



*Holy Family
Parish School*

Parent Student Handbook
2018 – 2019

Holy Family Parish School
2329 W. Reservoir Blvd
Peoria, IL
61615-4221
(309) 688-2931

Circumstances may arise in which Holy Family Parish School determines that changes are required in these guidelines and procedures. For this reason, Holy Family Parish School reserves the right, at any time, to modify, terminate, rescind or supplement any 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. (OCS Policy A-421)

Revised 10/1/18

Dear Parents and Students,

Welcome to Holy Family Parish School. You are a very important member of our school community. To help you understand the established rules, regulations, and procedures that help our school community operate, we have assembled this Parent-Student Handbook. We hope this handbook addresses most situations. For those situations that are not addressed here, please know that we will handle them with common sense, always working to maintain a safe and nurturing learning environment for all.

This handbook has been updated. It is very important that you read carefully through its entirety. You must also sign the Signature Verification Form. When you do, you are accepting and supporting our values, rules, and regulations. If you have questions after reading this, please contact the school for further clarification. We appreciate your support.

We look forward to the 2018-19 school year with excitement, knowing the great promise it holds for continuing the spiritual, academic, and social growth of our students.

Yours in Christ,

Stacie Gianessi
Principal

Fr. Paul Joseph Langevin
Pastor

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CATHOLIC SCHOOL 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 illuminated 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. Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

(OCS Policy A-421)

FULL RECOGNITION STATEMENT

Holy Family Parish School continues to receive accreditation from AdvancED Illinois. Holy Family Parish School will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by an external review team. Holy Family Parish School obtained **Full Recognition by the State of Illinois** under the guidelines for Recognition of Non-Public Elementary Schools. The school has met or exceeded the standards set by the Illinois State Board of Education and fulfilled application requirement.

PARENT-STUDENT HANDBOOK

The Parent-Student Handbook reflects current school policy. The formation of local school policy is the direct responsibility of the administration and will follow policies established by the Diocese of Peoria, the Bishop of Peoria, and the Office of Catholic Schools.

The Principal, in consultation with the Pastor of the parish, has the right to establish or change policy as deemed necessary. The Pastor of Holy Family Parish School is the final recourse in all disciplinary situations, and after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website and Skyward. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. Sign-off forms are to be turned into the office. *Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).*

Please sign and return the “Parent Signature Form” which verifies that you have read this handbook, that you agree to abide by all its policies and guidelines, and that you have reviewed it with your child.

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

PHILOSOPHY STATEMENT

Holy Family Parish School is a Catholic Faith-Educational Community which strives to develop a Christ-centered atmosphere that will permeate the life of each child and faculty member. The Catholic School shares with the family the educational mission of the church. The school is a unique Christian community organized to foster the spiritual, moral, intellectual, social, and emotional growth of its members in a spirit of dedication, freedom, and love that is based on the Gospel message.

Each person involved in Holy Family Parish School is working to create an atmosphere of respect, cooperation, appreciation, and support. This Christian environment will nurture the growth and maturity of the students as well as strengthen the commitment of the faculty and staff. Accordingly, the faculty and students affirm and deepen their personal

commitment through prayer, reconciliation, service, and belief in God as Creator, Redeemer, and Sanctifier.

Each child's self-image is enhanced by providing opportunities for positive, successful experiences at school through differentiated teaching and learning. As an extension of the home, the school seeks the cooperation and support of the parents.

We utilize and increase our knowledge, skills, and materials to develop a creative environment and to instill each child a desire for learning. Our educational program leads, encourages, trains, and aids each student to develop each student to develop his/her intellect to its full potential.

Considering our commitment to the person of Jesus, we encourage each student to become a whole person – his/her own person – within our ever-changing society and multi-cultural world.

CELEBRATING SIXTY-TWO (62) 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 Parish 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-old) through eighth grade.

ADMISSION PROCEDURES/POLICIES

Non-discrimination Policy

No student shall be refused admission to Holy Family Parish School on the basis of race, color, sex, or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

(CDOP Policy D-111)

Eligibility for Admission (K-8)

The basic mission of Holy Family Parish School is to provide a Catholic education for the students of the parish; therefore, preference is given to Catholic students. Non-parishioners or non-Catholics may be admitted when space is available. These students must attend faith formation classes and fulfill assignments in these classes.

1. New students are admitted according the following PARISH CRITERIA:
2. Children of active parishioners*; this includes siblings currently enrolled, children reaching school age, and children from families moving into the parish.
3. Children of active parishioners* currently enrolled in public schools wishing to transfer.
4. Children of Catholics (non-parishioners).
5. Children of non-Catholics families desiring a Catholic Education.

** An active parishioner is defined as someone who regularly attends Mass and can document their financial support of the parish.*

State of Illinois Admission Requirements

- Students in Kindergarten shall be five years of age on or before September 1.
- Students entering first grade shall be six years of age on or before September 1.
- All students must follow state physical examinations and immunization requirements. (See specifics under student health.)

TRANSFERS

Transferring to Holy Family Parish School

Students applying for admission in Grades 1-8, if requested, must grant permission for the sending/home school to provide a copy of the current report card, standardized test results, discipline record and the opportunity to interview the sending school principal.

Transferring Out of Holy Family Parish School

If parents find it necessary to transfer their children to another school, they should notify the school in advance so that all records, reports, and accounts may be taken care of properly.

1. Parents must sign the necessary forms for release of records.

2. Student records will be mailed/faxed to the school to which the child is transferring upon request of that school for records.
3. Fees are non-refundable.
4. Tuition refund is prorated and will be handled through the business office of Holy Family Church.

STUDENTS WITH SPECIAL NEEDS

Holy Family School does not have a special education program. Some services of the public-school district are available to eligible students. Parents of children enrolled in Holy Family School are required to inform the school of any health problem, disability, or special needs. The school will make every effort to provide reasonable accommodation within the confines of its limited staffing resources.

If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then Holy Family School reserves the right to terminate enrollment of the child. Additionally, if something happens to a child while enrolled in Holy Family School, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, Holy Family Parish School reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to him/herself or to others, the school reserves the right to terminate enrollment of the child.

Parents of students wishing to be admitted to Holy Family Parish School from other schools who have previously received special education services or special services and have an Individualized Education Plan (IEP) will attend a meeting to discuss services that Holy Family cannot provide.

PARENTS AS PARENTS

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child 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.

TUITION RATES & FEES

All payments begin July 1st and end June 30th (12 monthly payments)

Tuition Rates for Practicing Catholic Parishioners

	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
Preschool and Pre-K Tuition \$3,800 Full Day Program	\$4800.00	\$420.00	\$105.00
\$2,205 Half Day Program	\$2640.00	\$220.00	\$55.00
One child in Grades K-8	\$ 4595.00	\$ 382.92	\$95.73
Two children in Grades K-8	\$ 6470.00	\$ 539.17	\$134.79

**Each additional child adds \$1500 (\$300.00/week or \$125/month)*

Tuition Rates for Non-Catholic, Non-Parishioners, or Non-Practicing Catholics

One child in Grades K-8	\$5113.00	\$426.08	\$106.52
Two children in Grades K-8	\$7493.00	\$624.42	\$156.10

**Each additional child adds \$2000 (\$41.67.00/week or \$166.67/month)*

Holy Family Parish Scholarships/Grants – K-8

The *Holy Family Parish Scholarship* is designed so that no active member of our parish will ever be deprived of a Catholic primary education at Holy Family Parish School due solely to financial need. Members of the parish who have been financially blessed contribute in various ways throughout the year so that those who are experiencing a financial need can still afford to provide for their children one of the greatest gifts they can give – *a Catholic education*.

For families in need of temporary assistance, we offer the *Holy Family Parish Scholarships*. Obviously, with the significant outlay of funds for the basic subsidy, the parish must be very frugal with further subsidies. Thus, we ask those in such need to go through a process by which the amount that is really needed can be objectively determined. This is done by FACTS and the Diocesan Spalding Scholarship Catholic schools now use.

Who May Apply for the Scholarships?

Any active parish family may apply for the parish scholarships if it meets the following criteria:

1. At least one parent is a registered member of Holy Family Parish.
2. At least one parent and the children attending the school are ***actively practicing the Catholic faith***. This means attendance at Sunday Mass and normally at Holy Family.
3. The family regularly contributes to the support of the parish. It is important to note that while we do not expect a set amount, we do expect everyone to

contribute *something*. It shows everyone that you take parish support seriously. Those not supporting the parish are ineligible for parish scholarships.

4. The parent(s) are currently working, or willing to work, in one of our parish or school organizations. Only if everyone pulls together can we continue to offer quality Catholic education at an affordable price. *Where you help is a matter of personal preference; that you help is a real parish expectation.*

How to Apply for the Scholarships?

If you meet these four criteria, then you may apply through the following procedure:

1. FACTS and Spalding applications can be obtained from the friary in January. (You may use the same FACTS for Peoria Notre Dame.) You must apply for both.
2. These forms along with the required remittance indicated on the FACTS form must be sent to the address on the front of the forms by March **15**. You may apply for FACTS on-line at www.factstuitionaid.com and follow their directions. Families applying after that date are not eligible.
3. FACTS will provide their evaluation and summary to the Pastor.
4. Families will be notified by the first week in June as to whether they will receive a parish scholarship and how much it will be for the coming year. They will be asked to complete a financial agreement considering the scholarship, sign it, and send it to the rectory. They will also be required to enroll in the *Automatic Electronic Withdrawal Program* to ensure consistent payment.
5. Families must notify the friary no later than **June 14** as to whether they wish to accept the scholarship. After this date, it is presumed that the scholarship is no longer needed. **Families will not be called if they neglect to notify the rectory of acceptance and tuition will revert to full price.**

PROGRAMS

FAITH FORMATION PROGRAM

Holy Family Parish School is committed to integrating the Gospel values throughout the school. This commitment flows from the integration of Catholic identity as stated in the document *TO TEACH AS JESUS DID* and the teachings of the *CATECHISM OF THE CATHOLIC CHURCH*.

Liturgy

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies on Fridays and Holy Days. Students plan and participate in the liturgy under the direction of the homeroom and faith formation teachers.

Sacrament of Penance

The sacrament of Penance is celebrated at least four (4) times during the year. Students in grades 3-8 are scheduled on a six-week rotation.

Rosary and Stations of the Cross

Teachers prepare students to pray the Rosary and Stations of the Cross. The Rosary is recited at least twice a year, in October and May, by the entire school and more frequently at the classroom level. Stations are prayed weekly during Lent under the direction of a priest, homeroom teacher or Director of Religious Education.

Sacramental Preparation Programs

Parents are expected to participate with their children in preparing for the sacraments of Reconciliation and 1st Holy Communion (grade 2) and the sacrament of Confirmation (grade 7 & 8). The Director of Religious Education notifies teachers and parents in advance of the dates, times, and process of these special parent-student preparations. Students will also participate in two retreat days, one for First Holy Communion and one for Confirmation.

CHRISTIAN SERVICE PROGRAMS

Service Philosophy

Holy Family Parish School has a philosophy based on the Gospel message: community, service, and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ's life and spirit with others within and beyond the school community.

Service Opportunities

The Holy Family Parish School faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined according to department goals. Each grade level performs works of service within our faith community and the community at large. Opportunities for Junior High service include working at the Sophia's Soup Kitchen in Peoria, serving at Mass, helping with Totus Tuus, and volunteering at various places in the Peoria area. Students in grades 4-8 may also serve as Altar Servers.

Virtue Formation/Chastity Education

We believe that parents are the primary educators of their child(ren). The school collaborates and assists the parents in this process. Chastity education is not synonymous with "sex education." Chastity education is an overall education in virtuous behavior which the Catholic school has traditionally integrated into its total curriculum.

Faith Assessments

The diocesan religion assessment (ACRE) is given to students in grades 5 and 8 in January. During the school year teachers evaluate students in all grades through written and verbal assignments, reports, tests, and projects. Students are given faith formation grades on their report card.

Catholic Schools Week

The last Sunday of January begins Catholic Schools Week, which is a national celebration. Liturgy is offered and parents, grandparents, parish, and community are invited.

ACADEMIC PROGRAM

Holy Family Parish School Faculty follows curriculum guides with state student performance standards for each grade level. The Diocesan Office of Catholic Education, Region I Schools, and Holy Family Parish School Faculty have outlined content for each subject area based on national standards. Holy Family Parish School integrates virtues and Christian values throughout its entire curriculum.

Response to Intervention (RTI)

The Holy Family Parish School will offer a school-wide support system to try and meet all students' academic and behavioral needs through a Response to Intervention (RtI) framework. To ensure that our students succeed, high-quality, research-based curriculum and instruction will be provided through differentiated instruction that is matched to student needs. The use of research-based interventions and strategies, problem solving, ongoing progress monitoring, and evaluation of outcomes will ensure that all students will be provided the opportunity to succeed to their full potential.

Outcomes

- A common vision of teaching and learning will be evident in all classrooms.
- The curriculum will be aligned with the Illinois State Learning Standards.
- Classroom instruction will be differentiated to meet the needs of all students.
- Use of the RtI process will result in improved achievement, behavior, confidence and independence for all students.
- The RtI process will focus on prevention, early intervention, problem solving, continuous progress monitoring and data based decision making.
- Research based interventions, strategies, and assessment tools will be utilized and documented.
- The school culture will promote trust, collaboration, and a shared responsibility for student learning across all grade levels and stakeholders.
- The school staff will systematically evaluate the effectiveness of the core curriculum and adjust, as needed, based on an analysis of the data.

ACADEMIC TESTING

The Iowa Test of Basic Skills (ITBS)

The Iowa Test of Basic Skills (ITBS) is a standardized achievement test administered to students in grades 3, 5, and 7 during the month of September as required by the Diocese of Peoria. Results of the tests are shared with parents when they are returned from ITBS.

The Measures of Academic Progress (MAP)

The Measures of Academic Progress (MAP) test is a standards-aligned computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP test is administered three times a year – at the beginning, middle, and end – to measure student growth annually in grades 1 through 8. The content areas of reading, language usage, math, and science are tested.

The cumulative results of these tests are studied by the Principal and faculty and used in planning curriculum and instruction.

REPORTING ACADEMIC PROGRESS

Reporting Academic Progress

Grades and Grading

The primary purpose of grades is to communicate meaningful information to students, parents, teachers, and other institutions concerning the achievement status of students. Grades are based on learning goals and standards which are criterion based and have established performance criteria and/or targets. Homework will be an extension or integration of classroom work and will be given a score based on its purpose; reassessment is possible without penalty. Effort, participation, attitude, and other behaviors will be reported separately.

K-2 Grading Scale

- S+ Exceeds basic requirement
- S Satisfactory
- S- Having difficulty meeting basic requirements
- U- Unsatisfactory
- P- Making sufficient progress

3-8 Grading Scale

- A = 94-100 Excellent
- B = 86-93 Very Good
- C = 76-85 Satisfactory/Average
- D = 68-75 Below Avg.
- F = below 68

Progress Reports/ Report Cards

Progress reports are posted to Skyward in the middle of each quarter. Report cards are distributed every nine weeks electronically at the end of each grading period through Skyward's Family Access. Parents can access grades at anytime throughout the year through Skyward's Family Access. A schedule of Progress Reports & Report card distribution can be found on the school calendar on the school website and Skyward.

Honor Roll

Honor Roll is published quarterly for students in grades 5-8. To be included on the quarterly Honor Roll students must meet the following criteria: a GPA of 3.6 or above for the quarter in the core content areas of religion, math, language arts, social studies, and science

Homework

Philosophy and Purpose

Homework is a crucial aspect of the learning process for Holy Family Parish School students, as it is an extension of daily studies.

Homework is given to:

- Reinforce and evaluate skills taught in class.
- Complete unfinished class assignments.
- Study for tests.
- Prepare special reports or long-range projects.
- Extend classroom studies and explorations.

Parents can support their child with their homework when they:

- Check each day to see if your child has homework and if they understand how to complete it.
- Set aside a time for doing homework and provide them with a quiet place to study.
- Let your child do his/her own work.
- Ask your child what they are learning about and studying.

Parents hinder their children when they:

- Do their child's homework for them.
- Leave homework for the last minute at the end of the day when children are tired and less likely to be able to focus on academics.
- Disagree with or criticize their child's teacher in front of their child.

As a basic guideline, students should allot this much time for homework each day, keeping in mind that it may take some students time to complete assignments:

- Grades 1-3: 20-30 minutes · Grades 4-5: 30-45 minutes · Grades 6-8: 60-90 minutes

If a student consistently takes longer than the above noted time allotments for homework, parents need to discuss homework difficulties and strategies with the teacher. In addition, nightly reading is always encouraged at all grade levels.

Field Trips

Educational Field Trips

Holy Family Parish School permits and encourages field trips that have a stated educational objective. Proper diocesan forms completed and signed by parents must be completed for students to participate in field trips. The school follows the guidelines as

set forth by the Catholic Diocese of Peoria, policy D131. Participation in field trips is a privilege that can be denied for academic or behavioral reasons.

STUDENT RECORDS

Examination of Student Records by Parents

A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form is then placed on file.

Transfer of Student Records

School records are transferred between schools. Elementary schools use the student transfer form when transferring student records. Parents sign a release form and records ordinarily are mailed to the new school immediately. Official records may be retained until outstanding fees have been paid to the school/church. Transfer of records cannot be completed if the previous parish/school is withholding records.

Rights of non-custodial parents

Our school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. A copy of the child's report card and other school-related information will be sent to the non-custodial parent only upon written request by the non-custodial parent, provided that no court order to the contrary has been issued and received by the school. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

STUDENT CLASS PLACEMENT

Promotion/Retention Policy

Holy Family Parish School places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student's needs. Retentions are made only after thoughtful consideration and possible alternatives have been explored by the

teacher, parent(s), and Principal. Determination of a student being promoted or retained is a function of the teacher(s) and the Principal after consultation with the parent(s).

There are a variety of factors and guidelines that are considered in promotion and retention. These factors include but are not limited to: academic performance (performance data, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status and student attendance. Chronic student absence may be cause for retention.

It is the teacher's responsibility to keep parents informed of student progress throughout the year. The teacher will inform the Principal and parents of the possible need for retention prior to the beginning of the third quarter, providing both parents and Principal with student data indicating a need for retention. To support the struggling student, the teacher will offer a variety of remedial work including diagnostic testing. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the Principal meets in joint conference with them.

Academic performance indicators guide decisions. However, because each student is looked at individually, a student could fail to meet the academic guidelines for promotion yet not be retained if the teacher(s) and Principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher(s) and Principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

Academic indicators for possible retention:

Grades K-4

If a student has not been previously retained the student will be retained if the yearly average is failing in reading or math.

Grades 5-8

Students will be retained if their yearly average is failing three or more of their core subjects; language arts, mathematics, science, and social studies.

Frequent student absence may adversely impact student academic performance and be the cause for retention. Parents will be notified by the school office of attendance concerns. In case of a transfer student, Holy Family Parish School will uphold the previous school's grade placement.

CO-CURRICULAR INFORMATION

Statement of Purpose

Holy Family Parish School has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Holy Family Parish School highly encourages co-curricular activities for enrichment and to help in the development of a well-rounded Christian individual. However, school sponsored co-curricular activities do not supersede academic progress. Our primary goals are faith formation and academic development.

Extra-curricular activities are a privilege and not a right. Therefore, students forfeit this privilege if behavior, academic standards and/or financial obligations are not met.

The conduct of players, cheerleaders, coaches, and fans should characterize the philosophy of Christian sportsmanship as well as our *Play Like A Champion* program. It is hoped that this philosophy will extend to all students and adult fans at all Holy Family Parish School events.

Please refer to the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) rules and regulations, as stated on their respective websites, for further information.

Co-Curricular Opportunities

There are numerous co-curricular activities available to Holy Family Parish School students outside the regular school day for their social and physical development and enrichment. A comprehensive list of these activities can be found on the school website school.peoriahollyfamily.com. All activities are governed by the rules and guidelines of the Illinois Elementary School Association (IESA) of which Holy Family Parish School is a member.

Athletics

The Athletic Program at Holy Family is proud to operate as a “no-cut” program, meaning that all students who desire an opportunity to try different sports are given the chance to do so. Athletics offers various programs for girls and boys, including:

- Basketball — Boys and Girls, Grades 5th-8th
- Cheerleading — Grades 6th - 8th
- Track — Boys and Girls, Grades 5th – 8th
- Soccer — Boys and Girls, Grades 1st – 8th
- Volleyball — Girls Grades 5th – 8th

Athletics Parent Service Requirement

It is a requirement of the Athletic Committee that “for students who remain in the Holy Family Athletic Program, their parents must agree to volunteer a set numbers of hours to our program. (Those hours will be set for each sport depending on need.) The Holy Family Parish School Athletic Program is entirely dependent on the active involvement of ALL parents whose children participate. Only the parents of those children participating in boys and girls basketball or girls volleyball are required to volunteer. The duties and responsibilities include:

- Coaching
- Holy Family Athletic Committee membership
- Basketball and volleyball game administration
 - Concessions
 - Collection of game admission
 - Crowd control
 - Official record keeping of game
 - Management of scoreboard and clock

For a student to remain eligible in the Holy Family Parish School Athletic Program, their parents must agree, in writing, to support the program in any of these areas. These requirements will be determined and accepted prior to the season:

- Each parent must volunteer the required number of set hours or and pay a fee set at \$10 per each hour not fulfilled. Fees not paid at the end of each school year will result in your child not being able to participate in the following year’s athletic program.
- If you cannot serve on your date for whatever reason, you are responsible for finding a replacement.

All coaches and volunteers at athletic events must comply with diocesan and IESA requirements prior to participation.

Other Opportunities

In addition to Athletics, there are numerous other co-curricular opportunities offered to Holy Family students. These include: Band, Choir, Drama, LEGO League, Scholastic Bowl, Robotics and Student Council, and Declamations. Information about these activities is located on the Holy Family Parish School website. Eligibility requirements and behavior guidelines outlined below apply to all co-curricular activities, field trips, and dances.

Eligibility Guidelines

Students must meet the minimum age/grade requirement for the listed activity to participate. A student may not be failing an academic area and remain eligible. The teachers of students involved in school-sponsored extracurricular activities will evaluate on a weekly basis the performance of each of student in all academic subjects within a grading quarter according to:

1. **Satisfactory academic performance** – not more than 2 D's or 1 F in a subject area
2. **Conduct** – will be evaluated according to the Holy Family Parish School Parent-Student Handbook Discipline Policy. Any student who has received a detention within a week will not be permitted to play or participate during the forthcoming week.
3. **Effort** – based on ability.

Eligibility Requirements

Requirements for meeting eligibility will include the following:

1. Students participating in IESA co/extra-curricular activities or sports must meet standards set by Illinois Elementary School Association (IESA).
2. Eligibility will be assessed weekly during the season of the sport or activity and is cumulative per grading period. Grades will be checked at the end of each week with all subjects included.
3. Students receiving detention for any reason may be ruled ineligible for participation.
4. If the student is receiving two D's or failing any subject, he/she will be ineligible Friday through the following Thursday and must raise his/her grade to meet eligibility requirements to reinstated for the following week.
5. Students who do not meet eligibility requirements will not be allowed to participate in their activities, including practices, the following week.
6. Students who become ineligible three times may no longer be a part of the team or participate in the activity.
7. The student must be in attendance a half day of class the day of a game or meet to participate or attend school activities. The Principal must approve exceptions. (An example of an exception would be if a student must attend a funeral.)

A list of ineligible students for the forthcoming week is reported to the Athletic Director and activity supervisors on Friday of each week. The Athletic Director notifies the coaches.

Behavior Guidelines for School Functions

Parent assistance and supervision are needed to guarantee both student safety and better control at school functions. Children should be made aware of the following:

Safety

1. Under no circumstances should students be climbing on the roofs of the school buildings.
2. The blacktop around the school is not a play area while it is being used as a parking lot or for play after dark.
3. Students attending school and school-sponsored events are expected to remain in the building and not wander in and out during the time of the event.
4. Students in the 5th grade and younger must be accompanied and supervised by an adult at all extracurricular activities around the school or school sponsored events.
5. The following areas are off limits for all students always and at all functions:
 - under the bleachers
 - in the kitchen
 - on the stage
 - back hallways and restrooms
 - guidance office/faculty/staff restroom
 - copy room/mail supply room
 - in the primary entrance way
 - on the school roof or any lingering within the main hallway
6. All students should be aware that their conduct represents Holy Family Parish School and that good conduct is expected and required to make any event successful.

Adult chaperones are to make every effort to enforce the above guidelines and contact parents if a student is compromising his/her safety or the safety of others.

PARENT ORGANIZATIONS

Commission on Education

The Commission on Education is an advisory committee, appointed by the pastor, which promotes participation of Holy Family Parish School and Parish in the educational mission of the Church. The purpose is to encourage dialogue between the pastor and members of the parish and recommend to the administration educational policy for the school. Meetings are open and held on the first Thursday of the month.

Parent-Teacher Organization

All parents are invited to attend The Parent Teacher Organization (PTO) which provides extensive support for the school through fundraising, serving as room parents, teacher appreciation, and many other activities. Meetings are open and posted on the school calendar found the school website.

ATTENDANCE GUIDELINES

Arrival and Dismissal Times

Children are not to be dropped off at school before 7:40 am. Supervision before school is provided only from 7:40 – 8:00 am. in the gym and breakfast in the cafeteria. All students should report to the gym by 8:00am. Students should sit by homeroom in the designated area and may talk/socialize with each other. Active playing and running around is not permitted. **Please see below for specific arrival and dismissal procedures.**

Bell Schedule

8:00 am. **SCHOOL BEGINS AT OPENING BELL**
3:15 pm. **DISMISSAL FOR ALL STUDENTS BY FAMILY**

Early Dismissal by Parent Request

All parental requests for an early dismissal should be communicated via phone or in writing and must be shown to the homeroom teacher and secretary. Children will be released from school only upon the personal or written request of parent or guardian.

The main door should be used by parents if the student is tardy or has a pre-arranged early meeting with a teacher. Students also use this door when they are waiting to be picked up during school hours.

Medical Appointments

Parents are asked to schedule medical and dental appointments for non-school hours/days whenever possible.

Absence

If a student is absent, the parent is asked to call the school office **before 9:00 am. To report an absence or tardiness use 688-2931 or email absent@peoriahollyfamily.com.** Absences not reported in this manner by 9:00 am will be verified by a phone call to the home.

Any student arriving after 10:00 am or leaving after 10:00 am will be marked a half-day absent except for a doctor's appointment. A student who arrives late or leaves early for a doctor's appointment will not be counted as absent or tardy if the student brings a doctor's note. **Parent notification is expected for each absence.** Students are responsible for making up class work that has been missed. Students have one day to make up work for each day of an excused absence. Students who are absent ten (10) or more days in any grading quarter without a serious illness and a doctor's written excuse

will be reported to the truancy officer at the Office of the Regional Superintendent of Schools. In addition, retention may be necessary.

Tardiness

Respect for the learning atmosphere requires that students be on time for school. The all school prayer, Pledge of Allegiance, and daily announcements begin immediately following the 8:00 am Opening Bell. **There is no tardy bell**, therefore, all students arriving after 8:00 am will be considered tardy and **must first report to the main office** to receive a tardy slip before going to the homeroom teacher.

A student who arrives tardy with a parent/guardian, a note or a phone call is considered as having an excused tardy. **Students are allowed two (2) excused tardy times per quarter**. Thereafter, further tardiness will result in a detention time to be served the following available detention day. Time/date/room will be listed on the detention slip. Custodial parents will be informed of a tardy by email the day it occurs.

A student who arrives tardy without a parent/guardian, a note, doctor's note, or prior phone call from a parent is considered as having an unexcused tardy and will serve a detention the following detention day according to time/date/room listed on the detention slip.

If tardiness is frequent or habitual, the teacher will first address the issue with the parent/guardian. If the problem continues, the teacher will notify the office and an office staff member will contact the parent/guardian regarding the student's patterns.

Homework Pick-Up

You may direct the office to send homework with a sibling or neighbor when reporting a student's absence on the absentee hotline, at 688-2931, Ext. 228 before 9:00 am.

Make-up work should be picked up after school is dismissed. Please do not ask teachers to gather a student's homework for pick-up during the school day. Homework is placed in the main entryway on the white shelves under office window.

TRANSPORTATION

Bicycle Riders

Students who ride bicycles to school are responsible for them. Bicycles must be walked from the entrance of the school grounds to place designated for them. Each bicycle should be equipped with a lock and chain to ensure protection. **No skateboards, scooters, roller blades or shoe with rolling wheels are allowed on school property.**

Walkers

Students walking to and from school are expected to do so by the shortest and safest route, without crossing private property. They are to cross streets at corners, making sure they cross when the traffic signal indicates it is safe to do so. Parents of children who walk to school should set clear limitations for their children and should review them often.

ENTERING & DEPARTING SCHOOL GROUNDS

We ask that you read these guidelines carefully and follow them as they are very important for the safety of your children. *ALL* car riders should be picked up in the parking lane rather than the street.

PLEASE DRIVE SAFELY leaving the parking lot and *WATCH* for other children crossing to their cars.

- Drop-off and Pick-up will take place in the lane designated by cones with the flow of traffic in one direction with one entrance and one exit.
- Students arriving early to school for breakfast may be dropped off at the side cafeteria door after 7:40 a.m.
- Please park on the south side of the school on Reservoir Street if you need to come in the school building and schedule meetings with teachers after 3:30 p.m.
- ***Parents and guardians are always welcome to join us in morning and afternoon prayer.***

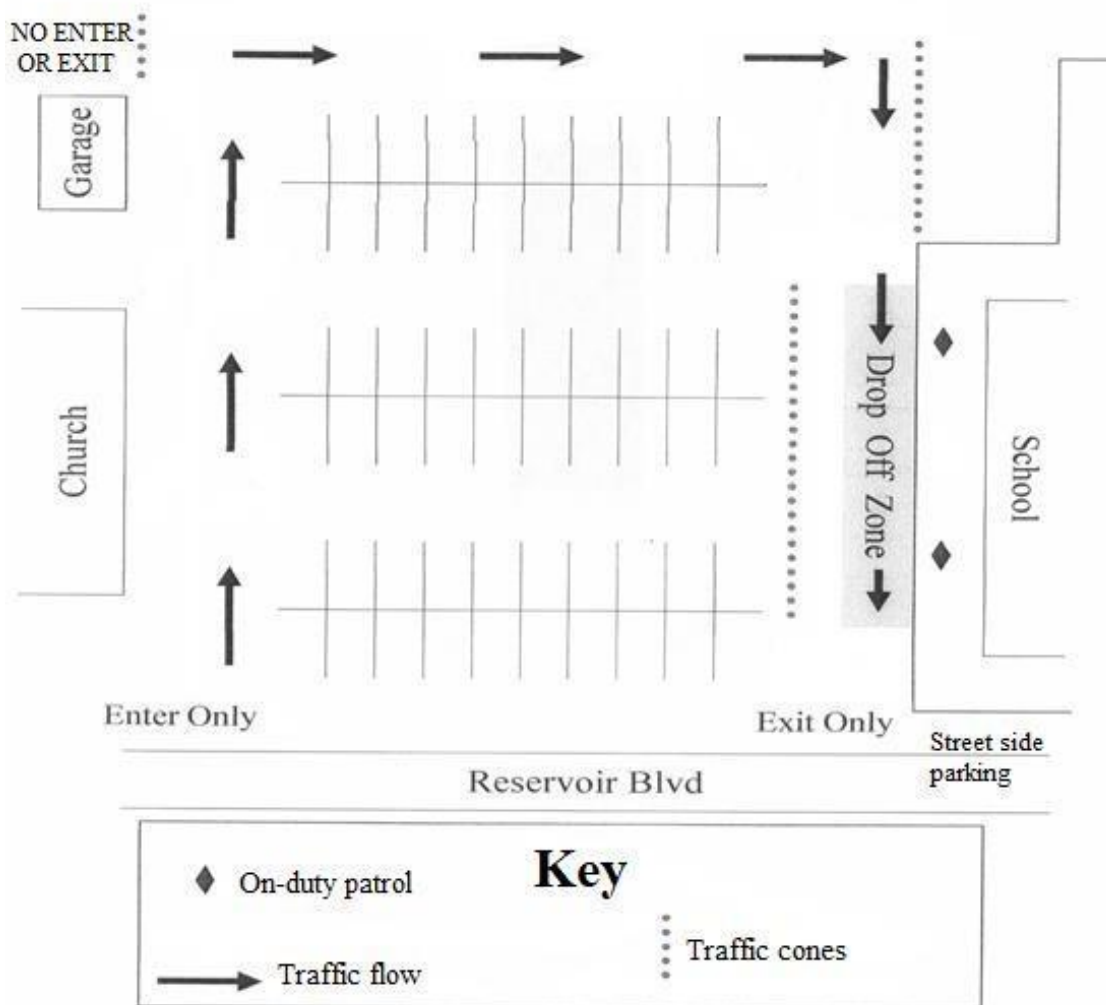
DROP OFF AND PICK-UP PROCEDURES

For the safety of all children the following procedure will be followed:

- - Teachers and students will dismiss to the gym area at 3:05p.m. Supervisors will be at the main front entrance and will notify teachers in the gym which families are waiting in the pick-up lane.
 - Those students will be released to their parents or pre-arranged ride at that time.
 - Once students are in those specific vehicles, they may exit the parking lot.

Morning Drop-Off

In the morning, parents in the drop off line will only let students out on the front sidewalk of the school. Cars should pull as far forward as possible before letting children out. Pick-up traffic will follow the same traffic flow as the morning.



BEFORE & AFTER CARE PROGRAM

The Care program at Holy Family Parish School is available to students grades Preschool-8 during the following time periods:

BEFORE SCHOOL CARE	6:45 a.m. – 7:55 a.m.
AFTER SCHOOL CARE	3:15 p.m. – 6:00 p.m.

The programs operate on days when school is in session. When half-days of school are scheduled, the program operates from dismissal time until 6:00 p.m. Care program students may be dropped off and picked up at Door #5.

COMMUNICATION

Confidentiality and Professional Conduct

All Holy Family Parish School faculty and staff members are expected to maintain the highest standard of professional conduct when interacting with students, parents, and colleagues. Good public relations for the school are essential and Holy Family employees share that responsibility. All Holy Family faculty and staff members are reminded that professional standards for confidentiality should be adhered to always. Holy Family Parish School employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. Should there be a question about the confidential nature of information, please see the Principal for clarification. The administration will discuss significant violations with the faculty and/or staff member, document accordingly, and add to personnel files. Professionalism is a responsibility of all Holy Family faculty and staff.

Holy Family has the right, but not the duty, to inspect, review or retain electronic communication created, sent, displayed or received that includes reference to Holy Family Parish School. The Principal and Pastor are hereby granted the authority to create additional administrative regulations, procedures and rules to carry out the purpose of this Social Media Policy. Use of the Holy Family name and/or logo by any unauthorized persons is prohibited.

Methods of Communication

Phone

During the school day, dial 688-2931 to reach a school secretary.

Voice Mail

The Principal, secretary, and the cafeteria are available through the school voice mail system. You may leave a message at any time, and your message will be addressed as soon as possible. If you would like to leave teachers or staff a voice mail, use phone number 688-2931. Choose the correct option for the above staff members.

Email Contact

Teachers have limited access to their email while they are teaching. A response may not be immediate. Emails received outside of school hours may not be returned until the teacher has an opportunity the next work day.

Emergency Notification System

The school uses a voice/phone notification system to communicate important messages to families. **All parents listed in School Messenger will receive general information calls. IN CASE OF AN EMERGENCY, ALL NUMBERS WILL BE CALLED. It is extremely important to keep telephone numbers current in Skyward.**

School Newsletter

Weekly school information and event announcements are compiled into a school newsletter and sent home every Friday. Because some announcements are time sensitive, the school office will, on occasion, send an email home on a day other than Friday. All documents can also be accessed on the school website and Skyward's family Access.

Website Information

Holy Family Parish School Website – Found on-line at school.peoriaholymfamily.com . Available information about all things school-related on this one-stop information resource.

Skyward – Holy Family Parish School uses a web-based school administration system called Skyward to enhance communication among teachers, parents, and students. SchoolSpeak is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road. Skyward is the **MAJOR** source for school information, and must be checked by all school families on a regular basis. Skyward provides parents and students password-secure access to Holy Family Parish School student information such as:

- Attendance • Daily Grades • Progress Reports • Report Cards • Lesson Plans • Medical Info
- Homework • Missing Assignments • Discipline • Other Information

Parent Conferences

Conferences may be initiated by either the parent or teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are encouraged to use this form of communication. Parents are asked to make requests for conferences by note, email, or voice mail.

One formal conference is scheduled for all students during the first quarter. Parent-Teacher conferences for K-8 will be held with students attending the conference. It is crucial that students continue to be involved in planning and assessment of their success. Students in grades 6, 7, and 8 participate in student-led conferences with

parents and teachers. Since conferences are a professional event, siblings are not to be in the room during conference times.

Use of Student Pictures

Student pictures and student work are frequently used in school publications and on the school's website/Facebook. Parents must sign a form to allow or deny permission for students' pictures or their work to appear in school publications and on the school website.

Lunch

Each family has an account in which they can deposit money. Accounts are set up on Skyward/Efunds. Payments can be made through Skyward or the school office. For example, if you have two children attending Holy Family School and they wish to purchase a hot lunch, you will have a family account in which to deposit money. When your children purchase a lunch, the money will be deducted from your account. If your children take a cold lunch but purchase milk, the milk will be deducted from your account.

Cost

Breakfast - \$1.50 per day

Hot lunch - \$2.75 per day

Milk - \$.40 per milk

Menu

The menu is published at the beginning of each month and sent home. The menu may also be accessed through Skyward. Weekly menus are also published in the school newsletter.

Free/Reduced Lunches

Families whose gross income is at or below levels set by the state each year may be eligible for children to receive either free or reduced-price meals. Application forms may be obtained from the Lunch Program Director or the school office at any time during the year. All information is strictly confidential.

Cold Lunch

Students with cold lunches sit with other students eating cold lunches. They may not exchange food due to health concerns. Milk is available for them for purchase. Students may not bring canned drinks of any kind including soda pop for lunch.

Cafeteria Procedures

Students pray the Blessing before Meals in the classrooms prior to lunch. Students on all shifts come to the cafeteria in single file. Each teacher accompanies his/her class until they are seated in their assigned area. Students who misbehave in line will be asked to go to the end of the line. All students are expected to practice good manners and follow all cafeteria rules.

RECESS

Outdoor Recess - Playground Rules

Students will go outside for recess whenever possible. Students are instructed by the supervisors as to the location of their play areas. No student or group of students can play near classrooms. Children remain in the designated play areas until the whistle blows and then quickly line up in their class lines. Students are not to bring any equipment or toy from home. When the weather is inclement, students will be indoors.

All Students must:

- **BE RESPECTFUL** to the supervisors and follow their directions and discipline requests – knowing that he/she has the delegated authority of the Principal.
- **REPORT** to the nearest supervisor any difficulties, misbehavior, or accidents.
- **LINE UP QUICKY AND ORDERLY** for entry into the building when the bell rings.

Students may not play on:

- the sidewalks and grass areas near the rectory and church.
- neighbors' properties
- top of snow mounds or on ice patches
- standing water

Students are not permitted to:

- have food, drink, or gum on the playground
- tackle, wrestle, fight, or use strong, aggressive actions
- "pretend fight"
- use bad language
- gamble
- climb on the soccer goals
- walk on the picnic tables slides, or crossbeams of equipment
- throw any item that is not a physical education recommended ball
- throw snowballs or play on patches of ice
- play near windows or throw/kick balls toward windows
- leave the playground without the permission
- come back into the building during recess without permission

To assure cooperation, respect, and obedience during play time (outside or inside), consequences for students who choose to violate the above guidelines will be administered in accordance with the school discipline policy.

DRESS CODE

Holy Family School dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Students are reminded that whenever they are wearing their school uniform they are representing Holy Family School.

It is our belief that students should respect each other for who they are, not what they wear. The administration and faculty will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the code.

All Students:

Pants/Shorts:

- Navy Blue or Khaki Shorts or Pants
 - Shorts may be worn before Nov 1 or after April 1
- No Cargo Or Jeans
- No Holes
- NO Leggings, Skinny Pants or Tight Pants

Plaid Jumpers & Skirts:

- White, Navy, or Black Tights leggings and/or Bike Shorts worn under
- Skirt Length can be no higher than 2 " above the knee

- Navy Blue, Dark Green, Or white shirts with collars
- Navy, white or green sweaters over uniform top
- Holy Family Spirit Jackets (green fleece or black pull-over) with dress code shirts underneath
- No Hooded Sweatshirts
- 7th & 8th Grade Black Polo

Footwear:

- Socks: White, Black or Navy
- Shoes: Closed toed
 - predominantly black or brown
 - Tennis Shoes practical for physical activity

Tops:

- Preschool-Kindergarten
must wear velcro shoes

Accessories:

- All students 5-8 MUST have brown or black belts
- No colored nail polish (clear only)
- No makeup
- A single pair of non-distracting earrings may be worn by girls only
- Hair should be kept neat, may not be colored, and may not be worn in a way that causes distractions in the classroom (bangs must be above the eyebrows)
- Small Catholic medals and scapulars may be worn, no other jewelry is allowed

Uniform clothes can be found at Land's End, Kohl's, Target, Walmart, Lagron-Miller, JC Penney, Old Navy, Gap and Sam Harris Uniforms

Out-of-Uniform Dress Guidelines

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

- Wednesday are spirit wear day student may wear spirit wear tops
- Well-fitted, loose pants are suggested. Jeans, low-riding pants, pajamas pants, leggings and ripped or torn jeans are not allowed (shorts must be no more than 2" – 3" above the knee)
- 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, excessive jewelry, hair products, or styles, or distracting colors are to be worn

SAFETY AND SECURITY

Holy Family School will promote, as reasonably possible and as regulated by state law and diocesan regulations, the safety and well-being of all students and staff in the educational structure during school activities. This will include, but is not limited to:

- Maintaining an educational environment as free as possible from physical hazards.
- Teaching an appropriate range of safety subjects within the curriculum to prepare students to live safely in an increasingly technical and dangerous environment.
- Promotion of essential safety and survival education.
- Cooperating with and coordinating all crisis safety plans and actions with other community agencies.

Building Security and Visitor Access

Parents and visitors are always welcome at Holy Family Parish School. For the safety of our community, all exterior doors of Holy Family Parish School are locked during regular school hours. To enter the building, press the buzzer on the wall to the left and await a response. Office staff will electronically unlock the door. Proceed to the main office where visitors sign in and obtain a visitor tag to wear while in the building. At the end of the visit, visitors must return to the office and sign out. Visitors are asked not to let anyone into the building. Students have also been instructed not to open the doors for anyone.

Faculty/Staff/Volunteers/Parents/Visitors

Holy Family Parish School community recognizes the value of volunteers in the overall function of the school and encourages their involvement. Parents are required to volunteer a total of 30 hours. All hours are to be reported to the school office for recording.

All volunteers who engage in activities with Holy Family Parish students are required to comply with the philosophy and policies of Holy Family Parish School as well as Diocesan requirements. These include CANTS, background checks, Safe Environment, and Safe Driving training. Information regarding this process and forms may be obtained from the school office.

Background Checks – Administrative Regulation

The background check consists of two separate procedures which includes a Conviction Information Request completed through the Illinois State Police Bureau of Identification, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). If, at the time of hiring, an individual is coming from another state, the school is responsible for a similar background check from that state, if such is available.

Special guest speakers are not required to have background checks. They should never be left alone with children. Classroom teachers should be with their class always.

EMERGENCY INFORMATION

Emergency Preparedness Plan

Holy Family Parish School complies with the emergency crisis management plan of the Catholic Diocese of Peoria, policy D-143, and the State of Illinois required health and safety drills.

The school has developed and maintains an Emergency Preparedness and Crisis Management Plan. All Holy Family faculty members have been oriented to the proper responses in the case of an actual emergency. This plan is available for parent review in the school office. Fire, tornado, earthquake, and intruder drills are conducted periodically. Students are instructed in proper procedures based on local, federal, and state guidelines.

In the event of an emergency we will notify parents through Skyward. If an actual tornado emergency occurs at or near the end of the school day, students will not be dismissed until an all clear is sounded. During the emergency, do not call the school as it is essential that telephone lines remain open. Similarly, do not rush to school to pick up your child during an emergency as traffic can block any needed emergency vehicles, and parent presence in the school building during an evacuation may delay the process. There may be times when we have to issue a lockdown and students will not be released until all clear has been given for authorities and noon will be allowed to enter the building. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount and we will reunite student and parents as soon as possible.

Emergency Dismissals

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan. All students must have emergency contact info other than a parent on file in the school office or in Skyward.

Weather Dismissals

If school cannot be held due to snow, ice, extreme cold or heat, announcements will be given through Skyward and over local radio and TV stations.

Diagrams of Procedures

Diagrams of procedures for fire and tornado are posted in each room. These reminders are appropriate for all who may be in the school should an event occur.

PARENT COOPERATION POLICY

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, this parent-teacher/staff partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Process

When any situation between a parent/guardian and teacher/school staff member begins to escalate, the principal will consult with the school pastor. If the pastor agrees that action needs to be taken, the principal will request a meeting with the parent and share the concerns regarding the parent's unacceptable behavior and the consequences if it continues.

If the parent continues the unacceptable behavior, then a written notice will be sent to the family. A third occurrence will result in the student's withdrawal, notice of which will be sent by certified mail, return receipt requested as well as a copy by regular mail.

Any tuition paid for the current academic year will be refunded to the family on a pro-rated basis.

ANTI -BULLYING POLICY

Holy Family Parish School does not tolerate bullying in any form. All school community members are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. As a school community, we will not allow cases of bullying or teasing to go unreported to the parents of the aggressive child. **Bullying is an act of aggression causing embarrassment, pain, or discomfort to another. Any student who engages in bullying inside or outside of school may be subject to disciplinary action including suspension or expulsion.**

TYPES OF HARASSMENT

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

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:

1. Blasphemy: use of the Lord's name (or other morally loaded words) in a derogatory or angry context (e.g., "damn," "hell," etc.)
2. Obscenity: traditionally acknowledged "four-letter" obscenities
3. Sexual or crude: e.g., "gay," "fag," "ass," "homo," etc.
4. Intelligence/ability: e.g., "stupid," "idiot," "moron," "retard," "sucks," etc.
5. Appearance: weight-related terms (e.g., "fat," "porky," etc.)
6. 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

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 claim 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 participate in an activity, belong on certain teams, or can 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), note passing in class, 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 during friendships, competitive events, and other social situations. Open and nonthreatening 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 clear between students who are willing to work out differences and those who are acting manipulatively. What will cause greater concern are situations where 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.

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. 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.

Cyberbullying – the use of technology in any means or medium to perpetuate the harm or harassment of other students or staff members by students and/or parents. 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 MySpace, Facebook or YouTube) on a regular basis, but it will respond to physical evidence (such as screenshots or printed copies of email 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 access, 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 and

EXPECTATIONS OF STUDENTS, PARENTS AND STAFF

This requires **STAFF** to:

- Be role models in word and action always.
- Never leave students alone unsupervised in any area at any time.
- Be observant of signs of distress or suspected incidents of bullying.
- Make efforts to remove occasions for bullying by actively patrolling during supervision duty.
- Arrive at class on time and move promptly between lessons.
- Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Report suspected incidents to the appropriate administrative staff.
- Keep a written record (who, what, when, where, why, and how).

This requires **STUDENTS** to:

- Refuse to be involved in any bullying situation.
- Take some form of preventive action.
- Report the incident or suspected incident and help break down the code of secrecy.

The school recommends that **PARENTS**:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothing, or bruising).
- Take an active interest in your children's social life and acquaintances.
- Advise your child to tell a staff member about the incident; if possible, allow him/her to report and deal with the problem himself/herself – "empower your child".

- Inform the school if bullying is suspected.
- Do not encourage your child to retaliate.
- Be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

Process for Dealing with Bullying and Teasing

The administration, teachers, and staff will communicate freely with students who have been reported as having been involved in teasing and bullying. The **ADMINISTRATION** will employ the following process:

- An individual meeting with the victim
- An individual meeting with the bully(ies)
- A call to the parents of both the victim and the bully(ies)
- Assignment of a one-hour school detention
- Possible joint meeting with the victim and the bully(ies)

This school-wide discipline policy upholds and promotes the school's values in all school activities which include:

- Rules which are fairly enforced.
- Requiring students to take responsibility for improving their behavior.
- No tolerance for bullying.
- Encouraging students to participate in problem solving in conflict resolutions.
- Using school assemblies to foster school unity and community building.

STUDENT HEALTH

Emergency Medical Information

Parents are asked to update new emergency information on Skyward throughout the year.

Faculty/Staff Training

All employees of Holy Family Parish School have been trained according to OSHA Blood Borne Pathogen Standards. Besides following the Exposure Control Plan, the administration provides in-service education. The school encourages and provides CPR training for teachers and staff members every two years.

Special Medical Needs

If a child has a special medical need, please inform the homeroom teacher and school office immediately. Parents and a doctor must authorize self-administration of asthma medication. Notify cafeteria manager if your child has any type of food allergy.

Self-Carry Inhalers and Epinephrine auto-injectors

Students are permitted to self-carry their inhalers or epinephrine auto-injector if parents provide the school with:

1. Requirements for the self-use of inhalers:

- a. Written authorization from the parent/guardian for self-administration
- b. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.
- c. A student may possess and use the inhaler:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

2. Requirements for self-carrying epinephrine auto-injector:

- Written authorization from the parent/guardian for self-administration
- Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
- The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered OR a written statement from the physician, APN, or PA containing the name and purpose of the auto-injector, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine auto-injector is to be administered.
- A student may possess and use the epinephrine auto-injector:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

Emergency Administration

The Catholic Diocese of Peoria (CDOP), Holy Family Parish School (HFS) and its employees and agents incur no liability or professional discipline, except for willful and wanton conduct, because of any injury arising from the administration of asthma medication, an epinephrine auto-injector, or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardian or by the pupil's physician. The parents or guardians must hold harmless the CDOP and HFS against any claims, except a claim based on willful and wanton conduct, arising from the administration of these medications.

Physical and Dental Examinations

Holy Family is under the direction of the Catholic Diocese of Peoria Policy, P-CDOP, D-152 "Health Examinations and Immunizations. The complete policy is located on the diocesan website (www.cdop.org) and includes information about noncompliance with the policy and objections to examinations and/or immunizations. The State of Illinois requires all Pre-K, kindergarten, sixth grade, and all new students (coming from out of state) to have a physical exam. Students entering K, 2, and 6

must have dental exams before entering these grades. Students entering preschool and kindergarten must have the results of a lead and diabetes screening recorded on the student's physical.

Hearing and Vision Testing

Per the requirements of the Illinois Child Vision and Hearing Test Act and the Illinois School Code, screening by Illinois Department of Public Health certified screeners is mandated at specific age and grade levels. The State of Illinois requires all kindergarten and all new students to have an eye exam from a qualified eye doctor, such as an optometrist or an ophthalmologist, before entering school. Kindergartners are exempt from this screening if the school has on record an eye examination from a qualified eye doctor and it is properly dated to reflect the current school year time frame. Testing occurs per the following schedule:

Vision screening – Pre-K, 2, 8

Hearing screening – Pre-K, K, 1, 2, 3

Vision and hearing screening mandates also apply to all teacher referrals and children new to the school.

Immunization

A complete immunization record must be on file for each student in the school. Students entering school must have proof of immunization by the entrance date or the student will be excluded from school until the requirement is met. Students enrolling after the beginning date must present the immunization record and their latest health examination. If for medical reasons, one or more required immunizations must be given after the beginning day of school, and the student shall then present a schedule to the administration of the immunization and a statement of the medical reason for the delay on the beginning day. Waivers must be signed/documentated by a physician or clergy member.

These are the **minimum requirements** to be in compliance with the rules for school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child.

Preschool & Pre-K

- Physical exam
- Diphtheria/pertussis/tetanus (complete)
- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment
- Hepatitis B (series of 3)
- Varicella immunizations or date of the chicken pox disease

Kindergarten

- Physical, eye, and dental examination
- Diphtheria/pertussis/tetanus (complete)
- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment

- Hepatitis B (series of 3)
- Varicella immunizations or date of the chicken pox disease

2nd Grade

- Dental exam

6th Grade

- Physical and Dental examination
- Measles/mumps/rubella (complete)
- Hepatitis B (complete)
- Measles/mumps/rubella (complete)
- Diphtheria/pertussis/tetanus (complete)
- Meningococcal Meningitis Booster

Illness, Accidents, or Disease Exposure

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency form will be contacted. This process is channeled through the office. Parents are also notified if a child has been exposed to lice or other contagious contact. If a student has a fever, he/she should not return to school unless they have been free from a fever for a 24 hour period.

Management of Medication in School

No over-the-counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over the-counter medication(s). If it is determined that the student should receive prescribed or over-the-counter medication(s) at the school, the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
 - a. Name of the student.
 - b. Type of disorder.
 - c. Name of the drug.
 - d. Dosage amount.
 - e. Time interval in which the medication is to be taken.
 - f. An emergency number where the physician can be reached.
3. All medication is brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will decide.

Medication may not be kept in book bags, lunchboxes, or classrooms. Students are permitted to carry their inhalers or epinephrine auto-injector if parents provide the school with:

4. Requirements for the self-use of inhalers:
 - a. Written authorization from the parent/guardian for self-administration
 - b. The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.
 - c. A student may possess and use the inhaler:
 - while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

Self-carry epinephrine auto injectors:

- Written authorization from the parent/guardian for self-administration
- Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
- The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered OR a written statement from the physician, APN, or PA containing the name and purpose of the auto-injector, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine auto-injector is to be administered.
- A student may possess and use the epinephrine auto-injector:
 - -while in school
 - while at a school sponsored activity
 - while under the supervision of school personnel

Emergency Administration

The Catholic Diocese of Peoria (CDOP), Holy Family Parish School (HFS) and its employees and agents incur no liability or professional discipline, except for willful and wanton conduct, because of any injury arising from the administration of asthma medication, an epinephrine auto-injector, or an opioid antagonist regardless of whether authorization was given by the pupil's parents or guardian or by the pupil's physician. The parents or guardians must hold harmless the CDOP and HFS against any claims, except a claim based on willful and wanton conduct, arising from the administration of these medications.

Holy Family Parish School retains the discretion to reject requests for administration of medicine. A basic record of any drug administration will be kept and filed in the office.

Self-Administered Asthma Medication

Under the Illinois School Code, Section 22-30, students with asthma can keep their inhalers with them. To allow this, the school in accord with the state statute, requires all the following before it can give effect to request and authorization:

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in Holy Family Parish School authorization form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication.
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students because of possessing this medicine may result in disciplinary action by Holy Family Parish School.

Additionally, under Illinois law, Holy Family's employees and agents incur no liability, except for willful and wanton conduct, because of any injury arising from an administration or student's self-administration of medication or epinephrine auto-injector.

SCHOOL PROPERTY

Care of Books

All hardbound and some softbound textbooks are on a loan basis. At the beginning of each year, the student is expected to have his/her loaned books covered in a manner that fully protects the book but does not cause damage to it. Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a mark, bends pages or cover, or damages the book in any other way, he/she will be asked to purchase a replacement text.

Care of Student Technology/Desks/Chairs/Property

As with all school property, students are responsible for good care of their technology, desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the item. Students are fined for property damage of any kind

Library – Book Check-Out and Fines

Pre-K students may check out one library book for a one-week period. Kindergarten students may check out two library books. 1st-3rd grade students may check out three library books and 4th-8th grade students may check out four library books for a two-week period. Books may be renewed once for an additional two-week period. If books are overdue or there are outstanding fines, no new books may be checked out or renewed. A replacement fee will be charged for lost books. Reports cards may be withheld until all books are returned and fines paid.

DISCIPLINE POLICY

The Holy Family Parish School Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the 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 parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right just as the parents have the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Student discipline and control problems will be dealt with through a system of teacher discipline, teacher conferences, detentions, demerits and when necessary, suspensions and expulsions. The utilization of the demerit system shall be an extension of the teacher's own classroom rules, discipline and procedures. The demerit system is not designed to take the place of a classroom discipline policy. It is to be implemented only after the classroom policy has failed to improve behavior and a three-step process has been followed by the teacher to correct unacceptable behavior.

Step 1: Conference with student about unacceptable behavior.

Step 2: Phone call or written note to parents/guardians.

Step 3: Conference with teacher, student and parents.

Demerits/Detentions

Students are allowed three demerits, then a detention will be assigned. Discipline is documented on Skyward. It is recommended that the teacher contact the parents to discuss any continued unacceptable behavior. Parents will be notified each time that a student receives demerits in the form of a demerit slip. It will be the responsibility of the student to take the demerit slip home, have it signed by a parent or guardian, and return it to the teacher or principal the following day.

Note: The administration reserves the right to abridge or by-pass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with Holy Family philosophy, the administrator reserves the right to remove the student from Holy Family Parish School.

Suspension

All suspensions will be served out of school. Suspensions will be two (2) days; however, could be extended at the discretion of the Principal. Students may make up work but will receive only 80% credit for work completed during the suspension. Upon a student's third suspension, an Education Commission hearing is required before that student may return to school. Students that are suspended are not allowed on school grounds or at school sponsored activities while they are serving their suspension.

Suspensions could result from any of the previously listed demerits at the discretion of the Principal. However, immediate suspension could result from action or behavior that could result in personal injury or damage to the school facilities.

Immediate suspension of 2-10 days and possible referral to the Education Commission for possible expulsion will result from the following types of behavior:

- A. Gross misbehavior
- B. Gross disrespect to another person
- C. Defacing school property
- D. Fighting
- E. Stealing from school, staff or students
- F. Intentionally setting off the fire systems

The parent has the right to appeal to the Discipline Committee (Pastor, Principal and Executive Committee of the Commission on Education) when the school is considering expulsion of a student.

The Pastor is the final recourse in all major offenses and disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion.

The use of all electronic devices is prohibited during school hours. The offending student will be subject to disciplinary action. The school is not responsible for the damage/loss of items brought from home.

Harassment of any student by another is prohibited. Harassment includes but is not limited to, 'slurs, jokes or any other form of verbal, written, graphic or physical conduct which reflect negativity towards another, has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile or offensive school environment. Harassment under this policy includes sexual harassment defined as 'any unwelcome sexual advance or any conduct of a sexual nature.'

Harassment demeans individual dignity and disrupts the school community. It is the responsibility of the victim or witness to report incidents of harassment, the parents of those alleging harassment and those accused of harassment will be notified. Students guilty of harassment are subject to disciplinary procedures.

Pastor's Jurisdiction

The pastor has the final recourse in all disciplinary situations, and may waive any disciplinary rule or step for just cause at his discretion.

The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations of the parish
- Following a determination by the principal that a student's education needs can no longer be met by school personnel and by available school resources
- Due to a failure of a family or student to participate in required activities or to support the mission of the school
- Due to disciplinary infractions

Substance Abuse

The consumption of alcoholic beverages and/or non-medical use of drugs are illegal and hazardous to the health of students. Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, and/or look-alikes, is not tolerated. Any student found in violation may be suspended or expelled, according to the school's discipline policy.

Right to Recourse

The individual desiring an appeal or review must make that request known to the Pastor following the APPEAL AND REVIEW POLICY OF THE DIOCESE OF PEORIA.

USE OF TECHNOLOGY

Holy Family Parish School is committed to combining technology with a restructured learning environment. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student – one that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts. Students have networked access to the internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. All persons using the Holy Family computer system are required to read the policy annually. Signatures required at the end of this Handbook also apply to adherence to the Acceptable Use Policy and Diocesan Policy C-404.

Computer Software Use and the Federal Copyright Law

The diocese recognizes that software written for all computers is intellectual property and is protected by copyright rules established by the United States. Further, the diocese recognizes that by protecting the investment of companies that develop computer software, we also protect those companies and allow them to gain a fair return on their development costs, and thus allow those companies to continue to produce enhancements and advancements to software.

The diocese also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property. Therefore, the diocese has established the following guidelines for the moral, ethical, and legal protection of employees and their software property.

1. All software not written by the diocese but purchased from outside companies is not owned by the diocese and, therefore, the diocese does not have the right to reproduce it for use on more than one computer unless specific permission has been obtained from the copyright owner.
2. All multi-use software, such as software written for networks, must be used in accordance with the licensing agreement.
3. The diocese understands that, according to the United States copyright laws, illegal reproduction of software may result in civil damages and criminal penalties including fines and imprisonment as defined by federal statutes.
4. No diocesan employee shall knowingly make copies of software without the express written permission from the software company. Any copies made without the express permission of the software company are illegal copies. The diocese may discipline as appropriate, including possible termination, any employee making illegal copies of copyrighted software.
5. All diocesan software written by the diocese is owned by the diocese and cannot be copied without the express permission of the proper diocesan authority.
6. It is the responsibility of all managers, directors, pastors, principals, and other employees in a position of authority in the diocese to audit their employees' computers periodically for unlicensed software. The diocese recognizes that, from time to time, volunteers may bring their own software for the specific purpose of the volunteer's project. However, once the project has been completed and the volunteer has left, the software that the volunteer installed must be removed from the computer.
7. If a diocesan office, parish, institution, or school employee disposes of old computers, that office, parish, institution, or employee has the responsibility of removing all software (including any operating software) before disposing of the computer.
8. Any employee who determines that there may be a misuse of software shall notify the pastor, principal, department manager, or immediate supervisor.

Technology Acceptable Use Policy

Holy Family Parish School (hereafter referred to as HFPS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. HFPS computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of HFPS. HFPS has the duty to investigate any suspected violations of this policy.

- Access to the Internet must be related to a student's class work responsibilities, or for education or research, and be consistent with the educational objectives of Diocese of Peoria and school.
- The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the

discretion of the principal, and his/her decision is final. If a user encounters questionable content, he/she should immediately report it a teacher/Principal/System Administrator to protect them against a claim of international violation.

- If a parent feels there are other areas that are inappropriate for their child(ren), the parents are expected to communicate that information to their students. The school expects the students to respect those instructions.
- Some examples of unacceptable use include but are not limited to:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - Unauthorized downloading of software, regardless of whether it is copyrighted;
 - Invading the privacy of individuals;
 - Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - Using pseudonyms or anonymous sign-on
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Diocese of Peoria and/or school;
 - Using inappropriate language;
 - Use of any proxy sites to access sites that are restricted by the normal course of the network; HFPS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
 - Damaging computers, computer systems, files, programs, or networks; ○ Vandalizing or damaging the property of another individual, including data files; ○ Employing the network for commercial purposes (i.e. to buy or sell items).
 - Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)
- Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
- Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
- Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Diocese of Peoria, or from photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.

- Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
- The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

Parents Responsibility using Social Media

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

- Facebook pages and Websites created independently and not administered by a school employee or parish member may not use the words **Holy Family Parish School or Holy Family Church** in any manner.
- Social media sites using the Holy Family School name may not be created without permission.
- Under no circumstances should offensive comments be made about students, teachers, other parents, staff or the school in general. Deroqatory comments are prohibited and will be dealt with by the pastor.
- Do not use any school logo or image without permission.
- Never discuss sensitive school matters using social media.
- On-line posting and conversation is not private. Do not share confidential information, internal school discussions or specific information about students, staff, or other parents. Everyone is personally responsible for the content they post, share or respond to on-line.

Google Apps for Education

Apps for Education includes web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Holy Family students and teachers. Apps for Education is intended for educational use only. The permission form describes the responsibilities of the school, students and parents in using Apps for Education on the school domain.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.

Holy Family Parish School will only publish directory information via SchoolSpeak, our school management system. This is an internal parent portal that is password protected.

- The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.

ADDITIONAL POLICIES

Inspection Policy

Individuals entering upon the premises of the school – whether students, employees, or guests – are expected to conduct themselves in keeping with the established norms for personal conduct. To provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors on the school's premises.

Included with this policy is the right to inspect the following:

- desks
- book bags, knapsacks, briefcases, athletic bags, or similar carriers brought onto or existing on the school premises
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises

Cell Phones

Students are not authorized to display cell phones during the school day. Cell phones must be turned off during the school day and collected at the beginning of each day by the classroom teacher. A student who displays a cell phone during the school day will be required to turn in the cell phone to the office. Demerits will be issued for first offense.

Drug and Alcohol Prevention

Holy Family Parish School supports the diocesan policy on substance abuse and recognizes the importance of prevention programs. We recognize that the use of drugs for nonmedical purposes is detrimental to the physical health, psychological development, and educational progress of students.

Holy Family Parish School incorporates within the curriculum programs guidelines and experiences which promote the social and emotional growth of children, disseminate information, and encourage positive self-esteem. The faculty strives to achieve the following goals at all grade levels:

1. Enhance students' self-awareness and self-esteem.
2. Develop competencies for coping with personal and social pressures.
3. Develop decision-making and problem-solving skills.
4. Expand ability to express one's own point of view and accept another's.
5. Develop ability to "just say no."
6. Develop ability to create alternatives to conflict resolution situations.
7. Develop ability to deal with anger constructively.
8. Increase students' knowledge of contents of drugs and the legal, physical, and psychological ramifications of usage at age appropriate levels.
9. Provide assistance and support to students who may be on drugs
10. Continue to provide programs that include:
 - speakers/activities on appropriate prevention topics
 - timelines and structures for K-8 presentations
 - administration/teacher/staff leadership in easing teasing and bullying
 - consultation with the counselor
 - classroom sessions on anger management
 - use of "success" cards and rewards certificates
 - constant use of positive reinforcement

Drugs and Alcohol Policy

Students are prohibited from possessing, using, or being under the influence of alcohol or drugs while at school or at any school-related function. Included with the prohibition are the following:

1. Purchase, use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
2. Storing in a book bag, desk, clothing, or other repository on school premises or about any school-related activity any drugs, drug paraphernalia, or alcohol.
3. Being under the influence of drugs or alcohol on school premises or about any school-related activities.

The administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use, or other information giving rise to suspicion of violation of this policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school.

Violation of Drugs and Alcohol Policy may result in any of the following:

1. Required participation (at the expense of the family) in drug/alcohol assessment by certified drug/alcohol professional or by a drug/alcohol treatment facility and requirement to follow the recommendations which result there from.
2. Student may be suspended at home from school for a week.
3. Student may be required to participate in counseling as recommended.

4. Student may be expelled.

Families are required to provide documented results of 1 and 3 above.

Tobacco/Vaping Prohibition

Holy Family Education Commission prohibits the use of tobacco or vaping on the entire parish/school grounds, including the school, gymnasium, cafeteria, and all outdoor areas (parking lots, playground, etc.) when such property is being used for any school purpose.

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, 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) a weapon at school or any school-related function shall, at the discretion of the Pastor and Principal, be subject to immediate expulsion.

"Weapons" is defined as any object, device, or instrument that has been designed, created, adapted, or used for 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 alike, stun guns, toy gun, 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 Billie sticks, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices, including nunchakus, clackers, Kung Fu sticks, batons, chains, etc.
- Projectiles, including shuriken and similar pointed star-like objects, arrow, 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 intimate, threaten, and/or inflict bodily injury

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 any time whosoever 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.

Weapons Procedure

In the event a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 9-1-1 and wait for a law enforcement officer to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their students from the building.
5. The police will be contacted and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The Principal will contact a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the Principal, Pastor, student, and parents. If the Principals investigation verifies that the student possessed and/or used a weapon or look-alike weapon, the student shall be expelled from school.

8. In the event of mitigating circumstances, the Pastor may elect a disciplinary action other than an expulsion, especially for students in grades K-3. The Pastor may consider circumstances such as:
 - Is the violation merely technical in nature (*e.g.*, squirt guns)?
 - Was the weapon displayed or used in a threatening manner?
 - Has the weapon caused any harm, injury, destruction, or damage?
 - Is the weapon commonly used by people for purposes other than use as a weapon (*e.g.*, table knife)?
 - Did verbal threats precede the possession of the weapon?
 - Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?
9. The decision of the canonical Pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the Principal, a student or school visitor may possess a weapon and/or look-alike for the following reasons:
 - Possession and/or use is required as part of an authorized class or course.
 - Possession is part of an authorized school and/or class display or presentation.
 - Possession and/or use is part of an official ceremony (*e.g.*, honor guards, Knights of Columbus, etc.).
 - Possession is authorized as a stage prop.
 - Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the Principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

Prohibiting Gangs and Gang Activities

Holy Family Parish School Education Commission believes that the presence of gangs and gang activities can cause a substantial disruption of moral, physical, and material standards in the life of a student. Any person or group of two (2) or more persons whose purposes include the commission of illegal acts may not be part of the Holy Family Parish School enrollment. By this policy, the Commission prohibits existence of gangs and gang activities as follows:

No student shall:

1. Wear, possess, use, distribute, draw, display, or sell clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership in or affiliation with any gang.
2. Commit any act or omission or use any speech, either verbal or nonverbal (notes, drawings, gestures, handshakes, and body markings) showing interest in membership in or affiliation with a gang.

3. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - soliciting others for membership in any gang.
 - requesting any person to pay protection or otherwise intimidating or threatening any person.
 - committing any other illegal at or other violation of Holy Family Parish School policies. inciting other students to act with physical violence upon any other person.

Violation of this policy shall be deemed gross disobedience or misconduct for disciplinary purposes.

Employment of Faculty and Staff

Background Checks

All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. (C-400, P-CDOP, rev.: 9/07).

Catholic Diocese of Peoria Harassment Policy – C-401, P-CDOP

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

Definitions

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 within the term "harassment" as used herein and shall be handled under this policy. (Catholic Diocese of Peoria Policy, Adopted: 3/08)

Policy Note: Procedural guidelines for this policy may be found on the Catholic Diocese of Peoria website.

Hiring of Teachers (C-111, P-CDOP)

Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate based on race, color, national origin, sex, or physical handicap in hiring of teachers.

Holy Family Parish School follows all federal and state non-discrimination and equal opportunity laws regarding admissions and employment stated in the policies of the Catholic Diocese of Peoria.

Non-Discrimination in Employment (A-105, P-CDOP)

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants based on race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.
2. Insure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

Holy Family Parish School follows Diocesan policies relating to non-discrimination in employment.

Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers (C-402, P-CDOP)

Preamble:

In accord with the "Charter for the Protection of Children and Young People", the United States Conference of Catholic Bishops promulgated "Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons" as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago.

They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals. (Catholic Diocese of Peoria, issued: 3/08)

Complete diocesan policy may be found on the Catholic Diocese of Peoria website at www.cdop.org

Safe Environment Program

Holy Family Parish School incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the annual orientation meeting or at any time during the school year.

Asbestos Statement

In Octo 1968, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlines in our asbestos management plan. This plan contains information on our inspectors, re-inspectors, response actions and post-response actions. These plans are available for review during normal office hours.

Lead

All water sources were tested in March- all were under federal standard. Two sources did not pass Illinois Law (SB0550) of 5 PPB and were taken out of service. Test results are on file in the office for public review. We will continue to keep our families updated as any new information becomes available.

Wellness Policy

Holy Family Parish School follows diocesan policy D-151, P-CDOP (reviewed: 9/07) and implements a local student wellness plan.

Appeal and Review G-111, P-CDOP

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:

- 1) The decision violates or conflicts with the teachings of the Roman Catholic Church; or
- 2) The decision violates or conflicts with an applicable diocesan policy;
- 3) The decision violates or conflicts with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
- 4) The decision violates or conflicts 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. (G-111, P-CDOP, reviewed: 9/07)

Appeal and Review G-111, AR-CDOP

The individual or group desiring the appeal or the review must make that known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and,
3. The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor or pastors' board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools. (AR-CDOP, rev.: 9/07)

Right to Amend

The administration of Holy Family Parish School reserves the right to amend this *Handbook*. Parents and students will be notified of any amendments.

Revised 10/2018