING POLICY

The essence of Christian discipline includes self-discipline, self-respect, respect for others, and for the property of others. All disciplinary action should be performed to help the student grow in understanding of himself/herself and of his/her Christian responsibility to others. This is successfully achieved when the principal, teachers, and parents cooperate in guiding the child's growth in Christian attitudes, values, and behavior. All students are expected to exhibit Christian attitudes and behavior in their relationships with fellow students, teachers, and staff during the school day. Discipline promotes order and establishes a positive environment for learning.

In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying, and harassment incidents will be taken seriously. Bullying and harassment is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or intimidate someone. It may include physical and/or verbal intimidation; sexual intimidation or inappropriate behavior; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations; and/or social isolation. Bullying behavior shall not be tolerated in any form in any of the catechetical programs of the diocese.

Students who consistently misbehave or are guilty of serious infractions of school rules may be deprived of class trips, participation in athletics, or other privileges.

Unsatisfactory conduct in the classroom, on the playground, in the cafeteria, washroom, or other areas of the school building or grounds will be reflected in the **general conduct** grade on the student's report card.

The Compliant Bullying policy is updated biannually.

Parents are monetarily responsible for any act of vandalism or damage caused by their child.

WARNINGS

Warning slips may be given, especially in the younger grades, to students as a means of informing parents of concerns and to help students monitor their own behavior.

DETENTIONS

At times it may be necessary to give a student a detention for incomplete work or unsatisfactory behavior. Students will be sent home with a detention slip and parents will be asked to sign and have the slip returned so that the teacher knows that parents are aware of their child's detention and the reason for it. Detention will be held with Ms. Bjorkman on Thursday afternoons from 2:50- 3:20. A parent or guardian must pick up the student from school and sign them out once the detention is complete.

IN-SCHOOL SUSPENSION

Students may be placed in "In-School Suspension" for inappropriate behavior, disruptive behavior, disrespect toward authority, continued failure to do work, lack of self-discipline, or other behavioral infractions. If a student receives 3 detentions and fails to improve his/her behavior, an ISS or OSS may be deemed as a next step. Students will receive a "3" or lower in conduct and **will be excluded from the Honor Roll.**

OUT-OF-SCHOOL SUSPENSION

In extreme cases, it may be necessary to request that a parent take a child home immediately. The student will be barred from classes and extra-curricular activities. Out-of-school suspension will be considered for the following: repeated refusal to comply with school regulations; immoral or obscene language, gestures, or conduct; destruction or deliberate misuse of school property; bullying, verbal threats or fighting; serious acts of disrespect; continued disruptive behavior; and illegal or dangerous acts. **All threats are taken seriously, and the proper authorities will be notified when smoking, alcohol, drugs, or weapons are involved.**

A student will not be suspended by the principal until a conference with the parents or legal guardian has been held. The suspension will not exceed (5) school days. The date of the suspension and a summation of the conference will be kept on file. A student may be required to attend the conference. The objective is a mutually agreed upon plan to bring about a solution to the problem.

AFTER AN OUT-OF-SCHOOL SUSPENSION, THE STUDENT WILL BE READMITTED ON PROBATION.

EXPULSION

A student may be expelled from school for repeated out-of-school suspensions or for a single act of misconduct. These include but are not limited to the following:

- Use of a weapon.

- Possession of a lethal weapon.
- Distribution, possession, or sale of a drug.
- Attacking or threatening a staff member.
- Tampering with fire safety equipment.
- Any other act/s which threatens the physical safety or morals of other pupils or staff.

The pastor will make the final decision after consultation with the principal. The principal must file a police report when drugs, weapons, or an assault occurs. Expulsion is a serious matter and will be invoked as a last resort. Every effort to discover the cause of the problem and its remediation will be explored.

There are two situations which demand the immediate removal of a student from school:

1. Delinquency or immorality which warrants commitment to a correctional institution, or which constitutes a danger to the safety or morals of other pupils or staff.
2. Chronic or incorrigible misbehavior which undermines classroom discipline/safety or impedes the academic progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

- The student is to be suspended for a period not longer than one week.
- The parent or legal guardian of the student are to be granted a conference with the pastor and catechetical administrator in hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- The pastor, in consultation with the catechetical administrator, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, the catechetical administrator will make an effort to help them make arrangements for the further education/formation of their child.
- If expulsion is necessary, the date of the withdrawal and the word “misconduct” will be annotated on the student’s record. At the option of the school, if the reason for expulsion is for possession of a weapon as defined by the Gun Free School Act, related to the possession or distribution of a controlled substance, battery of a staff member, or a fellow student, said reason(s) can be specifically indicated on a transfer record.

Any other reason for expulsion that catechetical administrators think needs to be disclosed will be subjected to legal review.

IMMEDIATE EXPULSION

A student having controlled substances, life-threatening explosives, pornography, alcohol, weapons, or tobacco in his/her possession will be suspended immediately until the pastor holds an expulsion hearing. The pastor has full authority, granted by the Diocese of Springfield, to expel students.

DISCIPLINE/BEHAVIOR POLICIES

Proper authorities will be notified as required by law, Illinois State Police School Incident Reporting System (SIRS) in IWAS. Parents will be notified of all infractions.

BATTERY AGAINST SCHOOL PERSONNEL POLICY

The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel; and shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

FIREARM POLICY

The school chief administrator shall immediately notify a local law enforcement agency and ISP (SIRS) of firearm incidents on school grounds. If a student is in possession of a firearm, the school administrator shall immediately notify the student's parents or guardian.

DRUG POLICY

The chief school administrator shall immediately notify a local law enforcement agency of verified incidences involving drugs occurring on school grounds.

The chief school administrator shall notify the Illinois State Police of incidents involving firearms or drugs through the School Incident Reporting System (SIRS) in IWAS.

GANG POLICY

No gang symbols, signs, graffiti, or gang references of any kind will be tolerated. Penalty for non-compliance with this policy can result in suspension from school. The type of suspension and the length of the suspension will be at the discretion of the principal based on the age of the student and situation at hand.

NON-SMOKING POLICY

It shall be the policy of Holy Family Catholic School in consideration of the provisions of the Illinois Clean Indoor Air Act and Federal Regulations, to prohibit the use of tobacco and marijuana in all Holy Family School facilities and grounds.

SUBSTANCE POLICY

In accordance with Illinois State Law, it shall be the policy of Holy Family School to prohibit the use and/or possession of *illegal* drugs in all Holy Family School facilities and on all Holy Family School grounds. It shall also be the policy of Holy Family School to prohibit the use and/or possession of alcohol by minors.

In accordance with Illinois State Law, it shall be the policy of Holy Family School to prohibit the use and/or possession of **controlled substances** in all Holy Family School facilities and on all Holy Family School grounds except in direct accordance with a licensed physician's orders. Possession and use of all medications shall be in strict accordance with the Holy Family School Medication Policy as outlined in this handbook.

VIOLENCE POLICY

The safety of students, faculty, and staff is to be given paramount consideration when making decisions regarding the discipline of persons who violate the Violence Policy. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault; possession; and/or use of a weapon; and theft or vandalism of property. All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be reported in a timely, serious, and appropriate manner according to state and local laws and accepted educational practice.

WEAPONS POLICY

Possessing, transmitting, or using any kind of gun, knife, chain, or other object that can reasonably be considered a weapon or dangerous instrument on Holy Family School grounds is not allowed. This includes bringing such items to school or to school functions, having such items in one's possession, desk, or placing them in a hiding place on school property. Verbal threats of violence are not tolerated. Toys that resemble weapons are not to be brought to school. Discipline for such events will be handled as if the weapon were real. Discipline will be in accordance with policy and pending administrative review. Report to ISP. (SIRS)

DISMISSAL

Loitering after school dismissal is discouraged. Students are not to wait for others at the school exit. Students whose parents are delayed at dismissal will be brought back into the school office. Parents who are delayed more than 15 minutes will need to pick up their students from Hawks Nest. After three late pickups, a fee of \$25.00 will be assessed to parents who are habitually late picking up their children at dismissal.

DEPARTURE – FRONT DRIVE – TWO LANES

Students whose parents pick up on the front drive from grade 3 will exit through the doors next to the gym. Students being picked up on the front drive from grades 5, 6, 7 and 8 will exit through the main school doors.

1. Cars enter from St. Clair Avenue.
2. Cars arriving first proceed ALL THE WAY FORWARD TOWARD LEONARD STREET IN TWO LANES – FAR RIGHT AND FAR LEFT.
 - a. Move as close as possible to each other.
 - b. Allow room to open gates on Leonard Street side.
 - c. After all car-riding students have boarded; the Leonard Street gate will be opened.
 - d. Cars stop at the stop sign and proceed with care when the Leonard Street intersection is clear.
 - e. Right Lane cars are to turn right.
 - f. Left Lane cars are to go straight ahead.

Do not park in these lanes if you will not be leaving immediately. Do not leave your car. After all students have departed, if you need to see a teacher, pick up a patrol, or have office business, park in the rear parking lot in an available parking space.

SAFETY PRECAUTIONS

Parents of students who have re-entered the building to retrieve forgotten items are to exit the driveway, circle around, and come through the driveway at St. Clair Avenue when the driveway is clear. Students are to remain on the sidewalk in front of the main doors until their parent has returned. Parents may prefer to pull around to the back parking lot and park in a parking space to wait for their child to exit the building. Do not park in the front driveway until all other students have safely left the premises.

BACK PARKING LOT – Students whose parents pick up in the back parking lot from grades K and 2 will exit through the doors by the recycling bin. Grade 1 will exit from their classroom door, and Grade 4 exits through the double doors by the Gym. They will proceed to the middle of the parking lot and be given directions for dismissal by the teachers on duty. Older siblings of students who will be picked up in the back parking lot will exit through the doors by the recycling bin. They will proceed to the middle of the parking lot and be given direction for dismissal by the teachers on duty.

1. Enter parking lot, turn right and form two lanes circling to the left.
2. Do not leave your car. If you need to enter the school, park in a parking space.
3. After all car riders have boarded, cars will be directed to leave by turning left onto Sunset Drive. CARS ARE NOT TO TURN RIGHT.

No student car pickup on St. Clair Avenue or Leonard Street.

After-School Care Students will be taken by Learning Center personnel to the Center area.

DRESS CODE/UNIFORMS

Traditionally, the Catholic uniform code promotes discipline, equality of students, academic learning, and school pride. The principal and the faculty shall determine the correctness, or lack thereof, of any form of student dress. We ask that parents assist us in promoting the Catholic philosophy of respect, modesty, and equality. Students are to wear neat and clean clothes daily whether on uniform days, free-dress days, field trips, or half-school days. Students are required to dress appropriately at all school-sponsored programs, events, or functions. Parents may be called to come for a child who is in uniform violation.

GIRLS UNIFORM

Black jumpers (K-4) or skirt (5-8) worn at modest length and long enough to cover the shorts; plain white, burgundy or pastel pink knit polo shirt with collar or turtleneck, long or short sleeves; plain white, burgundy or pastel pink blouse with round, pointed or oxford collar with no frills, long or short sleeves; black uniform slacks worn with a black or brown belt; white knee socks, or tights with no designs, trim, or logos. Black, gray or white socks can be worn and visible above the top of the shoe. **5th grade girls may choose to wear**

either a jumper or skirt.

JEWELRY

Girls may wear one earring per ear, a stud type only, no hoop or large fashion types, no dangling earrings, or those which extend past the ear lobe. Clear nail polish may be worn. Ankle bracelets are not allowed. Fake fingernails are not allowed. No jewelry is allowed, with the exception of a single religious necklace.

HAIR STYLES

Haircuts, styles, and color should be that which would not cause a disruption. Boys' and girls' bangs are to be above the eyebrows and boys' hair no longer than the shirt collar. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to protective hairstyles such as braids, locks, and twists.

BOYS UNIFORM

Black uniform slacks in a traditional style with belt loops, zipper and slash pockets worn with a plain black or brown belt; plain white or burgundy knit polo or oxford shirt or turtleneck, long or short sleeves; plain white, gray or black socks may be worn. Socks should be visible above the top of the shoe. An appropriate religious necklace may be worn. Earrings are not allowed.

ALL STUDENTS

Black uniform walking shorts of the traditional style with zipper and belt loops, with or without cuffs, and no shorter than six inches above the knee are worn. Shorts are to be worn with a plain black or brown belt.

Uniform sweatshirts in burgundy or gray may be worn either with an embroidered monogram or appliquéd emblem pertinent to our school. School sweatshirt hoodies with our school name on them, can be worn on Wednesdays for spirit day. Some type of uniform shirt or blouse with a collar must be worn underneath. Burgundy, gray, or white sweaters; long-sleeved, V-neck slipover; or sleeveless vest may be worn as well.

SHOES

Tennis shoes of any color may be worn if they do not leave marks on the floor. Shoelaces are to be properly tied. Sneaker-skates, boots of any kind, cleats, or non-traditional school shoes are not to be worn. Socks are required. Please note the appropriate length and style above.

PHYSICAL EDUCATION ATTIRE

Solid black athletic shorts with no writing across the back are to be worn. Gym shoes should be kept at school and marked with your child's name. The black uniform short may be worn for P.E. after removing belts with buckles.

ADDITIONAL UNIFORM/GROOMING RULES

- Girls are to wear solid black shorts under their jumpers or skirts.

- Only solid white T-shirts may be worn under uniform shirts and blouses, boys and girls.
- Long-sleeve shirts may not be worn under a short-sleeve shirt.
- Shirts should not be the tight, form-fitted, ribbed style, and they must have a collar.
- Shirts and blouses are to be completely tucked in at all times. Skirts are not to be rolled over.
- In cold weather, and only outside, non-uniform pants may be worn, but they must be removed once indoors.
- Hats and jackets are not worn indoors.
- Sunglasses may not be worn without a doctor's note.
- A belt must be worn at all times except during PE.
- Metal-spiked or leather apparel is not allowed.
- Anti-religious paraphernalia or demonic symbols are not allowed and may lead to expulsion.
- Chains or any apparel that could be used as a weapon are not allowed.
- Any apparel that interferes with the educational process may not be worn. Keep all clothing traditional.

DRESS CODE/NON-UNIFORM DAYS

The principal will schedule non-uniform days several times during the year. Having non-uniform days is a privilege for our students. Special non-uniform days may be given to special groups as a reward. This privilege may be rescinded if rules are not followed. Students are expected to follow the guidelines or wear the school uniform. Good judgment should be used or the student will be asked to call home for a change of clothes.

No T-shirts with offensive wording or symbols. This includes pictures, words, or phrases with double meanings, liquor, narcotics, cigarette, satanic, or gang symbols.

P.E. dress is not required on non-uniform days. Students must change into P.E. shoes for P.E. class.

THE FOLLOWING MAY NEVER BE WORN:	
<ul style="list-style-type: none"> ● Over-sized or baggy pants ● Shorts above walking length ● Fake nails ● Fingernail polish, except clear ● Boys shirts must have sleeves ● Short skirts ● Earrings for boys ● Hats/caps in the building ● Tattoos ● Ankle bracelets ● Biker shorts ● NO CROCS 	<ul style="list-style-type: none"> ● Hair color – no unnatural dye colors ● Midriff, halter tops, short tops that fail to cover the waist when standing or sitting ● Hoop earrings or large/dangling earrings ● Unlaced or untied shoes ● Sandals, clogs, flip-flops or high heels ● Unnatural hair styles ● Body piercing/s ● Low-cut, see-through, thin-strapped shirts, blouses, or dresses ● Tight pants/leggings without cover

--	--

EARLY DISMISSALS

Early dismissals are announced in the monthly newsletters. Parents are responsible for picking up their children at the designated dismissal time. Failure to do so will result in a monetary fine. ***please review dismissal policy**

EMERGENCY CLOSINGS

If Holy Family School is unable to open for the day due to severe weather conditions, announcements will be made on Channels 2, 4, and 5 and Radio Station KMOX. The principal will do their best to cancel school by 8pm if at all possible. The school will contact parents/guardians through Gradelink email and via text message system. Please do not call the school. When no announcement is made, school is open for all students. When school is canceled, all meetings, programs, practices, and activities are also canceled. However, students may participate in sports activities at another school provided that school did not cancel. If a tournament is scheduled at Holy Family School, the decision to cancel will be made by the principal.

School will not be canceled midday; however, if parents want to pick up their child(ren) early, they may do so by coming to the school office to sign them out. Students will only be released to their own parents unless the school is given other instructions.

The public schools frequently cancel school because severe cold affects children riding the bus and walking. Therefore, Holy Family School will **not** always follow the Granite City Public School closures. If the roads are safe and the parking lot is clear, we will have school. If you feel it is not safe to transport your child, it is perfectly acceptable. Please, call the school to report your child's absence. These emergency days will be considered excused absences.

If school evacuation is necessary due to an emergency, teachers will call or email parents using an emergency list provided by the office. It is imperative that emergency information is kept up to date in the office. Your child needs to know the emergency procedure you have set for him or her in case of emergency situations. In extreme emergencies, we will be unable to contact parents or guardians. Students whose parents are delayed may be

evacuated to St. John's Lutheran Church on St. Clair Avenue.

EMERGENCY FILE

Emergency sheets are used by school personnel to contact parents/guardians in the event of an emergency (i.e., illness, accident, change of clothes, etc.). These sheets must be kept updated with current addresses, emergency phone numbers, and contact persons.

EVALUATION OF FACULTY

Faculty and staff will be evaluated yearly following the policies of the Diocese.

EVALUATION OF STUDENT PROGRESS

Assessment and evaluation are integral components of the educational program. Since no single method can present an adequate profile of strengths, limitations, and potential of an individual, we utilize a variety of means to evaluate the students. These consist of report cards, Gradelink access, parent-teacher conferences, emails, and phone calls when necessary. An important standardized method of evaluation is the MAP testing administered to grades K through 8. The test is administered during September, December and April. Each child's individual results are explained during parent-teacher interactions.

EXTRACURRICULAR ACTIVITIES

Holy Family School offers a wide variety of athletics and extracurricular activities for the students. Each extracurricular activity must be sponsored by a staff member or by a school designated person. Extracurricular means any activity outside of the regularly scheduled classes. Participation in such activities is a privilege, not a right.

Students who participate in extracurricular activities are representatives of the school, parish, and community. Expectations of those students are higher. Students must exhibit exemplary conduct and maintain passing grades. Violations of conduct may result in disciplinary consequences and ineligibility. Extracurricular activities include but are not limited to athletics, vocal music and band competitions, speech competitions, chess club, Spelling Bee, and the Science Fair.

FIELD TRIPS

1. All school rules apply.
2. Trips are planned for educational benefits and cannot be considered a right but a privilege.
3. Permission Forms must be signed by parents before a student is allowed to participate.
4. A parent may choose not to allow his/her child to attend.
5. Liability requires specific adult/child ratios. The diocese suggests one adult for no more than eight children. However, HFS requires more adult to children chaperones.
6. Chaperones must stay with the class and may not take the group of children to another site without those provisions spelled out in the signed permission form.

7. Chaperones that are responsible for a group of children may not bring a sibling or pre-school student.
8. No smoking and no alcohol is allowed on any school field trip.
9. Breach of rules 6, 7, and 8 will result in the adult not being allowed to chaperone future field trips.
10. Chaperones, if designated drivers, must show proof (or have current copy on file) of an insurance card and driver's license. Drivers must be at least 25 years old. An exception may be made for parents 21 or older. Parents must sign forms indicating that they are aware that the children are being transported by non-commercial transportation.
11. Chaperones must have attended the "Protecting God's Children Program" and have a completed background check on file before accompanying students on a field trip.
12. If a student misbehaves on a field trip and chooses to ignore school and/or the field trip facilities' rules and requests, that student will be barred from the next field trip and will be expected to remain at school to do class work. This policy protects the students who choose to follow the rules.

Verification of licensure and insurance must be obtained from each driver each time an individual drives.

When a class takes a field trip, all students are expected to attend. Electronic devices, candy, gum, etc. may not be taken along. Room parents are given first choice to chaperone. If a sufficient number of parents are not available, the class trip will be canceled. Field trips are at the discretion of the classroom teacher with principal permission. These procedures are in compliance with Diocesan Policy.

FIRE/TORNADO/EARTHQUAKE/INTRUDER/BUS DRILLS

In accordance with the Illinois School Code, Holy Family School provides the required number of fire, tornado, earthquake, intruder, and bus evacuation drills to ensure that all students are familiar with Holy Family's emergency evacuation procedures.

FUNDRAISING

We have several fund-raising events during the school year. All families are encouraged to participate in and support these events.

GRADES/GRADING SCALE

Students in first through eighth grades (special needs students will be evaluated on an adjusted grading scale) will receive grades based on the following values:

A – 93 to 100

D – 70 to 76

B – 85 to 92

F – 69 or Below

C – 77 to 84

- S+, S, S-, and U will be given for Religion, Science, Social Science, Art, Music, Computers and Penmanship in Grades K-2.

- S+, S, S-, and U will be given for Art, Computers and Penmanship in Grades 3-8 and P.E. – Grades K-3.
- A, B, C, D, and F will be given for Music in Grades 4-8.
- A, B, C, D, and F will be given for P.E. in Grades 4-8.
- A check mark will be used to show a need for improvement.
- Plus and minus will be used for conduct and effort in Grades 1-8.
- Kindergarten will use S+, S, S-, and checks.

CONDUCT/EFFORT

1. Very Good
2. Good
3. Average
4. Little Effort
5. No Effort

GRADUATION

Upon successful completion of coursework as an enrolled Holy Family student, a passing grade on the Federal and State Constitution tests, and a clear financial record, eighth grade students are invited to participate in graduation ceremonies. Graduation ceremonies take place during Mass at Holy Family Church. A banquet at the Parish Community Center for the graduates, their parents, and teachers is held at the end of the school year.

Several awards will be given during the graduation ceremony.

1. American Legion Award – Exemplifying outstanding scholarship, citizenship, and leadership.
2. The Honorable William L. Beatty Citizenship Award – Exemplifying courage, wisdom, character, and integrity.
3. Founders Award – Students who exemplify spiritual integrity, loyalty, and scholarship.
4. DeGonia Award – Exemplifying love of God, faith, and family.
5. Juneau Award – Exemplifying generosity of spirit, loyalty, dedication, and commitment.
6. Gregory Edwards Memorial Scholarship – a student attending a Catholic high school who exemplifies Catholic values and morals.
7. The Knights of Columbus Scholarship Award – Presented to students in good standing who will be attending a Catholic high school and is the child or grandchild of a Knight of Columbus.
8. The Presidential Award for Educational Excellence.
9. Presidential Achievement Award.
10. The Recognition Award to the graduates with a perfect 4.0 average eighth grade year.
11. The Recognition Award to the graduates with a perfect 4.0 average K-8.

GRIEVANCE PROCEDURES – PARENTS/GUARDIANS/STUDENTS

STEP 1

Parents/guardians shall notify the teacher of a problem and request a meeting. The teacher shall have two (2) working days to respond with meeting times convenient to both parent/s and teacher.

STEP 2

If the parent/guardian and teacher cannot reach a satisfactory agreement, the parent/guardian shall, after three (3) working days after their meeting with the teacher, notify the principal that a problem exists and request a meeting with the principal. The principal will then have three (3) working days to respond and schedule a meeting with the parents/guardians.

STEP 3

If a satisfactory agreement has still not been made, the parent/s shall notify the president of the School Board, in writing, within five (5) working days after the meeting with the principal that a problem exists, and that a committee hearing is requested. The board shall have five (5) working days after the meeting with the principal to request a committee hearing. The board shall have ten (10) working days to respond and set up a meeting with the parent/guardian and teacher in question. The review committee shall be appointed by the president and shall consist of no fewer than three (3) Board members.

The committee shall not act as a decision- making body, but rather in an advisory capacity. In an advisory capacity, the committee shall, in writing, inform the pastor of their views and recommend to the pastor either acceptance or rejection of the grievance.

In all cases, the decision of the pastor shall be final.

If the parent/guardian wishes to bypass the School Board and go directly to the pastor without the benefit of a hearing, they shall reserve the right.

If at any time the parent/guardian wishes to withdraw the grievance, or feels a satisfactory agreement has been made, the remaining steps need not be taken.

NO PREJUDICE SHALL BE HELD AGAINST ANY PARENT/GUARDIAN OR THEIR PROGENY FOR USING THE GRIEVANCE PROCEDURE.

While a grievance involving a student is being processed, the student may be placed in an in-school suspension until a solution has been reached.

DEFINITIONS

WORKING DAY: For the purposes of this policy, a working day shall be defined as any day Monday through Friday, excluding holidays.

SUSPENSION: The student will be supplied with all classroom assignments and tests. All grades will be recorded during this time. The student will not participate in special activities.

Hawks Nest

Holy Family Learning Center provides before and after school care for Holy Family School students in grades K-8. Hawks nest will follow the K-8 schedule. When school is closed, Hawks Nest will be closed as well. The only exception is early dismissal days. Students will be permitted to use Hawks Nest on early dismissal days. Pre-Kindergarten classes are offered for children ages three, four, and five. For information, call 877-0001.

HEALTH INFORMATION AND POLICIES

Holy Family School is in compliance with Illinois State Law health requirements.

Students will be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

1. Physical exams are required before children enter kindergarten and sixth grade. These examinations must be documented on an Illinois Department of Health form. All students coming from another state must present a new physical on an Illinois Department of Health form. A physical exam must include a current record of immunizations.
2. Illinois State law requires an eye examination for students entering kindergarten and any student enrolling for the first time in an Illinois school.
3. Illinois State law requires a dental examination for students in kindergarten, second, and sixth grades. Holy Family School requires that the required physical, eye, and dental forms be turned in on or before School Business Day in August. Students who have not complied with the physical exam regulation by the first day of school will not be admitted to school. The exception to this rule is the sixth- grade dental exam, which must be submitted by May 1, prior to the end of school.
4. Students with special problems must bring a written note explaining all required medications and procedures. Special medical problems will be shared with school personnel for the safety and well-being of the student.
5. Physical exams are required yearly for sports participation. All completed physical exams must be in the school office prior to participation in the desired sport/s.
6. The school will periodically check for head lice. Parents are asked to report cases of head lice to the school immediately. Infested children should remain at home until they are nit free. The student must report directly to the school office to be checked before returning to class.
7. In case of a serious injury, parents will be notified immediately.
8. When a child is running an abnormal temperature or exhibiting signs of serious illness or contagious condition, parents will be contacted, and the student sent home.
9. Sometimes a family problem exists which could affect your children (e.g., death, an accident, divorce, etc.). You are encouraged to share this information with the teacher/principal so that we are able to minister to your child's needs.

THE FOLLOWING IS A DIRECTIVE FROM THE STATE OF ILLINOIS FOR REQUIRED IMMUNIZATIONS

Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td)

- For 2nd-8th grades - Three (3) or more doses, the last dose qualifying as a booster and received on or after the fourth birthday.

- For kindergarten or 1st grade, four (4) or more doses of DTP/DtaP or Td with the last dose received on or after the fourth birthday.
- One (1) dose of Tdap for 6th-8th grades.

Polio Vaccine

- Three (3) or more doses (OPV or IPV).
- The last dose qualifying as a booster and received on or after the fourth birthday.
- A child who received any combination of OPV and IPV must show proof of at least four (4) doses, with the last dose received on or after the fourth birthday.

Measles

- First dose received on or after the first birthday.
- Second dose received no less than one month (28 days) after the first dose.

Rubella

- One (1) dose received on or after the first birthday.
- Second dose received no less than one month (28 days) after the first dose.

Mumps

- One (1) dose received on or after the first birthday
- Second dose received no less than one month (28 days) after the first dose

Hepatitis B

- Three doses required for all students grades 6th-8th grades
- First dose – immediately
- Second dose – no less than 4 weeks apart
- Third dose – the interval between the second and third dose must be at least two (2) months.

Varicella (Chicken Pox)

- Two doses for all students entering kindergarten and first grade. Two doses for grades 6th-8th.

Meningococcal Conjugate Vaccine

- One (1) dose for students entering the 6th grade, beginning 2015-2016

HIB (Haemophilus Influenza, Type B)

- Required for students entering preschool and
- Any child five (5) years of age or older shall not be required to provide proof of immunization with Hib vaccine

HEALTH SCREENINGS

Lice Prevention and Inspection is scheduled periodically during the school year. Students sent home must be screened before returning to class.

Speech Evaluation is based on the recommendation of the classroom teacher, the principal, and a parental request. Names of students recommended for testing are submitted to the Granite City School District #9. Parents will be contacted by school district personnel to schedule testing. Remedial services are available to those students who qualify.

Vision and Hearing Screening is required under the Child Vision and Hearing Test Act. Tests for hearing (K-3) and vision (K, 2, and 8) are administered by a certified technician to Holy Family School students at the school. In addition, children referred from other grades by classroom teachers will be tested. Parents may request testing for their children. There will be a nominal charge for this testing.

HOMEWORK

Homework will be expected from each grade in keeping with the age of the students. Home study helps to reinforce what has been presented during the school day. Written work is not the only kind of work; study assignments and independent reading also may be given. Whatever type is assigned, the child must realize that homework is his/her responsibility, and it must be done consistently. Emphasis should be placed on completeness, accuracy, and neatness. All homework must be submitted on time. Grades may be lowered because of tardy assignments. Time allotted for homework varies according to the teacher, the subject, and the grade level of the student.

Spiral notebook paper may not be used for assignments. Students in grades four through eight should use ink, except for math, and write with good penmanship. Cross-outs are not acceptable. Mistakes should be erased. Written work in grades one and two should be done in manuscript, using a pencil. Third grade written work may vary, depending upon teacher directives. Parents can help with homework by arranging a regular time to study and providing a quiet place to work. Parents should check to see that all work is complete and carefully done, especially at the lower grades. Additionally, it is recommended and scientifically research based that productive struggle is an important part of learning. Productive struggle is defined as developing strong habits of mind, perseverance and thinking flexibly, effortful practice instead of passive reading and practice. If your child is able to easily complete assignments and tasks, they aren't learning. The learning happens when students productively struggle.

****** If a vacation is scheduled during the school year and your child misses school, your child's teacher is not required to spend extra time gathering missed work ahead of time. Upon your return, missed work will be sent home with your student. The amount of class time missed is the allotted time the student will have to complete missed assignments and return them. For example, if your student misses 5 days, student will have 5 days to make up missed work).

HONOR ROLL – GRADES FOUR THROUGH EIGHT

In celebration of academic excellence, students in grades four through eight are recognized for their effort and achievements. All Holy Family students are encouraged to utilize their God-given talents and abilities. Names of those students who make the High Honor Roll and the Honor Roll will be published in the church bulletin and local newspaper, HFS

website, and HFS Facebook page. The requirements not only include outstanding academic accomplishments, but students must earn a “1” or “2” in effort and conduct.

HIGH HONOR ROLL – Students must have earned A’s with only one B.

HONOR ROLL – Students must have earned A’s and B’s with only one C.

INSURANCE

All students attending Holy Family School must be insured. Participation in the school insurance program is optional, but inclusion in some accident insurance policy is necessary. Insurance information is distributed on or before School Business Day. Parents who do not wish to participate **must identify the name of their own insurance provider, including the policy or group number. This proof of insurance form includes a wavier that releases Holy Family School/Parish from responsibility.** Parents who do not wish to participate in the school insurance program **must** sign the wavier. The school office will handle accidents involving school insurance. This information must be submitted to the school on or before the first day of attendance.

LEGAL GUARDIANSHIP

Our school voluntarily complies with the Buckley Amendment, which states that a non-custodial parent has the right of access to student records in the public schools. Unless there is a court order to the contrary, a non-custodial parent should be allowed to discuss a child’s progress and should be given unofficial copies of the report card, if requested. Legal papers must be filed with the school office if a non-custodial parent has no right of physical access to the child. Financial information is not to be submitted to the school. All information will remain confidential.

Legally separated or divorced parents of Holy Family School students should provide a copy of the custodial responsibilities of the divorce decree. In this handbook, the term parent will refer to any person who has legal guardianship for the child.

LIBRARY

The students visit our school library weekly. Books are taken out by the week and may be renewed twice. Two books may be checked out at a time. Children who have overdue books or who owe fines may not take out books until the fine is paid. This enables our children to grow in responsibility with respect for what belongs to all. Children are encouraged to utilize the public library. Both the main and branch libraries offer many services to the children in our community.

LITURGICAL ACTIVITIES

Liturgical prayer experiences, in accord with approved liturgical norms, are an integral part of the religious education program. Teachers and students pray together as a class at the beginning of each day, before lunch, and at the end of the school day. Memorization of certain prayers is required, and spontaneous prayer is encouraged. Seasonal Para-liturgical services are also observed.

Special preparation is given during the school day to children in Grade 3 who will receive the Sacrament of Reconciliation, and Eucharist/Confirmation. Parent meetings may be scheduled to enable the parents to participate in the preparation of these sacraments with their children. Sponsors, parents, and students may be asked to attend a preparation meeting for the Sacrament of Confirmation. Retreats are scheduled when appropriate.

On Fridays, students of grades one through eight participate in the Holy Sacrifice of the Mass and take turns planning the liturgy. This Mass is in addition to our Sunday Mass obligation as Catholics. During the school year, Holy Family students participate in the following religious celebrations: the Living Rosary, May Crowning of the Blessed Virgin Mary, Patriotic Memorial Prayer Service, Blessing of the Animals Mass, Stations of the Cross, special Ethnic Masses, weekly devotions to Our Lady of Perpetual Help, Veteran's Prayer Service, Adoration of the Blessed Sacrament, Benediction each First Friday, and each Friday following Stations of the Cross during Lent. Students have the opportunity of daily sharing "Prayer Time." Daily prayer and Bible study begin the school day, followed by the recitation of The Pledge of Allegiance. The Blessed Sacrament Chapel will be the center of spiritual life for HFS students. Our students are encouraged to be altar servers.

LUNCH PROGRAM

A school lunch is prepared twice a week. Students have the option of buying lunch or bringing a sack lunch. Candy and soda are not allowed, and fast food may not be brought to school.

Lunch must be ordered by Thursday of each week to ensure each student has a lunch for the following week. Lunch is ordered online via the Holy Family School Lunch Order System at <http://hfhawks.gradelinklunch.com>. Prepared lunches cost \$4.50 each day.

Phone calls for forgotten lunches and money are permitted at the discretion of the teacher/principal.

MAINTENANCE

Maintenance needs and safety concerns should be submitted to the principal in writing. Work Order Forms are to be completed and submitted to the principal for signature and referral to the custodian.

MANDATED REPORTING

According to the Abused and Neglected Child Reporting Act, school principals, teachers, and staff are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services (DCFS). All employees must show proof of designated Mandated Reporter Training

The law indicates reporting is an obligation when a person has "reasonable cause to believe" that abuse or neglect is present. When school personnel report such suspicion to the DCFS, he/she is to inform the principal of his/her report.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof

that school personnel had knowledge of child abuse and/or negligence and did not report the same.

If the report of sexual abuse involves Church Personnel, the incident or suspicion must be reported to the Safe Environment Director and Victim Assistance Minister is Alison Smith. Her contact information is asmith@dio.org or 217-698-8500, extension 162.

MATERNITY/PATERNITY POLICY

Holy Family School affirms the moral teaching of the Catholic Church including teaching of holiness and the giftedness of life. We equally assert the values of forgiveness and compassion.

Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent/s, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

MEDICATION POLICY

In accordance with the policy of the Diocese of Springfield, teachers or school officials will not dispense medication to a child unless this is in response to a written request and direct order, signed and properly filed, by a licensed physician. Therefore, only medication that has a physician's authorization and specified dosage should be sent to school. These medications should be left with the school secretary. If parents wish, they may come to school to administer medications. Although the state allows students to carry and self-administer certain drugs, the school requests all medication to be kept in the office and administered by school personnel. Special circumstances exist for health problems of a long duration.

PRESCRIPTION MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, we require that any student who takes oral medication during the regular school day comply with the following regulations:

1. Provide written order/s from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Provide written request and permission from the parent/guardian requesting that the school comply with the physician's order/s.
3. Provide a container for medication appropriately labeled by the pharmacy or physician. **Please update information as medication changes.**
4. The use of intramuscular or intravenous medication must be cleared with the physician.
5. Every medication given must be recorded on a medication log which includes date, time, dosage, and signature or initials of person giving medication.

6. Only the person designated by the principal shall be allowed to dispense the oral medication pursuant to the physician's order/s, and then that person shall make the notations required in #5 above.
7. Students with diabetes will be treated under the exact directives outlined by their physician.

NON-PRESCRIPTION MEDICATION

1. Non-prescription medications, including antacid, antihistamine, and other medications should have a label with orders from your physician. Many pharmacies will label over-the-counter medications.
2. Parents are required to turn in all medications to the office with signed parental permission, which is to specify dosages, strength, and time to administer. Parents may come to the school to administer medication to their child.
3. If injury occurs, we may use soap and water, ice pack, or a Band-Aid and inform the parent if the child needs further treatment or needs to be sent home.
4. If the child needs medication, the parent will be called and must assume the responsibility to bring the child medication or take the child home.

ALLERGIES/ASTHMA

Holy Family School recognizes that life-threatening allergies are an important condition affecting many school children. In order to minimize the incidents of life-threatening allergic reactions, Holy Family School will maintain procedures for addressing allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian and physician has informed the school in writing that the student has a potentially life-threatening allergy. Faculty and staff have been trained to know the signs and symptoms of anaphylaxis and the correct use of an Epinephrine-Auto Injector (EpiPen).

AIDS/HIV

Student/s with AIDS/HIV who enroll or seek enrollment shall be permitted to attend Holy Family School. Student/s known to have AIDS/HIV will be evaluated by the pastor, administrators, physicians, and other professional health advisors needed to determine if the person's behavior or physical condition poses a higher risk to the spread of the disease.

The student with AIDS has a right to privacy; this student's condition will not be discussed except with those directly involved with the student in a supervisory capacity, and with the consent of the parents.

DIABETES

A diabetic student must have a signed physician directive plan of treatment, care, and an Emergency Action Plan on file in the school office. All necessary materials required to monitor the student and administer medication while at school must be provided by the parent. Only designated, trained school personnel will be allowed to monitor and administer medication to the student. Parents are allowed to come to school to monitor and administer medication for their child. Teachers will be instructed to know the signs and symptoms of diabetes.

CANNABIS

Designated school personnel will administer or allow parents or their designee to administer a medical cannabis infused product to a student who is a registered, qualifying patient. Under restrictions outlined in the ILSC, the patient may self-administer the product under the supervision of school personnel.

STREP THROAT/COMMUNICABLE DISEASE/S

Any student who has been diagnosed with Strep Throat or any communicable disease must remain out of school and on an antibiotic for 24 hours and be symptom free. The school must be contacted. Students are reminded not to share food or drinks, and they are to wash their hands often and not put their mouths on the metal part of the drinking fountain. Mandated communicable diseases are reported to the Department of Health. Their requirements are followed, including a student's ability to return to school.

CRUTCHES

For safety purposes, students are not allowed to use crutches without a note from their doctor.

Information and coordination with entities providing support services and intervention are available upon request to the principal by parents, teachers, or students. These include family counseling, and social/emotional health issues.

Holy Family School will not assume responsibility or liability in case an injury or reaction occurs while personnel are assisting a child.

MISSING CHILD REPORT ACT

The administration, faculty, and staff members of Holy Family School must be alert to the Missing Child Report Act. In compliance with the Missing Child Report Act, parents enrolling children at Holy Family School must show evidence of legal guardianship by providing a certified birth certificate or custodian papers. The Illinois State Police will be notified if parents are unable or unwilling to show evidence of such guardianship after a reasonable number of requests. "Questionable" children will be checked against the list on the *National Center for Missing and Exploited Children* website. Upon notification by the ISP of a person's disappearance, any currently or previously enrolled student records will be flagged and placed in a separate file. Any requests for these files or knowledge of the whereabouts of questionable individuals will immediately be reported to the ISP.

MISSION CHILDHOOD ASSOCIATION

All students are invited to become members of the Mission Childhood Association. This membership develops faith and unites us in that faith with believers all over the world. Through membership in MCA, students promise to support the needy children of the world with their prayers and sacrifices.

MONEY

Money sent to school should be in a sealed envelope with the child's name, the name of his/her home room teacher, the amount of money enclosed, and the purpose for which the money is sent. Checks or exact change only should be submitted. Since different individuals do the accounting for various activities, money should be in separate envelopes (i.e., lunch money, picture money, field trips, book orders, etc.).

PARENT/TEACHER CONFERENCES

An integral part of a good reporting system includes parent-teacher conferences. Once a year, the parents of all students in our school have the opportunity for a private interview with their child's teacher(s). This is usually held in the fall. Any parent who wishes a conference with the principal or a particular teacher may send this request in writing or call the school office. A parent or teacher may initiate a conference any time during the school year. Conferences are to be scheduled in advance. When a problem arises concerning your child, the **first person to contact is the classroom teacher**. If the difficulty persists or cannot be handled at this level, it should be discussed with the principal. For after-school appointments, please park in the lot behind the school. An intercom is located above the mailbox at the entrance near the recycling container.

Parent Night/Open House, held in August or September, is a time when teachers outline the coming year, inform parents of curriculum, expectations, rules, and homework requirements. Formal parent/ teacher conferences are scheduled in October. Holy Family celebrates Catholic Schools' Week in January/February with an Open House.

PHONE CONFERENCES

Parents and teachers are encouraged to make arrangements for telephone conferences at a mutually convenient time for both parties to discuss student progress.

PARTIES

After consulting with the classroom teacher, room parents plan games and activities for the Halloween and Christmas parties. Room parents/treat parents provide refreshments and favors for these special days. On Valentine's Day, room parents/treat parents provide refreshments **only**. Classroom teachers are responsible for planning games and activities for Valentine's Day. Students may bring birthday treats to share with their classmates. Please notify your child's teacher in writing, in advance, and request directives. The Illinois Health Code mandates all treats must be store bought. No homemade treats are allowed. Treats should be in individual portions and easy to handle. Refreshments should consist of a treat (cupcake, cookie, doughnut, fruit, etc.) and a drink. Parties for students in grades seven and eight are planned with parents and teachers at the discretion of the principal.

Please, do not send gifts, flowers, or balloon bouquets for individual students. Invitations to private parties may be distributed at school **only if every member** of the class is invited, or if a boy/girl is inviting all the boys/girls. These invitations must be given to the teacher for distribution. If there are not enough invitations for each student as stipulated, they will

not be distributed. Parents may collect the invitations after school from the teacher.

PHYSICAL EDUCATION

All students are required to participate in physical education classes unless they have a doctor's written excuse.

PICTURES

School photographs are taken in the fall and again in the spring. In the fall, all Holy Family School children will be photographed at no charge to the parents. These photos will be used in our school yearbook. Parents, however, will have the option of purchasing the fall pictures. Advance order forms will be distributed. Parents who want to order photographs must return the advance order form with money enclosed the day the photographs are taken. Retakes for fall pictures will be scheduled for absent students and for those whose pictures are obviously flawed.

Periodically during the school year, photographs or videos may be taken for media or public relations purposes. If you have no objection to having your child photographed or videoed, please sign the release form that will be provided for you and return it to school. **If you do not agree to have your child to be photographed or videoed, please notify the school principal.**

PLAGIARISM/CHEATING

Plagiarism/Cheating will not be tolerated. Grades and conduct marks will be affected.

POLICE QUESTIONS AND APPREHENSION

When Students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself.
- The parent/s or guardian/s shall be notified immediately and informed of the intent of the law enforcement authorities.
- Under most circumstances, the student's parent(s) or guardian(s) has a right to be present if the conference is held in the parish or school.
- If the student's parent(s) or legal guardian(s) cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant, or if it is impossible for the parent(s) or legal guardian(s) to be present, the catechetical administrator or designee may be a witness to the conference held in the parish or school at the request off the parent(s) or legal guardian(s).
- Legal counsel should be called as needed, if officers come to the parish or school.

PROTECTING GOD’S CHILDREN

Protecting God’s Children is a program mandated by the Springfield Diocese. All teachers, catechists, volunteers, and employees who have regular or significant contact with students in programs and activities sponsored by the parish/school are required to attend a *Protecting God’s Children* workshop and sign the Certification and Authorization for Background Check document. This document follows the *Policy on Sexual Abuse of Minors by Church Personnel* and the *Policy on Working with Minors*. *Protecting God’s Children* workshops are offered at various parishes in our area. The Certification and Authorization for Background Check will be sent home to families that have not completed them.

PURPOSE OF CATHOLIC EDUCATION

Education in the faith is the primary purpose of catechetical programs in the Catholic Church. Students and the parents/legal guardians of students who are minors are expected to subscribe to this concept. Rejection of the Catholic faith and its tenets is reason to deny admittance to programs and activities and may also be grounds for expulsion of students already admitted to such programs and activities.

RECESS

All children must be dressed appropriately for the weather conditions. We will accept health reasons for staying indoors if the request is made **in writing and accompanied by a doctor’s note**. Girls may wear sweatpants under their jumpers for outside recess. Students will be going outside for recess as long as the temperature is 40 degrees or higher. Please ensure proper attire is worn to school on colder/ windy days.

RECORDS

A permanent record is kept for each student. These folders contain the following:

1. Physical, eye, and dental report
2. Certified Birth Certificate or copy verified by school personnel
3. Baptismal Certificate, if Catholic, and Sacramental Records
4. A summary of final grades in each grade level with the homeroom teacher’s name
5. Standardized test scores
6. U.S. and Illinois Constitution tests
7. Attendance
8. A transcript of each year attended

These are confidential records. Access to these records is restricted to professional school staff, parents/guardians of students under 18 years of age, and to former students over 18 years of age. Authorized persons must submit a written request to view or copy records. This request will be filed in the student’s permanent folder. HFS follows all diocesan policies regarding student records.

Teachers are responsible for neatly and accurately recording all information required on student records. A teacher may remove a student’s permanent record file from the office,

but the file should never leave the school building. A student's permanent file must be returned to the office the same day it was removed.

RECORD TRANSFER POLICY

In order for student records to be transferred, Holy Family School must receive authorization for the release of student records from the school of transfer. It is Holy Family School policy that records will be transferred within ten working days from the receipt of the request form.

REPORT CARDS

Report Cards will be issued four times a year. Report Cards are available online through the Gradelink system. Hard copies will be available upon request. Teachers may send other types of progress reports at various times throughout the year. Parents are asked to study, sign, and return these reports to school within a week. Access to Gradelink will be denied if a family is behind on tuition, owes an assessment for Bingo, owes back payments at Hawks Nest, or owes any other money for fundraisers and other obligations.

Mid-term progress reports are usually not necessary. Parents have access to their child's performance by reviewing Grade Link. Upon request, a paper copy of mid-term grades can be sent home to parents who do not have access to GradeLink.

RETENTION POLICY AND PROMOTION

Each pupil being considered for a grade promotion/retention should be evaluated on an individual basis. The evaluation should be a careful study of the pupil's total development pattern including:

- a. academic achievement
- b. emotional maturity
- c. social maturity
- d. intellectual ability
- e. physical maturity
- f. health history
- g. chronological age
- h. attendance patterns
- i. environmental influence

In order to maintain a high standard of education, children who do not meet the minimum requirement for their grade level will not be recommended for promotion.

Grade retention can only be proposed after the following procedure has been followed:

1. The parent and principal are notified that a concern or need exists that will warrant some form of remedial action.
2. A parent meeting is set up and the problem or concern is discussed. The teacher must fill out a parent conference sheet to document the meeting. The conference sheet is then filed in the office.
3. Retention can be proposed as a possible alternative only after three parent meetings

have occurred and are documented.

4. If the parent chooses not to attend the scheduled conferences, the principal will recommend retention if he/she deems it necessary.
5. Students who are not in attendance 90% of the required pupil attendance days, with the exception of hospitalization, could be retained due to failure to attend school. Students must be in attendance 158 days of the 176 days scheduled.
6. Students who fail to show readiness for first grade may be retained in kindergarten.
7. Students who fail readiness at the primary grade level may be retained in their current grade.
8. Students failing two or more subjects at any grade level shall be retained in their current grade.
9. Any student retained for the second time may not continue at Holy Family School.
10. Parents may be requested to provide summer tutoring to enable their child to advance to the next grade level.
11. Holy Family School does not permit social promotions.
12. All the above is at the discretion of the principal.

SAFETY PATROLS

The school safety patrols are on duty from 7:55 to 8:15 a.m. School doors open at 8:00 a.m. Please, do not bring your children earlier than 8:00 a.m. The faculty and staff are not on duty to monitor the safety of the students until 8:00 a.m. **Children are never to cross in the middle of the block even if parents are parked there.** At dismissal, the school safety patrol is on duty until 3:00 p.m. **Drivers disobeying safety instructions will be reported to the police.**

SAFETY PROCEDURES

For school safety purposes, all school entrances will be locked at 8:15 a.m. each day. Parents picking up children during the school day must enter the school at the main entrance. Please ring the buzzer for admission. Students leaving school after arrival must be signed out at the office by a parent or guardian. When returning to school, a parent or guardian must come into the office and sign the student in.

All visitors must report to the school office when entering the school grounds. Only office personnel are authorized to go directly to a classroom. Visitors may park in front of the school between 8:15 and 11:00 a.m. and 1:00 until 2:30 p.m. The front of the school and back playground are used for recess between 11:00 a.m. and 1:00 p.m. Please enter from St. Clair Avenue and use the “turn around” in front of the school.

Teachers and students are not authorized to open any door to admit known or unknown persons into the school.

We are a closed campus, and for the safety of all, no student will be allowed to leave the school building without an authorized adult and the principal's permission.

SCHOOL BOARD

The Holy Family Parish School Board is an advisory body in matters pertaining to the educational programs and facilities of the school. The purposes of the School Board are to advise the pastor and principal in the establishment of policies relative to the school and to advise the principal in the implementation of those policies. The School Board consists of 10 members who are appointed by the pastor to serve three-year terms and one representative of the PSA.

The board will consider all aspects of the educational program of the school. In all its work, the board will aim to integrate the teaching of Catholic values within the total school curriculum.

The School Board must always follow the spirit of the policies laid down for the schools of the Diocese of Springfield by the Diocesan Board of Catholic Education. The most important mandate to the School Board is to implement at the local level the policies of the Diocesan Board of Catholic Education.

All meetings of the School Board shall be open to members of the parish, and to parents or guardians of students in the school. The rights of such nonmembers to address the board shall be limited to those who have submitted a petition to a member of the School Board's Executive Committee at least ten days before the meeting and approved for the agenda at least five days before the meeting. The School Board can declare itself in Executive Session. Only School Board members have a right to attend these sessions.

Parents, guardians, or Holy Family Parish members may submit their qualifications to the principal if they would like to serve on the School Board.

SCHOOL FACILITY AND GROUNDS

Individuals or groups requesting use of the school facility or grounds must contact the principal and adhere to the regulations concerning the request. No unauthorized use of the school or grounds will be permitted.

SCHOOL PARENT PARTICIPATION

Membership in the Parish/School Association is encouraged.

SCHOOL PROGRAMS

All students are expected to participate in the Christmas and spring music concerts. If a student does not participate in the musical performances, it will be reflected in their music grade. Consideration will be given for excusable absences.

SCHOOL RULES

School Rules establish a set of reasonable, clear, explicit, and positively stated expectations for a positive and productive learning environment. These expectations are for all students

from kindergarten through eighth grade. Students are expected to strive for excellence in academic achievement by following teacher directives and behavior expectations.

BEHAVIOR EXPECTATIONS

INDICATORS

- | | |
|--------------------------------------|---|
| 1. Be prompt and prepared | <ul style="list-style-type: none">· Come on time – in seat at 8:15 a.m.· Come with needed materials· Come with assignments completed· Come in correct uniform |
| 2. Respect authority | <ul style="list-style-type: none">· Listen to authority· Follow directions promptly· Accept responsibility |
| 3. Respect the rights of others | <ul style="list-style-type: none">· Use appropriate voice and language· Listen to the speaker· Respect the opinion of others· Refrain from physical and verbal harassment |
| 4. Respect property | <ul style="list-style-type: none">· Respect the property of others· Respect own property· Use materials and equipment appropriately· Respect all school and church property inside and outside· No gum chewing on school grounds or on field trips· Students may not move or operate equipment without supervision |
| 5. Focus on learning | <ul style="list-style-type: none">· Remain on task· Allow others to remain on task· Cheating will not be tolerated· No electronics – games, toys, CD players· No alcohol, drugs or tobacco· No cell phones may be used without permission |
| 6. Display appropriate social skills | <ul style="list-style-type: none">· Use appropriate coping skills· Display courtesy and tact· Display good manners· Interact with others appropriately· No weapons – do not bring any toy that could be mistaken for a weapon |
| 7. Display appropriate character | <ul style="list-style-type: none">· Display positive character· Display productive character· Display positive Christian values |

BEHAVIORS EXPECTED IN COMMON AREAS

RECESS:

1. Be responsible for equipment – bring equipment inside, respect others' equipment
2. Respect authority – teachers, secretaries, aides, cooks, custodians, volunteers
3. Respect the physical and emotional well-being of others
4. Refrain from dangerous activities – snowballs, rocks, sticks, gumballs, etc.
5. Line up safely and orderly
6. Stay in designated areas – both indoors and outdoors
7. Students may not return to the classroom from outside

LUNCHROOM:

1. Walk in an orderly fashion and use proper doors to enter and exit
2. Use a “restaurant” voice level
3. Use good table manners, no food throwing, playing with food, or causing food to come in contact with another student
4. Respect others' eating areas
5. Dispose of trash properly
6. Listen to supervisors (faculty and staff)
7. Sit on chairs and benches properly
8. Dismiss quietly and orderly
9. Use restrooms only after receiving permission
10. Students may not leave the cafeteria to return to the classroom
11. No food can leave the cafeteria without permission

HALLWAYS:

1. Walk
2. Stay to the right of the hallway
3. Keep hands to yourself, do not touch others or walls
4. Pass quietly
5. Respect school property and displays

RESTROOMS:

1. Use facilities appropriately
2. Use supplies respectfully
3. Keep area clean
4. Use an inside voice

ASSEMBLIES:

1. Enter and exit in a quiet, orderly fashion
2. Be a considerate listener
3. Respect all adults

DRILL PROCEDURES:

1. Walk to appropriate location in a silent, orderly fashion
2. Remain calm
3. Listen for further instruction

PLAYGROUND EQUIPMENT RULES

1. No jumping off the sides of the sliding board
2. No running up the slide
3. No pushing another off the equipment
4. One person on the slide at a time
5. Do not hold up slide activity by stopping on the slide
6. Do not go down slide head first or backwards
7. No throwing, removing, or kicking rocks, gumballs, playground cushion material
8. One person at a time on a swing
9. No walking **in front** or **behind** children swinging
10. No dangerous activities on the swings (i.e. twirling, climbing, etc.)

Rules will be followed and enforced in the same spirit and manner throughout the school. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

1. Age, health, maturity of the student
2. Prior conduct
3. Attitude of a student
4. Cooperation of parents
5. Willingness to make restitution
6. Seriousness of offense

PROGRESSIVE CONSEQUENCES:

1. Warning – interaction between teacher and student concerning:
 - What the student did wrong
 - What behavior is expected
 - What will happen if more inappropriate behavior occurs
2. Send infraction slip home with misbehavior specified for parent to sign and return and copied to the principal
3. Phone call to a parent
4. Meeting with parent/principal/teacher (may require the student to also be present)
5. In-school suspension
6. Out-of-school suspension (one to five days)
7. Expulsion

SEVERE CLAUSE

This clause includes: chronic infractions, violating behavior improvement plan, weapons, alcohol, drugs, profane/obscene words or gestures, serious fighting, making terrorist or homicidal threats, making a threat of bodily harm, falsely reporting threats and

insubordination. These infractions warrant immediate movement to Step # 3, 4, 5, 6 or 7. Holy Family will use all available measures to protect the safety of its students.

IN-SCHOOL SUSPENSION PROCEDURES:

PRINCIPAL'S DUTIES:

1. Notify parents
2. Isolate student in a confined area
3. Supervise with a clear set of rules and consequences
4. Give restroom breaks as needed

TEACHER'S RESPONSIBILITIES:

1. Notify the office when students have earned an in-school suspension
2. Prepare assignments for students
3. Meet with student following the in-school suspension to review a Behavior Improvement Plan

STUDENT'S RESPONSIBILITIES:

1. Complete all assignments for classes missed
2. Complete a Behavioral Improvement Plan and discuss with the homeroom teacher
3. Send a lunch and drink from home.
4. Present Behavioral Improvement Plan to parents.

PARENT'S RESPONSIBILITIES:

1. Discuss Behavior Improvement Plan with their child.
2. Send written notification to school outlining ways to assist their child in implementing the Behavior Improvement Plan at school and at home.

THREATS OF VIOLENCE

Threats of violence will be taken very seriously. A thorough investigation of the threat will be conducted by the principal and pastor.

SCOUTS

Holy Family Parish encourages boys and girls to participate in Scouts. Scouts may wear their Scout uniform and jeans to school on the days their Scout troop meets. Jeans and pants must be worn with a belt.

SCRIP/GIFT CARDS

Holy Family participates in the Scrip Program. This program allows school parents and parishioners to order gift cards from a variety of vendors. A percentage of the profit goes to support our sports program and to offset additional expenses of the school. This program is **optional**.

SEARCH AND SEIZURE POLICY

Holy Family School believes there is a commonality of interest between its teachers and its

students. Holy Family has a personal responsibility for student/faculty welfare and safety, as well as for the students' education. Holy Family School's policy regarding search and seizure of students is to maintain order and protect them from harm while assuring the students' expectation of privacy as set forth by the Fourth Amendment. Should it become necessary, in the interest of maintaining school order and safety, that school personnel search a student and his/her property, and/or seize the student's personal items, Holy Family will conduct itself according to the current law pertaining to constitutionally authorized searches and seizures.

A student who refuses a request to a valid search by school personnel will incur an out-of-school suspension for insubordination.

SERVICE REQUIREMENTS – PARENT

Parent service requirements include:

- Monthly bingo
- Parents are required eight hours of participation in parish fundraisers
- Parents are strongly encouraged to participate in school fundraisers

SERVICE HOURS REQUIREMENT – STUDENT

Students in grades four through eight are encouraged to participate as an altar server. Students are to assist in school and parish activities when needed; such as campus work days, Happy Birthday Baby Jesus, Special Olympics, Rite to Life Mass, Golden Ages Dinner, etc. The requirement per grade level per year is as follows:

4th graders- 4 hours

5th graders- 6 hours

6th graders- 8 hours

7th graders- 8 hours

8th graders- 8 hours

SPECIAL EDUCATION

Holy Family School parents who live within the boundaries of Granite City School District #9 may apply for Special Education Services. Granite City School District #9 provides a speech/language therapist to eligible students at private/parochial schools. District 9 also provides a Special Education facilitator who provides consultation and in-services to the Holy Family School staff.

REFERRAL PROCESS:

Under the supervision of Madison County Special Education Region I, the Special Education referral process begins with a request from a parent or teacher to the principal. The principal shares information with the Special Education facilitator about the student's

learning/behavior problems.

A written request is made by the principal or the facilitator to the Special Education coordinator's office to arrange for a collaboration meeting with the Special Education team from the public school building which the child would attend if he/she were not enrolled at Holy Family School.

A meeting with the collaborative team is scheduled, and the parents are notified by the principal of Holy Family School. As a result of the collaboration meeting, the team may recommend a full case study evaluation which may consist of a classroom visit and observation of the student, formal testing, and a meeting with parents, faculty members, and the principal of Holy Family School to discuss whether the student is eligible for special educational services.

If the student is eligible for Special Education Services and the parent approves, the team will then develop goals and a service plan for the student. Parents may need to provide transportation for students to be taken to another school for services.

Holy Family School will endeavor to make adjustments to accommodate a Special Education student. When Holy Family School cannot meet the needs of a Special Education student, collaborative recommendations will be made to the parents.

SPORTS

Holy Family School adheres to all concussion protocols set forth by the State of Illinois

The purpose of school-sponsored athletic programs is to teach game skills, to foster healthy exercise, to teach fair play, good sportsmanship, and to give enjoyment to students.

Athletic programs that deny any child these opportunities or that exert undue pressure on children are inconsistent with these purposes. Students in grades five through eight are eligible to participate in: girls' and boys' basketball, girls' and boys' volleyball, and the girls' and boys' track and field program. Students in grades three and four have the opportunity to participate in Instructional League Basketball and Volleyball. **All athletes are held to a high level of conduct while in uniform and representing the school.**

Sports programs are directed by volunteer coaches in collaboration with the Athletic Committee, the Athletic Committee chairpersons, and the school principal. These dedicated people contribute much time and effort to the sports program. Our assistance and support is necessary for the successful continuation of a quality program.

EQUAL PLAYING TIME

While "equal" playing time is strongly encouraged in grades four through six, please understand that missing practices, games, and lack of effort can and usually does affect this rule. Equal playing time is a reward for equal effort.

In seventh and eighth grades, there is no equal playing time required. This level of play is

geared for the most competitive teams we can put on the floor. While everyone is welcome to participate and strong effort and dedication should be rewarded with more playing time, the management of the team is up to our coaches who are volunteering their time in trying to build the best Holy Family teams possible.

The parents of student participants are required to help with supervision and in the sale of concessions. A responsible adult substitute, 18 years or older, may help fulfill this requirement. A fee of \$50 per athlete or a maximum of \$75 per family, is payable in the spring when athletes sign up. **Late sign-ups of athletes normally will not be allowed with the exception of new students entering Holy Family School.** An adult must accompany younger students - grades kindergarten through fourth - when they attend games. All mandated concussion regulations are followed.

Student athletes are allowed to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of their religion, cultural values, or modesty preferences.

DIOCESAN RULES OF ELIGIBILITY

1. Written permission of the parents.
2. Physical examination within six (6) months of the beginning of an athletic season.
3. Proof of medical insurance coverage.
4. Reasonable schedule of games and practices.
5. Weekday games and practices requiring extensive travel are unacceptable (unless followed by a free day).
6. Students who are fifteen (15) years of age or older are prohibited from playing.
7. Pep squads composed of a select group of students are prohibited.
8. Students are prohibited from participation in more than one team in the same sport during the same season.

HOLY FAMILY SPORTS RULES OF ELIGIBILITY

1. Teachers will monitor grades, conduct, and effort every week and submit any concerns to the principal.
2. If a student is ineligible due to a "D" in one subject, he or she may attend practice.
3. A student who has one "F" or two "D's" in academic subjects (students with special needs may be exempt from this policy at the discretion of the principal) or a "D" or "F" in conduct or behavior will be ineligible and may not practice.
4. Ineligible students may not attend the game in uniform.
5. When the student improves his/her grades, he or she may return to the team. Grades will be monitored weekly.
6. A combination of three suspensions and/or ineligible periods will result in permanent dismissal from the team.
7. Any student who is absent on the day of a game or practice because of illness is not permitted to participate in that evening's activities.
8. Parents missing assigned gym duty will result in a game suspension for the athlete.
9. The principal, teachers, parents, or coaches are free to suspend a student from participation in one or more games because of unsatisfactory effort, conduct, or

practice/game non-attendance. The principal and coach must be notified of these decisions.

10. If an athlete quits a sport after practice has begun and/or roster has been submitted, that student is ineligible to play that sport in the upcoming school year.

SPORTS GUIDELINES:

1. Players must be present at all away or home games. Parents are responsible for transporting athletes to and from all games.
2. Parents are expected to accompany athletes to any public place. Appropriate or inappropriate behavior in public places reflects upon both the individual and the school.
3. When a participant is absent from a game or practice, a written excuse or telephone call to coaches is required from the parent/guardian **prior** to the game or practice. School games have priority over extra-curricular activities.
4. Misbehavior that interferes with practices or games may result in a loss of playing time or suspension.
5. No one leaves the gym without the permission of the coach.
6. There is to be no gum at games or practices. Having gum in the gym will result in a one game suspension.
7. Participants must remain on the team bench during games.
8. Jewelry of any kind is not allowed.
9. Team uniforms are provided by the school. They are to be returned to the school in the same condition in which they were received. If a uniform is lost, the full cost to replace that uniform is the parent's responsibility. Volleyball jerseys are \$35, and shorts are \$20. Basketball jerseys are \$65, and shorts are \$35. If a repair is needed, the cost will be the responsibility of the parent.

RECOGNITION

Athletes will be recognized as Scholar Athletes if they achieve and maintain Honor Roll status during their participation in Holy Family Hawks Athletics. Athletes who are suspended or who quit a team will not receive recognition.

STUDENT COUNCIL

All seventh and eighth grade students are eligible for membership in the Holy Family Student Council. Members participate in spiritual, charitable, social, and service activities in our school, parish, and the community. Eighth grade students may serve as president, vice president, chaplain, historian, host/hostess, and sergeant-at-arms. Seventh grade students may serve as secretary, treasurer, chaplain, host/hostess, and sergeant-at-arms. All officers will be voted on by the seventh and eighth grade Student Council members.

STUDENT SEARCH

If administration/faculty deems it necessary, a student may be asked to reveal the contents of his/her personal belongings (e.g. pockets, book bag, purse, etc.). This will be done in the presence of another adult faculty/staff member.

SUCCESS CRITERIA

Displayed throughout the school is a success criteria that directly supports the mission of Holy Family Catholic School. The following criteria will be threaded throughout our

academic and faith filled day. Being a HAWK is the building wide behavioral expectation and will be the driving force behind successful students.



TARDINESS

Tardiness causes loss of instruction time and disrupts the class. To be considered “on time” for school in the morning, a student must be in the classroom when the bell rings at 8:15 a.m. A parent or the driver must accompany the tardy student to the school office and sign him/her in. The student obtains a tardy slip from the office before going to the classroom. An explanatory note from the parent must be sent to the classroom teacher who will forward it to the principal. Notes should be sent the day after the tardy.

In compliance with mandated regulations, habitual, excessive tardiness must be reported to the Madison County Truant Officer, or in certain cases, to the Department of Children and Family Services (DCFS). After 3 tardies per quarter the student will be issued a detention. Each subsequent unexcused tardy after that will result in a fine of \$25 per child per tardy. Tardies are excused for doctors appointments, dentists, orthodontists and funerals,

TELEPHONE COMMUNICATION

Except in an emergency, no teacher or student will be called to the phone during the school day. Messages received by telephone will be conveyed to the teacher or student involved. Only in situations of real necessity will students be permitted to make telephone calls during the school day. One of the values we try to instill in our students is responsibility.

Use of cell phones is not allowed during the school day. Cell phones must be turned off and kept in the student’s backpack or left with the teacher if brought to school. Disregard for these rules will result in the confiscation of the telephone. Parents are required to retrieve the telephone from the school office. Holy Family School is not responsible for the loss, or damage to cell phones brought to school.

TESTING

Each year, the MAP Test will be administered to all students in grades K through eight in September, December, and April. The MAP Test will assist the school and parents in measuring the strengths and weaknesses of the individual student and the curriculum. This

test is one means to determine the level of student achievement. Parents will receive the results of the testing and may discuss them with the teacher. The NCEA A.C.R.E. (Assessment of Catechesis Religious Education) is administered to grades five and eight. As per Illinois State graduation requirements, students will be given and must pass the State and Federal Constitution tests.

TEXTBOOKS/LIBRARY BOOKS/INSTRUCTIONAL MATERIALS

1. Student names should be placed in the appropriate places inside the front cover of each hardbound and consumable book.
2. Any damage done to the book or instructional material will be paid for by the student.
3. All hardbound books are to be covered.

TOXIC SUPPLIES/EYPROTECTION

Art or other school supplies containing toxic materials may not be used by any Holy Family student. Students and teachers will wear approved protective eye wear during science experiments

TRANSPORTATION

HFS does not provide transportation to or from school. The school is located on the Madison County Transit District bus route.

TUITION

Holy Family School shall be supported by a financial program consisting of a reasonable balance of tuition, fees, general parish funds, development income, and fundraisers. This balanced approach is necessary to provide for the ongoing support of the school without detriment to the other ministries of the parish. That being said, tuition, if not paid promptly, jeopardizes the well-being of the school. Any family with an outstanding balance for tuition and fees could threaten your child's attendance at Holy Family Catholic School. This financial program has been developed by the pastor and principal in consultation with the Parish Finance Council and the Parish School Board.

Holy Family Parish families and St. Mary and St. Mark Parish families may apply to the Parish Office if they are in need of financial assistance for tuition requirements. Please have open and transparent communication so that we can better assist you.

TUITION PAYMENT

Monthly tuition payments are to be made to Holy Family Parish @ 2606 Washington Ave., Granite City, IL 62040, by mail, in person or Give Central by the 1st of every month. Tuition payments may be made July 1st through June 30th for enrolled families. That being said, if tuition is not paid monthly by the 15th your family will be locked out of gradelink. If you are two months delinquent, your child will not be allowed to attend HFCS until full payment is remitted.

2023 – 2024 TUITION
FISCAL YEAR BEGINS JULY 1, 2023, AND THROUGH JUNE 30, 2024

ANNUAL TUITION	Holy Family Parishioners	All Other Families
K-8 – ONE child	\$3,444.00/year \$287.00/month	\$5,220.00/year \$435.00/month
K-8 – TWO children	\$4,560.00/year \$380.00/month	\$6,504.00/year \$542.00/month
K-8 – THREE or more children	\$5,088.00/year \$424.00/month	\$1,260.00 year (\$105.00)for each additional child

If a student is withdrawn from school and a tuition refund is due to a family in good financial standing, the amount of the refund will be determined on a prorated basis.

VIDEO/FILM POLICY

All videos/films must be age and subject appropriate and approved by the classroom teacher. Parents may be asked to sign a permission form allowing their child to view special videos or films. Parents may refuse this permission with no academic penalty for their child.

VIRTUS

Holy Family School, under the direction of the Diocese of Springfield, has incorporated the Virtus Touching Safety Program into our curriculum. This program is a component of the Protecting God’s Children Program.

VISITORS

All visitors must report to the office when entering the building. During school days, visitors may park in front of the school, **with the exception of 11:00 a.m. – 1:00 p.m.**, entering from St. Clair Avenue and using the “turn around” in front of school. The front of school is used for recess between 11:00 a.m. and 1:00 p.m.

Classroom visits must be scheduled and approved by the principal.

Former students are welcome to visit with teachers at the conclusion of the school day when teachers have returned to the school/classroom after completing their dismissal duties.

All visitors must sign in and out of the school office and wear a school visitor lanyard.

HFS follows all policies set forth in the Handbook of Catholic Education Policies,

issued by the Office for Catholic Education, Diocese of Springfield in Illinois. This document is available for viewing in the principal's office.

VOLUNTEERING

As part of your commitment to Holy Family Catholic School, all families must complete **8** volunteer hours during the course of the school year. There are many opportunities to fulfill this obligation. Check your email, Holy Family School Facebook page and the Holy Family PSA Facebook page to receive notification of volunteer opportunities. In order to avoid a volunteer fine of \$50/per incomplete hour, each family is required to submit a volunteer log. The logs will only be accepted if all signatures and event chairman initials are present.

WELLNESS POLICY

Holy Family School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle; and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

Holy Family School adheres to the guidelines listed below, in addition to the Diocese of Springfield Student Wellness Policy (see Appendix A).

- Students in K-8 will be provided with opportunities for formal and informal physical activity through recess and/or physical education daily.
- Recess and physical education should not be withheld from a student as the usual method of motivation/punishment.
- Students shall be provided opportunities for physical activities through a range of school programs such as extracurricular athletics or other like activities.
- The Science and P.E. curriculum will be enhanced with nutrition education at each grade level.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings must provide healthful options.
- Soda or energy drinks may not be served. (All-school parties may be an exception and will be individually approved by the principal.)
- Food treats will be distributed after 1:30 p.m. to not interfere with the appetite of a child for lunch.
- All foods and beverages sold individually (apart from reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy.
- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the

nutrition requirements and regulations for the National School Lunch Program.

- School meals shall take efforts to promote nutritious food and beverages choices consistent with the current Dietary Guidelines for Americans and Food Guidance System such as fruits, vegetables, low-fat dairy foods and whole grain products.
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- At any school function healthful food options should be made available and served to promote student, staff, and community wellness.

Holy Family School reserves the right to amend this Handbook at any time.

**HOLY FAMILY SCHOOL
ADHERES TO THE POLICIES OF THE STATE OF ILLINOIS, FEDERAL LAW OR
REGULATORY REQUIREMENT, AND THE DIOCESE OF
SPRINGFIELD.**

APPENDIX A: DIOCESE OF SPRINGFIELD ILLINOIS STUDENT WELLNESS POLICY

Belief Statement

The Diocese of Springfield in Illinois is committed to providing a learning environment

that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.ⁱ

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

- Students in preschool through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help the incorporate healthy eating and physical activity.

Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to all students.
- Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

Goals for other School-Based Activities Designed to Promote Student Wellness

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.^{ii iii}

- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in recess or physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).ⁱⁱ
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
 - a la carte offerings in the food service program;
 - food and beverage choices in vending machines, snack bars, school stores;
 - food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.^{ii iv v}

Measuring Implementation & Community Involvement

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue development of the wellness policy. Their involvement shall include review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.

Attachment A

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

References

ⁱ Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204].
<http://thomas.loc.gov/bss>

ⁱⁱ Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines

ⁱⁱⁱ MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov

^{iv} Minimum School Meals Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a))

^v Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)

APPENDIX B: CIVIL RIGHTS STATEMENT AND NONDISCRIMINATORY POLICY

CIVIL RIGHTS STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

HOLY FAMILY SCHOOL NONDISCRIMINATORY POLICY

Holy Family School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

APPENDIX C: INTERNET POLICY AND CONTRACT

Holy Family Internet Contract for Year: _____ For All K-8 Students

The use of the Internet at Holy Family School has been established to promote educational excellence. The use of the Internet is a privilege, not a right, and may be revoked if abused. Violation of the rules will result in the immediate termination of network privileges at Holy Family School. Holy Family School abides by the Diocesan Information Technology Systems Policy.

Privacy: Material stored may be reviewed to maintain system integrity. This will help ensure that students are using the system responsibly.

Illegal Copying: Students may not download, install, or copy any commercial software, shareware, or freeware onto computers, network drives, or disks.

Inappropriate Materials or Language: Offensive, obscene, profane, abusive, or illegal material or language (pictures or messages) may not be accessed.

The following computer related **tasks are not allowed** at Holy Family School.

- Accessing Chat Rooms.
- Unauthorized access to any network or computer system.
- Installation of personal software or passwords.
- Computer use with the intention of harming others in any way.
- Physical damage to the computers or HFS Network.
- Sharing passwords.
- Trespassing in another student's computer folders, work, or files.
- Personal E-mail accounts, screen names, and/or web pages are not to be accessed via the Internet while at school.
- Instant messaging is not allowed at school.

Students attempting to disable the devices, who attempt to go to any site not specifically authorized by the teachers, or who disregard the rules of computer usage, may be suspended, lose athletic eligibility, and/or the privilege of participating in extra-curricular activities. Students who disregard these rules will be ineligible for the Honor Roll. It is imperative that students respect the privilege of using the computers at HFS by following the rules as stated above.

Filtering devices have been installed to block undesirable sites for student safety. However, no device guarantees 100% protection.

Please read the attached agreement form with your child. Students will not be allowed to use the computers at Holy Family School without the attached agreement signed by both the parent and student and returned to school. The protection of our children is of great importance to us all.

Your immediate attention in this matter is greatly appreciated.

Sincerely,

Brooke Bjorkman, Principal

REQUIRED FOR ALL K-8 STUDENTS
Holy Family Internet Contract for Year _____

My child (print) _____ Grade _____

My child (print) _____ Grade _____

My child (print) _____ Grade _____

My child (print) _____ Grade _____

and I have read, understand, and agree to abide by the rules governing the use of Holy Family School computers and Internet privileges.

Student Signature (Required)	Grade/Homeroom	Date
-------------------------------------	-----------------------	-------------

Student Signature (Required)	Grade/Homeroom	Date
-------------------------------------	-----------------------	-------------

Student Signature (Required)	Grade/Homeroom	Date
-------------------------------------	-----------------------	-------------

Student Signature (Required)	Grade/Homeroom	Date
-------------------------------------	-----------------------	-------------

Parent Name Print (Required)	Date
-------------------------------------	-------------

Parent Signature (Required)	Date
------------------------------------	-------------

The Parent/Student Handbook for Holy Family School has been reviewed and approved by Fr. Stephen Thompson.

Fr. Stephen Thompson

Date

Brooke Bjorkman

Date

RETURN TO SCHOOL OFFICE

Parent/Student Handbook Acknowledgment Statement

I have read, understand, and agree to abide by the rules and regulations in the Parent/Student Handbook provided by Holy Family School. I have also discussed the age-appropriate items with my child/ren.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student (s) Names (Print) Below

Student

Grade

Student

Grade

Student

Grade

PLEASE RETURN TO SCHOOL BY AUGUST 29,
2024. THANK YOU!!