

**Holy Family Parish School
2329 W. Reservoir Boulevard
Peoria, IL 61615
(309) 688-2931
FAX: (309) 681-5687**

Welcome to Holy Family Parish School

Our legacy spans 60 years in the development of Catholic youth with faith-based values and high academic accomplishments. Our goal is to ensure that each child is prepared - both spiritually and intellectually - to succeed in high school as well as becoming responsible Catholic Christians throughout their adult lives.

Welcome!

It is my honor to present to you the unique opportunities and advantages Holy Family Parish School has to offer your child in these critical years of spiritual, intellectual, physical, and emotional development.

As you explore the pages of our ever-growing website, we hope you will discover the vision of our family shared by our pastor, teachers, parents, and the children who truly guide who we are, and all we do, every day. Brought together by faith, Holy Family Parish School is a Franciscan family, welcoming and inspiring all to love, live, learn and serve as Christ taught us. We focus on faith first and share our Christ-centered philosophy through our Catholic identity and traditions.

With quality teaching for learning and effective research-based instruction, we inspire educational success and pursue academic excellence for all of our students and teachers. Our dedicated staff create a safe, nurturing environment where every child belongs

Thank you for the continued support and knowing how vitally important the school and family partnership is to the character development and academic success of each and every one of our children!

Jill Templin
Principal

Circumstances may arise in which Holy Family School determines that changes are required in these guidelines and procedures. For this reason, Holy Family School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook

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Calendar 2016 – 2017 REVISED*

NEW SCHOOL HOURS: 8:00 to 3:15

2016	August			
13	Saturday	Unpack backpacks		After the 5 PM Mass at school *
15	Monday	Teachers' In-service		No School
16	Tuesday	Teachers' In-service		No School
17	Wednesday	First Day of School		Noon dismissal – No Lunch
30	Tuesday	AM Individual Pictures-Dress up		
September				
2	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
5	Monday	Labor Day Holiday		No School
12 – 23		Iowa Tests of Basic Skills (Grs. 3, 5, 7, 8)		
21	Wednesday	AM Class Pictures in Uniform		
23	Friday	Diocesan Workshop		No School
30	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
October				
6	Thursday	AM Picture Retake		
28	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
31	Monday	Halloween Parties		
November				
10	Thursday	Parent / Teacher Conferences 1:15 – 5 pm, 6 – 8 pm		Noon Dismissal – No Lunch
11	Friday	Veterans' Day Holiday		No School
17	Thursday	Family Reading Night 6:30 PM		
23 - 25		Fall Break		No School
28	Monday	School resumes		
December				
2	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
13	Tuesday	Christmas Program - Band		
16	Friday	Christmas Parties		*
19 - 31		Christmas Vacation		No School **
2017 January				
1		Christmas Vacation		No School
2	Monday	School Resumes		
3 - 13		ACRE Assessment (Grs. 5 & 8)		
16	Monday	Martin Luther King's Holiday		No School
27	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
29-31	Sun. – Tues.	Beginning of Catholic Schools' Week		
February				
1 – 4	W – Sat.	Catholic Schools' Week		
14	Tuesday	Valentine Parties		
17	Friday	Region I Diocesan Workshop		No School
20	Monday	Presidents' Day Holiday		School in session *****
24	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
28	Tuesday	Fiesta Day for our Mexican Mission		
March				
16	Thursday	Parent / Teacher Conferences 1:15 – 5 pm, 6 – 8 pm		Noon dismissal - No Lunch
17	Friday	St. Patrick's Day		No School
21	Tuesday	Declamations (Speech Tournament)		
24	Friday	Region I Diocesan Workshop		No School
31	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
April				
10 - 17		Easter Break		No School
18	Tuesday	School Resumes		
27	Thursday	Dance Recital		*
28	Friday	Dance Recital		*
28	Friday	PM Teachers' In-service		Noon dismissal –No Lunch*
May				
9	Tuesday	Spring Concert - Band		
21	Sunday	Graduation		
26	Friday	Last Day of School for Students		Noon dismissal –No Lunch*
30	Monday	Memorial Day Holiday		
June				
3	Saturday	Diocesan Workshop	May 30 – June 2	Emergency Days, if needed
Reporting Periods		Progress Report Dates	Report Card Dates	
1 st	August 17-October 14	1 st	September 16	1 st October 21
2 nd	October 17-January 6	2 nd	November 18	2 nd January 13
3 rd	January 9-March 10	3 rd	February 10	3 rd March 15
4 th	March 13-May 26	4 th	April 21	4 th May 26

PLEASE NOTE: For a more complete and updated calendar, visit our school's website. Each year a schedule of holidays and Holy Days is given to you for home reference. This calendar is adhered to as closely as possible and you will be notified well in advance of any changes.

Holy Family Parish School Celebrating Sixty Years of History

After World War II, the northwest side of Peoria grew rapidly and the Diocese of Peoria decided to create a new parish out of Saint Philomena. On April 6, 1956, the first shovel of dirt was turned for a chapel and the first six classrooms of Holy Family School.

Holy Family Parish School opened on September 10, 1956, with an enrollment of 265. Three Benedictine Sisters from Nauvoo, Illinois, and three lay teachers staffed the school.

Due to the rapid growth of the parish, six additional classrooms and a cafeteria were completed in January of 1960. Construction of a convent followed, and by May of 1961, the Benedictine Sisters moved into their home on Wagner Lane. They staffed the parish school from 1956 – 1991.

School enrollment mushroomed to over 700 students. To ease the burden, the boundaries of the parish were changed in June of 1962 to allow for the formation of another parish – St. Vincent de Paul. However, by 1965, enrollment again reached 604.

In October of 1979, the Conventual Franciscan Friars of St. Bonaventure Province assumed pastoral care of the parish. Today, Holy Family Parish School has an enrollment of over 175 from preschool/pre-k (3 and 4 year olds) through eighth grade.

MISSION STATEMENT

**UNDER THE GUIDANCE OF JESUS, MARY AND JOSEPH,
WE ARE A HOLY FAMILY THAT STRESSES ACADEMIC EXCELLENCE
WITH UNIQUE OPPORTUNITIES TO DEVELOP BODY, MIND, AND SPIRIT.**

**AS A CATHOLIC COMMUNITY, WE PRAY, WE LEARN, WE RESPECT,
WE SERVE.**

***BE IT KNOWN TO ALL WHO ENTER HERE THAT CHRIST IS THE REASON FOR OUR SCHOOL.
HE IS THE UNSEEN BUT EVER PRESENT TEACHER IN ITS CLASSES.
HE IS THE MODEL OF ITS FACULTY AND THE INSPIRATION OF ITS STUDENTS.***

Motto

First, we are Catholic.
We pray, we learn, we respect, we serve.
We are a Holy Family.

FACULTY AND STAFF

Pastor..... Father Patrick Stoffer, OFM Conv.
Parochial Vicar..... Father Paul Langevin, OFM Conv.
In Residence..... Father Tony Labedis, OFM Conv.

Principal..... Jill Templin

Preschool Cheryl Craft
Pre-K Nicki Swonger
Kindergarten..... Tina Nester
1st Grade..... Holly Titone
2nd Grade..... Mary Ralph
3rd Grade..... Nicholas Toohill
4th Grade..... Amy Coulter
5th Grade..... Rhonda Motyl
6th Grade..... Amy Kelly
7th Grade..... Marty Doherty
8th Grade..... Fran Weber
Computer Lab..... Angela Riedel
Spanish..... Sr. Reyna
Physical Ed Rick Simkins
Dance..... Claudette Seele
Music..... Elaine Pemberton
Band Bill Booher
Art..... Linda Sefton
DRE..... Amy Coulter
Title I Patricia Kawczynski
Room Assistant..... Lisa Auen

SUPPORT STAFF

Secretary..... Margo Tony
Kitchen..... Aaron Bresko, Lori Schwegmann
Before/After Care..... Patricia Kawczynski (Director), Jeannie Gusler

PARENT ASSOCIATION

Co-Presidents..... Megan Howard & Lisa Auen

EDUCATION COMMISSION

President..... Amy Herman

ATHLETIC DIRECTOR

Rick Simkins

STATEMENT OF PURPOSE

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom..." [The Religious Dimension of Education in a Catholic School, #25]

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised." [Sister Mary Angela Shaughnessy, SCN, J.D., PhD.]

PREFACE

Holy Family Parish School was established in 1956 and is governed by the Diocese of Peoria. Holy Family Parish currently has around 700 families and the Conventual Franciscan Friars are the pastoral administrators. The Pastor, Father Patrick Stoffer, views Catholic education as an investment in the future of the students and the Church. Holy Family Parish is committed to advancing the religious training, educational opportunities, and the social and physical environment for our students. The Catholic community is growing with cooperation and respect among students, staff, families, and parishioners.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Family, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

When the ability of our students is compared to their achievement level, Holy Family students achieve above their predicted level on almost every test. These results give testimony to the efforts of our faculty and staff at Holy Family Parish School. Holy Family students meet or exceed all state standards.

To insure that your student has a successful academic year, please take time to familiarize yourself and your child with the contents of this handbook. It includes the guidelines for student dress, conduct, and academic achievement, along with information about transportation, food service, field trips, and athletics. When you need additional information or clarification, you are encouraged to call the school office at 688-2931.

PHILOSOPHY

Holy Family Parish School is a Catholic educational institution within the teaching apostolate of the Peoria Diocese. We believe that in our school each pupil will be given the opportunity to develop as a whole person in an atmosphere of mutual respect and charity. We believe that as educators, we must provide a positive educational experience for each child, keeping in mind each child's uniqueness as a child of God, in an environment encouraging intellectual curiosity and independence, self-discipline, and the formation of values that will enable students to function in society as true Christians. We believe that children need basic academic skills in order to function as successful members of society. We believe the opportunities to acquire these skills are presented to all students and reinforced by concerned conscientious teachers. We believe that as Christian educators, we must reinforce the Christian attitude and values learned in the home, and provide learning experiences that will serve as a basis for spiritual awareness in each child. We believe that with parental support and teacher guidance, these skills and objectives can be taught in a positive learning environment to all students attending Holy Family Parish School.

OBJECTIVES

- Educate the pupils in their duties to God, neighbor, and themselves.
- Aid students in evaluation of their own capabilities and vocational possibilities.
- Emphasize Catholic doctrine in all fields of study so that each student develops a Christian attitude towards life.
- Acquaint them with the heritage they have in common with the human race and that which is theirs by reason of being a citizen of the United States.
- Establish habits that will help them acquire and maintain sound mental and physical health.
- Educate the child to choose and enjoy cultural leisure and entertainment.
- Assist in the development of aptitude, interests, and skills for useful citizenship in the United States.
- Maintain a balance of physical and mental activities for each group attending Holy Family Parish School while being attentive to individual differences.
- Help the child realize that the most effective education is self-education.

RELIGION PROGRAM

The goal of the Religion Department at Holy Family Parish School is to provide instruction and experience in the Catholic faith so that the graduate of Holy Family Parish School has:

- learned God's message as proclaimed by the Church;
- realized Jesus' presence in prayer and worship;
- experienced community by witnessing Jesus through word and deed among classmates and the larger community; and
- learned the essentials of Catholic doctrine.

Objectives: By the end of the elementary school, the student will:

- plan and participate in prayer services and liturgies;
- learn formal prayers and grown accustomed to praying spontaneously;
- learn the principal teachings of the Church as taught by Scripture and tradition;
- understand and be able to explain the life of Jesus and His part in God's plan for salvation;
- participate in social action projects;
- prepare for and receive the Sacraments of Reconciliation, Eucharist, and Confirmation as appropriate;
- learn the elements of appropriate behavior in Church—reverence in prayer, posture, genuflection, silence, etc.
- learn about and learn to appreciate other Christian and non-Christian faiths.

Religion is taught every day by the classroom teacher. The religion period is given prime time in the daily schedule.

Prayer: Growth in holiness depends largely on prayer. A child should learn his/her first prayers in the home. Morning and night prayers, grace before and after meals, and the observance of the feasts and seasons of the church year are important parts of family life. Teachers pray with their pupils at the beginning and close of each day. Grace is prayed before lunch. Formal prayers are assigned for memorizing and for understanding according to the grade level of the child. Spontaneous prayer is modeled and encouraged during the day.

Mass: Parents have an obligation, not only to insure that a child attends Mass, but also that he/she grows in understanding and participation in the Mass. The school supplements this training, but no amount of training in school can supplant the example of regular family participation. With this in mind, the Pastor of the parish has established the policy that students and families who do not attend Sunday Mass regularly may be denied attendance at this school. Parental responsibility includes following the commandments of God and the precepts of the Church—attendance at Sunday Mass is required of *all* Catholics. It is, therefore, a necessary requisite of Catholic education. Parents whose children are consistently found missing Mass will be asked to reconsider their choice of Catholic education for their children. Parents of non-Catholic children also have an obligation to insure the fact that their child attends their Church services.

Retreats: Retreats are an integral part of preparing students to enter into a richer and fuller participation in both the celebrating of the sacraments and the on-going life of the Church. A day long retreat is planned for second graders and others preparing for the Sacrament of the Eucharist.

Confirmation is a time of spiritual growth in which the student begins to commit himself/herself to the life of a Catholic young adult. Confirmation requirements set by the Director of Religious Education must be met by all parents and students.

Parents are notified well in advance of the scheduled dates and must complete the permission forms for their children to participate. All children are expected to attend. If you do not wish your child to attend the retreat, a written letter with reasons must be submitted to the pastor for approval.

Service Programs: Students preparing for the Sacrament of Confirmation participate in service projects similar to the Christian activities expected of confirmed Catholics. This helps them extend into the community in which they live and encourages the young adults to make works of mercy a part of their everyday lives. A complete explanation of the service work is presented to the students and parents as part of the preparation for Confirmation. [Holy Family Parish offers opportunities for service hours for students attending Peoria Notre Dame High School. Arrangements can be made with the school or parish offices.]

All students participate in the Service Learning Program. This program emphasizes a monthly theme from the Social Teachings of the Catholic Church and incorporates the theme into the curriculum. All students then participate in a service project based on the theme of the month.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is a time set aside each year to recognize the contributions of Catholic schools to our society and to allow the community to become more familiar with the work of the children in our schools. Catholic Schools Week traditionally begins on the last Sunday of January.

REQUIREMENTS FOR ADMISSION

- I. General Policy
 - A. No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin.
 - B. Students of religious denominations other than Catholic may be admitted according to local policy (Catholic Diocese of Peoria, D-111).
 - C. Students with special needs are admitted when it has been determined that our school can meet their educational goals and expectations. When a prospective student has received developmental assistance from another agency, the principal will make a decision on admission after reading all developmental reports and meeting with the parents and service providers.

- II. Eligibility for Admission
 - A. All children entering the Preschool program must be three years old and toilet trained. All children entering Kindergarten must have reached the age of five years on or before September 1. All children entering First Grade must have reached the age of six on or before September 1.
 - B. Admission will then be determined on the following priority rating:
 1. Children of parishioners attempting to meet suggested guidelines for contributions to the Parish which include:
 - a. Children from families with other children already enrolled in school,
 - b. Children just reaching school age, and
 - c. Children from families newly moved into the Parish.(Exceptions to the contribution guidelines may be granted by the Pastor.)
 - C. Requirements for admission include:
 - *Original Birth Certificate (no hospital copies)
 - *Baptismal Certificate (Catholic applicants only)
 - *Health Records
 - *Report cards, if transferring from another school
 - *Standardized test results, if available
 - *Record of IEP (ISP), if applicable
 - *Verification of active parish affiliation/stewardship

Note: Students transferring from another school in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Family Parish School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades K-8, at the discretion of the principal.

All new students will be given a probationary period of one semester in which to demonstrate his/her acclimation, both academically and socially. If during this probationary period there are continual academic or social problems, a student may be asked to withdraw his /her attendance at Holy Family Parish School.

SCHOOL HOURS

School hours are 8:00 A.M. to 3:15 P.M. **The first bell rings at 7:55 A.M.; the second bell rings at 8:00 A.M. All students should assemble in the gymnasium for morning prayers which begin promptly after the second bell has rung.** Each class of students is assigned a gathering space in the gymnasium; students should go directly to that space once they arrive at school. Parents are welcome to stay with the students for morning prayers but will need to immediately exit the building at the front entrance as students begin the academic portion of the day. **All students arriving after 8:15 A.M. are classified as tardy.**

If students need to be here early on a consistent basis, there is a Before Care Program in which students can be supervised. A child who is present in the school building or on the grounds before or after school will be placed in extended care and the parents will be billed for this service. Students in the building or on the grounds must be supervised at all times.

ATTENDANCE

Regular and punctual pupil attendance in school is essential to each child's academic success. Education is long-range and sequential, and is hampered by absence or tardiness. For your child's protection if he/she will not be in school, please phone the school office (688-2931) between 7:30 and 10:00 A.M. *This is a requirement. A child who has been absent from school must present a dated written excuse from his/her parents explaining the reason for the absence.* If it is at all possible, doctor or dentist appointments should be made outside of school time. In case of tardiness, the student must report to the office for an admission slip. Students being dismissed early must report to the office before leaving school. A student's attendance record will be recorded in the following manner:

1. Tardy – (at beginning of day) up until 1 hour after school begins
2. Absent ½ day – from 1 to 3 hours
3. Absent full day – over 3 hours
4. Five tardies equal ½ day absent.

If a parent fails to call in an absence and the student has not arrived by the morning bell, the school secretary will call home or work to verify the student's excused absence.

TRUANCY

Students who are absent from school without parental permission or who have chronic unexcused absences from school will be referred to the Project Target Truancy Program. Students who are absent for extended periods of time due to medical causes should have a written excuse from the attending physician or care provider.

VACATIONS

We ask that you do not plan extended vacations during the school year because they interfere with your child's learning. If you make the decision to travel, teachers will make a decision whether makeup work will be given before or after the absence. Students will be responsible for returning all completed assignments in a timely manner as determined by the teacher. Any missed tests will be administered only on the date agreed to by the teacher/s and parent.

PERMISSION TO LEAVE SCHOOL

Students may not leave the school grounds unless a written note from the parents indicating the reason is presented (e.g. doctor's appointment). Lunch breaks with the family away from school grounds are not permitted.

SHADOWING OPPORTUNITIES

Students attending job shadowing of a parent must notify the school by letter at least one day prior to the event. Eighth grade students only may shadow one day at the high school they plan to attend. In both cases the student is responsible for obtaining all assignments and these assignments are due on designated dates. The student will be charged a day of absence on the attendance record.

DOCTOR/DENTIST APPOINTMENTS DURING SCHOOL HOURS

If your child has an appointment with a doctor or dentist, a note should be sent to the teacher on the morning of the appointment stating the time and the person by whom the child will be picked up. Persons picking up a child must report to the office before doing so. If the appointment is scheduled for the beginning of the day, the note should be brought in the day before.

TUITION

In the event that financial circumstances affect a family's ability to pay tuition, the pastor should be notified in order to ease the family's financial burden. The pastor will make all determinations of financial assistance from the parish.

Books should be covered during the first week of school.

In the event a student withdraws during the school year, tuition payments will cease and adjustments will be made by the parish office. If fees are not paid, no official transcripts of grades will be forward to another school. An unofficial transcript will be forwarded – official transcripts will be forwarded when all fees are paid. All special payment arrangements must be made with the pastor and the parish office.

Tuition Policies:

- It is required that all tuition be paid through our automatic withdrawal system.
- All families should have a completed "Schedule D" form on file for automatic withdrawal.
- Monthly tuition payments will be withdrawn on the first of every month. Weekly tuition payments will be withdrawn on Mondays.
- No families are exempt from automatic withdrawal unless they receive written permission from the pastor for an alternate method of payment.
- Families that pay the entire year's tuition in full before the first day of school receive a 3% discount.

Financial Aid Policies:

- Tuition assistance is based on need objectively assessed by a third party firm. The current provider is FACTS Management. This company is used throughout the diocese.
- Families seeking tuition assistance must complete and submit an assessment form as well as apply for Spalding Scholarship assistance through the Diocese of Peoria. **Families that do not apply for diocesan assistance are not eligible to seek assistance from the parish.**
- Tuition assistance is determined by the pastor. Priority will be given to those families who have been registered/contributing members of Holy Family Parish for at least one year.

SCHOOL HEALTH/DENTAL/EYE EXAMINATIONS

Illinois State law requires that all students entering grades Preschool/PreK, K and 6 must have a complete physical. Please make sure the form shows the date (month, day, and year) of every immunization the student has received. Students not in compliance will be excluded from school on October 15. Students entering kindergarten must have a completed vision checkup done by an eye doctor. The forms must be in by October 15. Students entering K, 2 and 6 must have a dental checkup. The dental forms are due by May 15.

VISION AND HEARING SCREENING

Region I of the diocese and Holy Family Parish School will arrange for the vision and hearing screening for our children. Those in Preschool/PreK, kindergarten and third grade are screened for vision and hearing, in fifth grade for vision only, in first and second grades for hearing only. In addition, any new students and those referred by the classroom teacher are screened for both. Those children with a "possible" hearing or vision problem are referred to a doctor for examination and/or treatment, and will be followed by the Health Department. Parents, who do not receive a letter or a call from the Health Department, can assume their child "passed" the test or tests given.

ACADEMIC TESTING

We participate in the testing programs required by the Diocese of Peoria for elementary schools. Students in Grades 3, 5, 7 and 8 are tested using the Iowa Tests of Basic Skills in September. MAP testing is done two times a year in the computer lab for grades K (2nd semester only) through 8. The National Catholic Education Association's Assessment of Catechesis Religious Education assessment is taken by students in Grades 5 and 8.

Holy Family Parish School students in Grades K through 8 also take the Northwest Evaluation Association Measures of Academic Progress in the fall and spring. This test measures academic growth and assists teachers in identifying students' skill levels.

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent. This enables the school to prepare necessary information and settle accounts. **No "official" student records will be forwarded to another school until Business Office accounts have been settled.** The records will be mailed to the new school.

CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. We use the School Messenger notification system. All families should supply the school office with a contact phone number in case of emergencies. This will guarantee that office records are accurate, complete, and up-to-date.

SCHOOL TO HOME CORRESPONDENCE

The youngest child of each family will take communication from the office to the home. This will be sent on Fridays (when there is communication) in a folder which must be signed and returned to school the following Monday.

ASBESTOS

Holy Family Parish School is annually inspected by a certified inspector of asbestos. Our school is in compliance with all asbestos guidelines. The Asbestos Management Plan is available for review upon request.

HOT LUNCH AND BREAKFAST

Hot lunch and breakfast are available to the students each day. Hot lunch is \$2.75, breakfast is \$1.50, and milk is 35 cents per carton. We have a computer lunch and breakfast tracking system. Families have an account to deposit lunch, breakfast, and milk money. Payment can be sent weekly or monthly. Send payment with the dollar amount you choose in an envelope marked "Lunch Program" with the student's name. We ask for your cooperation in seeing that your child has either money for a hot lunch or brings a sack lunch. Students will be permitted to charge lunches if emergencies occur. There will be a limit of three (3) charges per student. Cafeteria balances are now available on line through Ascend.

NO soda or fast food is permitted in the cafeteria or classroom. Due to health code regulations, outside food is not allowed in the cafeteria.

In the lunch room all should practice the general rules of good manners by leaving the table and surrounding area neat and orderly, returning trays and putting trash in the proper containers. Eating is to be done at the tables only.

Lunch periods:	11:00 – 11:40	Kindergarten, Grades 1, 2 & 3
	11:40 – 12:15	Preschool, PreK, Grades 4, & 5
	12:15 – 12:45	Grades 6, 7, & 8

FREE & REDUCED LUNCH & BREAKFAST

Children from families, whose gross income is at or below levels set by the federal income guidelines, may be eligible for either free or reduced priced meals. Application forms are available from the school or cafeteria manager anytime during the school year. The school is reimbursed by the federal and state governments for each qualifying family.

VISITORS/APPOINTMENTS

All doors will be locked during school hours. A buzzer system allows entrance to the school building. All visitors must use the main doors for entering the school and check in at the office. Visitors are asked to sign in and get the appropriate badge. Parents volunteering for classroom celebrations and special occasions, conferences or appointments with teachers or the administrator are arranged by calling the school office (688-2931). Parent-Teacher Conferences will be scheduled before or after school hours. Parents are asked to leave forgotten lunches and/or homework at the main office. Parents are asked to leave the school immediately after opening prayers.

STUDENT SERVICES

Pupil services are available through the Peoria Public School District 150. Program participation criteria are determined by state guidelines.

LIBRARY AND COMPUTER LAB

The Library and Computer Lab are open daily. Scheduled times are set up for each classroom. Students are free to use these areas at other times under teacher direction.

TECHNOLOGY AND INTERNET POLICIES

The computer lab allows students to develop skills in typing, word processing, general education subjects, slide shows, etc.; it also allows students to access the Internet and e-mail. Informational sheets and a "Parent Permission Form and User Agreement" will be sent home with each student who is old enough to access the Internet at the beginning of the school year (or immediately when a child becomes a student at the school). The expectations and rules are attached to this form and must be followed at all times.

ACCEPTABLE USE POLICY

Purpose

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

Authority

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

Guidelines

Any school network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.

- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

Social Media

The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

COMPUTER SOFTWARE USE AND FEDERAL COPYRIGHT LAW

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained for the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

PICTURES

A notice will be sent home advising parents and students of the date school pictures will be taken and what they will cost. Retakes are also scheduled in advance. **NOTE: To appear in the yearbook, or on the web page, or in other publicity, each student must have a completed "Publicity Form" here at school. The form will be sent home at the beginning of each school year.**

- Students *do not need to wear* uniforms for their individual pictures. They should dress appropriately.
- Students *must wear their uniforms* for the class pictures which will be on a different date than the individual pictures.

GRADUATION

At the satisfactory completion of eighth grade and after all fees are paid, the student will receive a diploma. Graduating students will not receive diplomas until parent participation hours are completed or equivalent compensation has been met. Participation in the graduation ceremonies is an earned privilege; a student may be denied the opportunity to participate in the ceremonies in the event that the student's behavior does not comply with expected behavior guidelines as stated in this handbook. Acts of vandalism will disqualify participation in all graduation activities.

PARENT ASSOCIATION

The Holy Family Parish School's Parent Association business meetings are held monthly for the leadership and quarterly for the general population. The Parent Association adds considerably to our students' education; they sponsor various fund raising activities and help out at most functions throughout the year. All parents are encouraged to participate in the Parent Association fundraisers and activities.

PARENT PARTICIPATION PROGRAM AND VOLUNTEER GUIDELINES

Volunteers are needed to help serve in the breakfast and lunch programs. Volunteers are also needed for such activities as room mothers, tutors, library aids, field trip assistants and dance recital assistants. Volunteers are also needed to assist in sports programs. All volunteers are a valuable asset to our school programs. Please complete the volunteer packet that was in your "Welcome" folder.

All families are encouraged to volunteer 30 hours each school year (those with children in preschool or Pre-K only – 15 hours). Hours are recorded on the yellow cards located in the front lobby on the bookcase.

The Catholic Diocese of Peoria requires that any volunteer working in the school must complete a background check. The background check consists of two separate procedures: a fingerprint-based criminal history record check as well as a background check done through the Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). These forms are available in the school office.

SAFE ENVIRONMENT PROGRAM

All new volunteers and anyone who wishes to volunteer or work in the school in any capacity must complete the Safe Environment class which is held annually at several locations including Holy Family Parish School.

SHARED CUSTODY AND NON-CUSTODIAL PARENTS

Unless otherwise indicated in legal decrees, both parents have a right to receive family folders, classroom newsletters and teacher notes, copies of report cards, and notices of parent-teacher conferences. It is the responsibility of the parent to request this in writing so the school office can make the necessary accommodations.

If there is a change in custody or visitation rights, please notify the office immediately and provide a copy of the legal papers for the student's records. All possible efforts to insure the safety and rights of the child and the parents will be taken.

EXAMINATION AND CONFIDENTIALITY OF STUDENT RECORDS

Student records of academic achievement and discipline are kept in confidential files in the office. Parents may request to examine the records of their children. Those records will be provided in a reasonable amount of time as the schedule permits. If a parent wants to make the information available to another individual or school, he/she must make this request in writing.

FIELD TRIPS AND EDUCATIONAL TOURS

All field trips on school time will be educational. Every student intending to go on a field trip or educational tour *must* have a permission slip furnished by the school and signed by at least one parent or guardian. If the slip is not here in school at the time the class is to leave, the child *will not go*. While field trips are an important part of the student's educational experience, they are a *privilege and not a right*. Any student who engages in inappropriate conduct or fails to comply with the dress code for the trip will be excluded from the trip and required to remain at school.

Each student's conduct, discipline record, and grades will be considered before offering the opportunity to participate in each field trip. In the case of denial of participation in a field trip, the non-participating student will be expected to attend school and will be provided with academic work to be completed during the hours of the field trip.

A complete set of permission, publicity and emergency medical treatment forms will be sent home with each student by the classroom teacher. Parents will be notified of each field trip. Publicity and emergency medical treatment forms are valid for the school year. It is the parent's responsibility to notify the school in writing of any changes that need to be made to the information provided.

A \$6.00 bus fee will be charged to each student, when the field trip is local. All students must ride on the school provided transportation. Parents may be asked to help provide transportation if the number of students exceeds the limit of the bus.

PLAYGROUND AND PHYSICAL EDUCATION

The playground and physical education periods are excellent opportunities for training the child in good sportsmanship, thoughtfulness, and consideration of others. Every child, unless excused by reason of ill health, is expected to participate. At recess, when the weather is rainy or severely cold, the children are kept indoors. In snowy weather, please see that children wear boots and bring a change of shoes. Boots may not be worn in the classroom. We do occasionally have outside recess in snowy weather, so boots must be worn outdoors. During indoor recess students are expected to follow the directions of the classroom teachers as well as the recess monitors.

ATHLETIC PROGRAM

The athletic programs are on an interscholastic level. Holy Family Parish School is a member of the Illinois Elementary School Association (IESA) for basketball, volleyball, and track. Varsity teams represent Holy Family Parish School and may compete against other Catholic and public schools of similar student populations. Only children attending HFPS are able to participate. Teams represent the school in basketball, volleyball, soccer, and track. Cheerleading is offered to 8th grade students (7th grade students when necessary) who are in good academic standing. Holy Family Parish School highly encourages athletic and extra-curricular activities for their richness of experience and their help in aiding the school to develop a well-rounded Christian individual. However, extra-curricular activities will not supersede academic progress. Our first goal is scholastic preparation which will aid individual students in utilizing their other talents to fuller advantage.

ACTIVITY ELIGIBILITY

Students must be passing each subject each week to be eligible to participate in all IESA activities.

SPORTS PHYSICAL

Holy Family Parish School students who wish to play sports must have a sports physical before beginning practice for any IESA sanctioned sport. Students who participate in any sport, including cheerleading, must have a sports physical.

SNOW DAYS

The school may close on unusually cold or blizzard like weather. You will be notified of school closings or changes in schedules by the automated School Messenger phone system. WEEK TV and Radio 1470 WMBD-AM (Lite Rock 107, 93.3, 104.9, 1290) will also be sources of information.

Activities – any activities may be cancelled because of severe weather conditions. The principal will determine if a cancellation will occur, and notification will be made as soon as possible. Cancellation of school **does not** automatically result in activities being cancelled.

After Care – **Will not** be available when school is closed.
Will be open if school is dismissed early.

WINTER SEASON RECESS POLICY

Recesses: Students will remain indoors when:

- A. Wind chill indicates it is unsafe to be outdoors.
- B. Rain, snow, icy conditions exist.
- C. Students who are not dressed appropriately for the weather will remain indoors.

DISASTER PLAN

An emergency plan has been developed by the principal and the Education Commission and given final approval for implementation by the pastor and principal. This plan is a comprehensive procedure that will be followed if and when a need may arise. All members of the faculty are well aware of this plan and have a copy in each classroom. Should an emergency occur during school hours, students will be either on school lockdown or sheltered in the church. The School Messenger system will notify parents or guardians of the situation.

FIRE/DISASTER DRILLS

Fire drills are conducted periodically during the school year as required by the State Fire Marshall. The children are instructed in proper evacuation procedures. A member of the Peoria Fire Department periodically visits the school to inspect it for fire hazards and to conduct a fire drill.

Tornado and earthquake drills are conducted periodically during the school year. Emergency school lockdown and evacuation drills are also conducted. The purpose of these activities is to instruct students in the proper safety procedures to be observed.

PLEASE NOTE: In the event of an actual tornado warning close to the end of a school day, children *WILL NOT* be dismissed until the "all clear" is sounded. Do not call the school. For the safety of the students, it is necessary to keep the telephone lines open. Drivers and passengers waiting in the parking lot for students should enter the school for their own safety and receive instructions from school personnel. No child may leave the building except with their parents until the warning period ends.

Serious concerns such as suspicion of a weapon or an intruder in the building will result in a building lockdown. In the event of a lockdown, all students will remain in locked classrooms until the all-clear directive is given.

- Should a disaster occur which threatens the security of the building, all students and staff will take shelter in the church. Parents will be notified regarding pick-up procedures.

LOST AND FOUND

The "Lost & Found" container is located at the main entrance to the gym. Small articles (jewelry, glasses, etc.) may be turned into the school office. Please label all lunch boxes, sweaters, coats, etc. Items not claimed within a reasonable amount of time will be donated to families who need assistance or to a charitable organization. The school is not responsible for replacement of such items.

BIRTHDAY TREATS

Students are permitted to bring *simple* treats to the classroom for their birthday after obtaining permission from the teacher. We request that birthday treats be already prepared into individual servings. This activity should be scheduled at the end of the school day. **Invitations to private birthday parties should be mailed home and not be passed out at school unless all students in the class are invited to attend and receive an invitation.**

TELEPHONE

The school telephone is for business use only. Only in case of an emergency (illness, etc.) may children use the telephone. Such calls must first be cleared by the child's teacher who will then direct him/her to the school office. *Children may not use personal cell phones during school hours unless directed to do so by a teacher or principal (see cell phone policy p. 20).*

SICKNESS IN SCHOOL

When a child gets sick in school, every effort is made to contact the parents. If we cannot do so, we contact the other people named on the emergency card. If we are unable to contact any of the above, your child will be made as comfortable as possible until we can reach you. We do not send a child home alone. *Standard treatment for all cuts, scrapes, scratches, etc., will be to clean the affected area with soap and water and to apply a bandage when necessary.*

MEDICATION PROCEDURES

NO NON-PRESCRIPTION MEDICATION WILL BE ADMINISTERED TO STUDENTS.

If it is determined that the student should receive prescription medication at school, the procedures are as follows:

1. Written orders are to be provided to the school from the physician detailing the name of the student, the type of disease/illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the side effects, and an emergency number where the physician can be reached.
2. Medication should be brought to the school office in a container appropriately labeled by the pharmacy or physician.
3. If a child is on medication and parents wish to come to the school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the above rules must be followed. The school will provide safe storage for the prescribed medicines and will keep a basic record in any drug administration.

FOOD ALLERGIES

Please notify the child's teacher and the school office *in writing* if your child suffers from allergic reactions to certain types of food. Parents of children with severe food allergies may want to send separate treats on occasions of classroom parties.

GRADE LEVELS/DEPARTMENTS

Primary Department—Preschool/Pre-K through Grade Two

Intermediate Department—Grade Three; Grades Four and Five departmentalized for some subjects

Junior High—Grades Six, Seven, and Eight (departmentalized)

HOMEWORK

Homework is given students as a form of reinforcing what the student is learning. This information is important for the teacher to know as well as the student. It is assigned to help pupils review, comprehend, enrich, and to reinforce subject matter taught in the classroom. All homework is due as assigned by the teacher regarding actual turn in dates. In the case of home emergencies, a parent/guardian should contact the teacher in writing or by phone.

Teachers will use the following procedure if homework punctuality becomes a problem.

1. Teacher will remind student of the homework policy on the first day a homework deadline is not met. A referral will be sent home for the parents to sign.
2. Parents will be notified in writing via the deficiency report form, if a student misses three homework deadlines.
3. Parent conference may be requested by the teacher or parent to help the student overcome the problem.

The amount of homework given by a teacher can only be determined as an average amount. The time varies from student to student based on ability and how time is utilized. The following figures represent average amounts of work to be given students. The key word is AVERAGE. These figures take into account supervised time during the day as well as at home time.

IF STUDENTS AND PARENTS ARE FINDING THAT HOMEWORK TIME IS CONTINUOUSLY HIGH, THEY SHOULD CONTACT THE TEACHER INVOLVED AND DETERMINE THE CAUSE.

PRIMARY: GRADES Kindergarten, 1, 2

0-30 minutes daily (average)

INTERMEDIATE: GRADES 3, 4, 5

30-60 minutes daily (average)

JUNIOR HIGH: GRADES 6, 7, 8

60-90 minutes daily (average)

Teachers sharing students will communicate with each other regarding homework, projects and major tests that are coming. Teachers will also not schedule major assignments or tests as being due on the first day immediately following vacations or weekends, and will also take into account major school activities that may be occurring that could impede study time, therefore, affecting the assessment results. Extracurricular activities do not excuse a student from completing daily homework assignments.

Study periods are often scheduled and/or work time allotted during the given school day. If a student does not use these opportunities well, he/she might have to spend a longer period of time at home completing an assignment. Make-up work, from an absence, may entail work at home. **Make-up work, due to absence from school, is a one day for each day absent unless adjusted by the child's teacher.**

For the sake of good order in the teacher's classroom, as well as the school, parents are requested to pick up homework (due to absence) after school hours. Homework and books may be picked up from the bookcase in the school lobby.

IF EXTENDED VACATIONS MUST OCCUR, ALL ASSIGNMENTS WILL BE GIVEN WHEN THE STUDENT RETURNS. TEACHERS WILL GIVE ONE DAY FOR EACH DAY MISSED TO COMPLETE ALL MISSED ASSIGNMENTS.

GRADING

In order to provide a student with feedback on an assignment, oral participation, quiz, test, and/or homework, it needs to be graded by the teacher. Such grading may take the form of a letter grade, percentile, number correct/missed, check mark, plus or minus or others deemed appropriate to the task completed.

Grading will be recorded in the teacher's grade book and on the web-based Gradebook. Students can expect project grades to be returned within a two week period of time. Timely feedback is important for parents and students.

Grading for 1-2 will consist of: S+—S—S- —U—P

Grading for 3-8 will consist of: A—B—C—D—F—I (Incomplete)*

* Note: An "I" grade indicates incomplete assignments or tests which have not been taken. The teacher will arrange a completion date; when assignments or tests are graded, an appropriate letter grade will be issued by the teacher.

PROGRESS REPORTS

Progress reports are sent home at the mid-way point of each nine week grading period for any student in grades 1-8. Progress report dates are listed on p. 3 of this handbook.

Parents are welcome to check on their child's progress at any convenient time, excluding school hours. Please call the teacher for an appointment. If a parent feels there is a problem within school, **please contact the teacher involved first**. If, after the parent-teacher contact the complainant needs additional assistance, the administrator may be contacted. We respectfully ask you to follow this routine before you contact the Pastor.

GUIDELINES FOR REPORTING STUDENTS' PROGRESS IN SCHOOLS

To achieve a sound educational philosophy and professionalism in reporting student progress, each school is to use the diocesan objectives and criteria. The reporting system has the approval of the Office of Catholic Education.

Objective:

The report card

1. is a reflection of the school's educational philosophy.
2. is a statement of the child's academic, social, fine arts and physical education development.
3. indicates the school's grading practices, such as frequency of card, etc.
4. identifies the child's attendance patterns.
5. is presented in a simple, clear, attractive format.
6. uses grading symbols which are clearly defined and consistently used.
7. encourages parent communication with the school.

Criteria:

1. The report card at every grade level shall include a general evaluation of the following subjects:
Language Arts (Reading, English, Spelling, Written Language)
Social Studies
Science
Mathematics
Religion
Music
Art
Physical Education
Computer
Spanish
Band
2. In Grades 1 and 2 the general evaluation in each subject, as well as Christian conduct/social growth, and work habits, shall be reported in terms of the following scale:
S+ = Exceeds basic requirements
S = Satisfactory progress; consistent with ability
S- = Having difficulty meeting basic requirements
U = Unsatisfactory
P = Makes sufficient progress for student's aptitude but below grade level
3. In Grades 3 through 8, the general evaluation in each subject shall be reported in terms of the following scale:
A=94-100 Excellent Progress
B=86-93 Good Progress
C=76-85 Satisfactory Progress
D=68-75 Poor Progress
F=Below 68 Failing
 - a. In Grades 3 through 8, the report card shall include a general evaluation of Christian conduct/social growth, and work habits in terms of the following scale:
O=Outstanding
G=Good Progress
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory Progress
 - b. At each grade level the evaluation of specific skills in subject areas, Christian conduct/social growth, and work habits shall be reported in terms of the following scale:
+ = Very good
√ = Showing improvement
NI = Needs improvement
NA = Does not apply this quarter
No Mark = Satisfactory Progress
 - c. Attendance and punctuality shall be reported for each grading period.
 - d. A statement regarding grade placement shall be included on the last report card of the school year.

HONOR ROLL (Grades 5-8)

All Academics = 1.00

Honor Roll and Grade Point Average Calculations:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

High Honors = 3.8 – 4.0

“A” Honor Roll = 3.5 – 3.75

“B” Honor Roll = 3.00 – 3.4

Note: All core subjects and required special subject are considered when averaging honor roll.

ACADEMIC SANCTIONS FOR DISCIPLINE

Students removed from the classroom or suspended from school are expected to complete all assignments missed during their absence. The assignments will be evaluated by the teacher. The student will be given an “F” for any assignment **not** completed and turned into the teacher by the specified date.

NON-PROMOTION POLICY FOR GRADES K-1-2

If the quality of a student’s educational achievement is not maintained, the student will be considered for non-promotion.

The quality of the student’s work will be according to the teacher’s evaluation of the student’s performance, level of social maturity, attendance, and ability to maintain his or her individual level of achievement.

The teachers will have documented:

1. Appropriate testing and referral.
2. Progress reports sent to parents.
3. Parent Conferences.
4. Conferences held with teacher, principal, and parents in February. If the quality of a student’s work becomes a concern during the second semester, steps 1 and 2 (above) will be followed.
5. Other conferences will be held as necessary, called by any party, and coordinated with the principal.

Final decision on non-promotion will be decided in May by the principal based on teacher recommendation.

NON-PROMOTION POLICY FOR GRADES 3-4-5-6-7-8

When the quality of a student’s work is failing at the end of the first semester in two or more core subjects, the following steps will be taken:

1. The teachers will re-evaluate the student’s complete school cumulative file that includes grades, testing, attendance and health history.
2. A teacher/principal conference will be held to discuss the student’s lack of achievement and school records.
3. A formal conference will be held in February involving the parents, teachers, and principal to discuss the problem.
4. A suggested plan to improve the student’s academic performance will be developed during the conference.
5. A written summative report will be sent to the parents by the principal.
6. A final review of the student’s academic improvement will be made by the teachers by mid-May and reported to the principal.
7. A year end conference involving the student, parents, and principal will be held in late May. A determination will be made at that time as to grade placement for the student for the following school year. A student may be placed on academic probation at the recommendation of the teacher and with the approval of the principal. In such cases a student may be required to attend summer school or be tutored in order to be promoted.

HOLY FAMILY SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES

The education of a student is a partnership between parents and the school. Just as a parent might have the right to withdraw a student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

RESPECT FOR TEACHERS

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership irreparably breaks down, the child may be asked to leave the school.

HARRASSMENT POLICY

Harassment, including but not limited to, sexual harassment, of any student, employee, or other person is unethical, illegal, and prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the school in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term "harassment" includes, but is not limited to slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included with the term "harassment" as used herein and shall be handled under this policy. It is the responsibility of the victim or witness to report incidents of harassment. Appropriate suggestions and procedures will be given students reporting any incidents during an initial conference. Students guilty of continuous student harassment are subject to disciplinary procedures up to and including expulsion.

BULLYING

Holy Family Parish School will address the following forms of bullying:

A. Physical – causing or threatening deliberate physical harm to an individual or property of an individual.

B. Verbal – referring to another individual or the characteristics of an individual in a way that is demeaning, embarrassing, hurtful, or harmful to another person's feelings, character, or reputation. Such comments may include, but are not limited to, reference to a person's physical appearance, abilities, disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group.

The following words and phrases, while not automatically a form of bullying (depending on the context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

- Blasphemy: use of the Lord's name (or other morally-loaded words) in a derogatory or angry context (e.g. "damn," "hell" etc.)
- Obscenity: traditionally acknowledged '4-letter' obscenities
- Sexual or crude: (e.g. "gay," "fag," "ass," "homo," etc.)
- Intelligence/ability: (e.g. "stupid," "idiot," "moron," "retard," "sucks," etc.)
- Appearance: weight-related terms (e.g. "fat," "porky," etc.)
- Other: any words or phrases that the administration or staff determines carries too many negative meanings, connotations, or implications such as drug or racial remarks.

C. Relational/Emotional – the deliberate or casual manipulation of relationships or 'friendships' in a way that causes emotional and psychological stress. For example, this can occur when a student claims to be a friend in one moment, and then conditionally withdraws that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students unofficially assume responsibility for determining which students participate in an activity, belong on certain teams, or are allowed to sit in certain positions when a choice of seating is offered. This can also include malicious gossip (speaking poorly about another person or person's reputation, especially in an individual's absence), in class note-passing, harassment, or unsanctioned groups of students that take on a real or imagined aura of exclusivity during school hours or on school grounds.

The faculty and administration distinguish the preceding types of deliberate or self-interested social manipulation from normal conflicts, negotiation, and growing pains that will arise in the course of friendships, competitive events, and other social situations. Open and non-threatening forms of conflict and discussion shall be permitted as a part of healthy moral and social development, but carefully monitored by teachers and staff for signs of hostility. The difference is fairly clear between students who are willing to work out differences and those who are acting manipulatively. What will cause greater concern are situations where particular students attempt to use a strong social position to intentionally (or by deliberately ignoring others) allow students to feel less at ease or outright excluded from a sense of welcome participation or autonomous decision-making in their choice of participation in an activity. Concerns about an individual's actions will carry more weight as independent sources report similar patterns of behavior or such allegations accumulate independently over time.

D. Sexual – any conversation about sexual topics (in a non-curricular context) as well as direct reference to the physical characteristics, developmental stage, or activities/orientation of another individual, whether actual or alleged. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent, but carry the potential for misinterpretation. Students are strongly discouraged from physical displays of affection such as hugging or holding hands, especially with members of the opposite sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. Generally speaking, the older the student, the more deference to personal boundaries he or she is expected to display. In addition to these considerations, students will be accountable to any policies concerning the use of technology and any form of sexually-themed data or media.

E. Cyberbullying – the use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students, and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

The school does not actively monitor students' internet activities (through various web-portals such as My Space, YouTube or Facebook) on a regular basis, but it will respond to physical evidence (such as screenshots or printed copies of e-mail correspondence) that some form of cyberbullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web address, type of electronic device, etc.) and the suspected identity of its sender. The recipient of such attacks may be asked to complete a written harassment report in conjunction with any actions taken by the school.

POSSESSION OR USE OF WEAPONS OR LOOK-ALIKE WEAPONS IN SCHOOL

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look-alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed star like objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

The school reserves the right to search property in bookbags and personal property given probable cause of concern for student safety.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

In the event of a weapons violation, the school will follow the administrative regulations of the diocese, which are posted online and available for review in the school office.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights or anything that will detract from a learning environment are not allowed at school at any time. Cell phones along with other electronic devices may be brought to school, but are to be kept turned off and given to the homeroom teacher to keep in a safe place until the end of the school day. Cell phones and other electronic devices which are brought into classrooms, restrooms or any other area of the school during school hours without the expressed approval of a teacher or the principal will result in the phone or electronic device being confiscated by the principal. The phone or electronic device will not be returned until a meeting with the principal is held. If a recurrence occurs, the student will not be permitted to bring the phone or electronic device to school for the remainder of the semester. The school will not be responsible for lost or stolen items.

Student Discipline Plan:

In an effort to provide an optimal learning environment which promotes academic excellence, we believe students need to behave in a manner conducive to all students' learning. Holy Family teachers and staff will use a positive approach to student discipline based on a positive behavior intervention plan. Our goal is to stress positive behavior and leadership skills within our student body. Student rewards may include extra recess time, "no homework" passes, game day or other activities as planned on a quarterly basis.

Unfortunately, problems arise that require a need for discipline. These will be handled according to our discipline plan.

Some of the actions that may require discipline may include, but are not limited to the following:

- Attendance/tardy
- School/Classroom rule violation
 - Food/gum chewing
 - Homework issues
 - No supplies
 - Not following directions
 - Refusing to do work
 - Dress code violations
 - Cheating
 - Inappropriate internet usage
 - Noise level too loud
 - Loitering
- Verbal disrespect
 - Profanity
 - Lying
 - Name calling/ humiliation
 - Arguing with teacher/staff
- Non-verbal disrespect
 - Eye rolling
 - Negative attitude
- KHFOOTY (Keep hands, feet and other objects to yourself)

Behaviors that are chronic or major violations will be referred to the principal. These actions may include, but are not limited to the following:

- Chronic attendance/tardy
- Vandalism/property destruction - inside/outside building
- Major school rule violations
 - Weapons
 - Defiance
 - Stealing
 - Major disruptions
 - Physical intimidation – harassment
 - Fighting/bullying
 - Chronic negative behavior
 - Major internet policy violation

- Verbal
 - Profanity directed at students or adults
- Truancy
- Chronic dress code violation

Consequences:

Student discipline will be monitored using the Ascend School Management Software. These are the consequences for students who have acquired behavior points:

- 5 behavior points during a quarter will equal a 30 minute detention/loss of recess time.
- 10 behavior points during a quarter will equal a 30 minute detention/loss of recess time and a phone call to parents.
- 15 behavior points during a quarter will equal a 30 minute detention/loss of recess time, phone call and 3 day suspension from extra-curricular activities/recess time. If the student does not have any extra-curricular activities/recess time, the student will serve 3 detentions.
- 20 behavior points during a quarter will require a meeting with the student, parent, teacher/staff and principal to develop a plan of action for this student.

Detentions of 30 minutes will be served after school with a staff member.

Incentives:

At the end of each quarter, students who have shown positive behaviors by losing no more than 5 points will have earned a reward.

For all grades the Diocesan policy states that “any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.” The Pastor of Holy Family Parish reserves the right to make and enforce whatever rules he believes necessary for the good of the school. Every disciplinary decision will be based on an individual basis and consequences are at the discretion of the pastor and principal.

APPEAL AND REVIEW

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

HOLY FAMILY PARISH SCHOOL – EXTRA-CURRICULAR ACTIVITIES

The principal, teachers and Program Directors determine each student’s eligibility to participate in all extra-curricular activities. This is a requirement of all Catholic schools in the Peoria area. The Peoria principals have determined norms for eligibility which include uniform requirements. These rules apply to all events where students are representing Holy Family Parish School.

Holy Family School encourages all students to participate in extra-curricular activities. These experiences promote Christian values and help develop positive character traits. However, extra-curricular activities will not supersede academic progress. Eligibility will be based on three areas—*effort, conduct and academic performance*.

Students will be reviewed weekly in their progress using cumulative grades in each subject area for eligibility purposes. Any student who is not passing all subjects will be placed on a “warning” list and will have a conference with the sponsor/coach. He/she will then have one week to show improvement in that area. The student placed on a “warning” list is encouraged to seek teacher, resource, and possible outside tutoring to improve the needed area creating ineligibility.

1. A student with an “F” average in a core subject will be suspended from extra-curricular activities for at least one full week.
2. The suspensions begin on Monday and shall continue through the following weekend. Improvement must be noticeable after the week of suspension or the suspension will continue.
3. All coaches will be notified on Friday of all players on the “warning” list as well as those who are suspended.
4. A student’s name will appear on the “warning” list only one time. This will serve as a warning for the entire season of the extra-curricular activity. He/she must show continuous satisfactory performance or be suspended without a second “warning” notice.
5. Exception to the “warning” notice will be any serious infraction which will result in immediate suspension.

It must also be made clear to the student that if he/she becomes ineligible, it will be because they made the choice of not abiding by the rules that would allow for eligibility.

DRESS CODE (General Statement)

The personal appearance of the students at Holy Family Parish School contributes to the general environment of study and good order. Clothing reflects an attitude and an attitude dictates behavior. A dress code and a school uniform serve as a visible reminder to our commitment to Catholic attitudes and behavior. A dress code is also a concrete expression of unity that eliminates materialistic competition and strengthens our academic focus and disciplines. Any attire/hair style, at the discretion of the principal, that disrupts learning, is not allowed.

THIS IS THE DRESS CODE OF HOLY FAMILY PARISH SCHOOL. If something is not listed, it is not allowed.

DRESS CODE

SKIRTS, JUMPERS AND SKORTS

- Glen plaid, navy or khaki jumpers, skirts and skorts may be worn at a length of two inches above the knee.
- Skirts and jumpers must have shorts underneath.

PANTS/SLACKS (Boys and Girls)

- Plain navy or khaki slacks with belt loops may be worn with a brown or black belt. **(NO LEGGINGS)**
- **PRESCHOOL, PRE-K AND KINDERGARTEN ARE NOT REQUIRED TO HAVE PANTS WITH BELT LOOPS OR TO WEAR BELTS.**

SHORTS (Boys and Girls)

- Plain navy or khaki shorts, no more than two inches above the kneecap until Nov. 1st and beginning again on April 1st.

SHIRTS AND BLOUSES

- Navy, white or green polo shirts may be worn tucked in. (Grades K through 8)
- **PRESCHOOL AND PRE-K STUDENTS ONLY ARE ALLOWED TO WEAR PLAIN WHITE T-SHIRTS UNTUCKED.**
- White turtlenecks are allowed during cold weather.

SWEATERS

- Navy, white or green sweaters.
- Holy Family spirit wear jackets with dress code shirts underneath.
- **Holy Family spirit wear with hoods may not be worn.**

SOCKS

- Plain navy, white or black socks must be visible above the ankle or top of the shoe.

SHOES

- Athletic shoes or dress shoes in clean condition. **Preschool and Pre-K students must wear Velcro shoes.**

JEWELRY

- Small, Catholic medals and scapulars may be worn.
- A simple plain ring and watch are permitted.
- Earrings must be small, plain, post earrings and may be worn only in the lower ear lobes.
- Only one earring per ear may be worn.
- **BOYS ARE NOT PERMITTED TO WEAR EARRINGS OF ANY TYPE.**

HAIR

GIRLS:

- Hair should be clean and neatly styled. Bangs must be above the eyebrows.
- Hair should not be colored, bleached, glittered or tipped.
- Bows and headbands are permissible. **NO LOUD OR EXCESSIVE COLORS.**
- Excessive use of gel, mousse, or hair spray is not allowed.

BOYS:

- Hair should be clean and neatly styled. Bangs must be above the eyebrows.
- Sides are to be trimmed above the ear and the back should be above the shirt collar.
- Hair should not be colored, bleached, glittered, or tipped.
- Excessive use of gel, mousse, or hair spray is not allowed.

COSMETICS AND COLOGNES

- Girls may use clear nail polish and clear lip gloss only.
- No eyeliner or eye shadow is allowed.
- No cologne or perfume is allowed.

OUT-OF-UNIFORM DRESS GUIDELINES

On days declared "out-of-uniform" the following dress is acceptable:

- Blue jeans and other well-fitting pants are suggested. Low-riding pants, leggings and ripped or torn jeans are not allowed. (Shorts must be no more than 2" – 3" above the knee; no short-shorts or low-ride shorts.)
- Logos on T-shirts must be appropriate for a Christian setting; halter and tank tops are not permitted.
- No item of clothing is to be ripped or frayed.
- No make-up or excessive jewelry is to be worn.

RECOMMENDED PURCHASING SOURCES

1. Lagron-Miller, 674-5143, 4517 N. Sterling Ave., Peoria, IL Available: Uniform plaid skirts/jumpers
2. Land's End, 1-800-469-2222 (No monograms, www.landsend.com/uniforms) Available: all sizes of pants, slacks, shorts, shirts. They DO NOT have plaid skirts or jumpers.
3. Penney's Catalogue or Store / Northwood's Mall or 1-800-501-1212 Available: Class Favorites: Boys and Girls Polo Shirts (No monograms) and slacks, dark navy, wrinkle-free cotton twill.
4. Luers Kidz Kloz, 688-0641, 4325 N. Sheridan, Peoria, IL Available: all sizes of pants, slacks, shorts, shirts.
5. Walmart and Target Stores: Pants, slacks, shorts, shirts.

**PLEASE COMPLETE THE FORM ON PAGE 27
AND RETURN IT TO THE SCHOOL OFFICE THE FIRST WEEK OF SCHOOL.**

THANK YOU.

PLEASE COMPLETE, CUT OUT, AND RETURN TO THE SCHOOL OFFICE THE FIRST WEEK OF SCHOOL

*Online: Please print copy, sign and return to school office

**HOLY FAMILY PARISH SCHOOL
PARENT/STUDENT HANDBOOK
2016 – 2017**

We, the parent(s) or guardian(s) of _____, agree to the guidelines set forth in this handbook for the year 2016 – 2017. We recognize the rights and responsibilities of the school to make rules and enforce them. We have read and discussed the guidelines with our child/children and we understand these guidelines and accept responsibility to abide by the policy expectations

Parent/Guardian Signature _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____