

# Parent-Student Handbook

**2019 – 2020**



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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 or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this handbook.

Revised: July 2019

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 2019-20 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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## **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)

## **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 the

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.

### **SCHOOL PHILOSOPHY**

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 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 in 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 multicultural world.

## **GOALS**

- To teach our Catholic faith and heritage through a comprehensive education program based on doctrine and experience.
- To stress moral development, and the teaching of Catholic values in all areas of the curriculum.
- To challenge children to aim for excellence and to become increasingly responsible for their own learning.
- To encourage and enable students to be respectful and self-disciplined.
- To develop critical thinking skills which encourage each child to reflect carefully and articulate clearly their own thoughts, opinions and conclusions.
- To provide an atmosphere which encourages tolerance, and which discourages prejudice and disrespect.
- To nurture each child's feelings of self-esteem, self-worth and self-confidence.
- To provide opportunities for prayer experiences and liturgy, shared by students, faculty and parents.
- To challenge students to give witness to Gospel values in their daily lives and to see themselves as responsible for the Church's mission of building a world based on concepts of justice and peace.

## **SCHOOL 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.

### **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 requirements.

### **SCHOOL ACCREDITATION**

The National Catholic Education Association and the Illinois State Board of Education according to Policy and Guidelines officially recognize Holy Family Parish School for Registration and Recognition of Nonpublic Elementary and Secondary Schools.

### **ADMISSION PROCEDURES/POLICIES**

#### **NONDISCRIMINATION IN SCHOOLS**

Holy Family Parish School is compliant with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment, as stated in Board of Education Policies of the Diocese of Peoria. No student shall be refused admission to Holy Family Parish School on the basis of race, color, sex, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. *(CDOP Policy D-111)*

#### **The Non-Catholic pupil at Holy Family Parish School is expected to:**

- Understand, and be willing to actively support the philosophy and goals of the school.
- Attend and be evaluated in religion class. These classes are an integral part of the life of the school. During religion class students are assisted in the understanding of the basic teachings of Christ and the Church.

- Attend and participate in school liturgies.

### **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. New students are admitted according the following PARISH CRITERIA:

1. Children of active parishioners\*; this includes siblings currently enrolled, children reaching school age, and children from families moving into the parish.
2. Children of active parishioners\* currently enrolled in public schools wishing to transfer.
3. Children of Catholics (non-parishioners).
4. 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 problems, 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.

### **SCHOOL TUITION & FEES**

#### **GRADES K THROUGH 8**

##### **RATES FOR ACTIVE CATHOLIC PARISHIONERS\***

STUDENT 1 = \$4,687.00  
STUDENT 2 = \$1,912.00  
STUDENT 3+ = \$1,530.00

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

##### **RATES FOR NON-CATHOLIC, NON-PARISHIONERS, OR NON-PRACTICING CATHOLICS**

STUDENT 1 = \$5,215.00  
STUDENT 2 = \$2,428.00  
STUDENT 3+ = \$2,040.00

Payment schedule is based on 11 monthly payments starting 1st or 15th of each month August through June. All payments must be made via ACH electronic withdrawal. If the entire year's tuition is paid in full before the first day of school, there

is a 5% discount on tuition. A \$200 tuition discount will be applied to your account for any families that you refer who register at Holy Family School.

### **REGISTRATION FEE INCENTIVES**

\$100 per student (non-refundable) Payable upon registration before May 1, 2020.

\$125 per student (non-refundable) if registering after May 1, 2020.

### **PRESCHOOL AND PRE-K**

Full Day Program (8:00am-3:15pm) \$408 per month\* Monday – Friday

Half Day Program (8:00am-11:30pm) \$225 per month\* Monday – Friday

\*Monthly Payments = 11 months starting 1st of each month August through June. All payments must be made via ACH electronic withdrawal. If the entire year's tuition is paid in full before the first day of school, there is a 5% discount. A \$200 tuition discount will be applied to accounts for any families that you refer who register at Holy Family School.

### **Registration Fee Incentives**

\$50 per student (non-refundable). Payment due with registration, before May 1, 2020.

\$75 per student (non-refundable) if registering after May 1, 2020.

\*Child Care Connection applications are accepted for those who financially qualify.

<http://www.salccc.org/>

### **TUITION IN ARREARS**

Enrollment of a student at Holy Family Parish School includes a financial obligation for tuition and fees as outlined in the School Compact. Payment schedules are based on 11 monthly payments starting the 1<sup>st</sup> or the 15<sup>th</sup> of each month from August through June. **All payments must be made via ACH electronic withdrawal through SMART Tuition.** If you have not signed up, you must enroll in ACH payments on or before open enrollment day. In addition, family accounts must always be kept current. At the end of each quarter, all tuition, aftercare fees, athletic fees, lunch fees and other miscellaneous fees must be paid. If your account is not current at the end of the quarter due to hardship, you are required to meet with the Pastor regarding your outstanding balance. If you fail to contact the Pastor regarding your outstanding balance, any family with an outstanding balance at the end of a semester will not be permitted to enroll for subsequent semesters at Holy Family Parish School without the authorization of the Pastor. Subsequently, any family with an outstanding balance at the time of graduation, will not be issued official transcripts. We realize that circumstances may arise, such as the loss of a job, which could affect your ability to meet your financial obligations. The pastor and the administration are committed to working with any family experiencing financial difficulty; however, it is your responsibility to contact the Pastor to resolve it.

### **FINANCIAL ASSISTANCE PROGRAMS**

## **FAITH IN OUR FAMILY SCHOLARSHIP**

In an effort to make Catholic education available to more families, the Faith in our Family Scholarship has been established. Scholarship criteria is both need and merit-based. Families that would like to apply for the Faith in our Family Scholarships are not required to submit a FACTS form, but if they have previously done so, that information will be considered. In order to be eligible for this scholarship, applicants must have paid their school registration fees for the 2019 - 2020 school year. The following criteria will be used to determine eligibility: Participation at Mass, Service/Stewardship, & Financial Need (if applicable).

## **DIOCESAN SPALDING SCHOLARSHIP**

### **PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application**. Filing online at <https://online.factsmgt.com/signin/42HGC> is the fastest and most direct method of submitting the **application and required supporting tax documents**. A family may also obtain a printed copy of the FACTS Grant & Aid Application from the school that their child attends or will attend and complete it according to directions. **The application and supporting tax documents must be received by FACTS by the deadline set forth in April 2020.**
- The completed FACTS application, the \$30 fee, and any required supporting documents are to be filed with FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, and required supporting documents and the fee, have been submitted to FACTS. Submit your application and supporting documents before the deadline. **Only completed applications which include supporting documents submitted on or before the deadline will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at [www.cdop.org](http://www.cdop.org), under **Catholic Education** and then under **Financial Assistance**. Scroll to the bottom of the page and select the link to the forms.

## **TAX CREDIT SCHOLARSHIP**

Empower Illinois is a statewide Scholarship Granting Organization created in 2017 to serve Illinois children through the state's tax credit scholarship program. Tax Credit Scholarships are need based and do not take academic performance into consideration. The application is a two-step process. First, reserve your place in line by completing a brief online form. After reserving your place in line, you will be able to

complete the full application. Applicants can begin to apply in January of 2020. Please go to [empowerillinois.org](http://empowerillinois.org) to complete an application.

## **STUDENT HEALTH**

### **Emergency Medical Information**

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

### **Student Accident Insurance Program**

Scholastic First School Insurance Program is pleased to provide a student accident insurance plan to participating member schools for the 2019–2020 school year. All full-time students are automatically covered for Excess Accident Medical Expense Benefits and Accidental Death & Dismemberment Benefits. The program is secondary or excess to all primary health insurance plans and is designed to cover copays and deductibles. A full description of coverage is available upon request. The plan provides coverage for students participating in school sponsored and supervised activities effective from August 1, 2019 to August 1, 2020.

### **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:
    - a. Written authorization from the parent/guardian for self-administration
    - b. Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
    - c. 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.
    - d. 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](http://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 first 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 first day. Waivers must be signed/documentated by a physician or clergy member.

These are the **minimum requirements** to comply 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.
4. 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:
  - a. Requirements for the self-use of inhalers:
    1. Written authorization from the parent/guardian for self-administration

2. 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.
3. A student may possess and use the inhaler:
  - while in school
  - while at a school sponsored activity
  - while under the supervision of school personnel
- b. Requirements for the use of self-carry epinephrine auto injectors:
  1. Written authorization from the parent/guardian for self-administration
  2. Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
  3. 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.
  4. 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.

### **FAMILY SERVICE AGREEMENT**

For Holy Family Parish School to continue to offer quality programs to our students at an affordable tuition, we have created a Family Service Agreement. All registered school families are required to participate in the program. Your participation will help ensure the existence of many programs that may not be available without volunteers, thereby enriching the experience of each student at Holy Family Parish School. Added benefits include awareness of school activities, meeting new people, helping to raise funds needed by the school, and increased involvement in your child's education.

All families must support the parish/school ministries with a minimum least 30 service hours (per family) during the school year. Families with only a Preschool/PreK student are required to volunteer a minimum of 15 service hours. Parents, grandparents and guardians (and other adult family members upon approval from the administration) of Holy Family students may contribute to the family service hour requirement.

All service hours must be completed by June 15th of each year. Incomplete service hours may affect the amount of receive financial assistance you are awarded for the upcoming school year.

**NOTE - ALL** volunteers must complete the following:

- Diocesan Safe Environment Training Program
- Diocesan Safe Drivers Training Program
- DCFS & C.A.N.T.S Background check.

Each family will be asked to fill out a parent participation card when you have completed an activity. This will ensure credit to your family's total for time volunteered. A statement of hours volunteered will be sent home in the family folders

at the end of each quarter. **Please remember that it is your responsibility to fill out the parent participation card for credit. The parent participation box is located outside the school office.**

### **PARENT'S ROLE IN EDUCATION**

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. We, at Holy Family Parish School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, socially and psychologically. Your choice of Holy Family Parish School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Family Parish School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major test, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of being.

### **PARENTS AS PARTNERS**

As partners in the educational process at Holy Family Parish School we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is Dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- Parents are to report to the school office prior to meeting with a teacher before, during, or after school.
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete & return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

### **ARRIVAL AND DISMISSAL TIMES**

Due to lack of supervision and safety, children are **NOT TO BE DROPPED OFF AT SCHOOL BEFORE 7:40 A.M.** 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.** If a child arrives before 7:40 A.M., he/she will be sent to Before Care and charged accordingly (Exception: Fees will be waived for morning altar servers.)

6:45 a.m.	BeforeCare Program begins
7:30 a.m.	School Office Opens
7:40 a.m.	School Supervision Begins

8:00 a.m.	School Begins
11:10-11:50 a.m.	A Lunch/Recess (K-2nd)
11:50-12:30 p.m.	B Lunch/Recess (PS, PreK, 3-5)
12:30-1:10 p.m.	C Lunch/Recess (6-8)
3:15 p.m.	School Ends/Dismissal for all students by family
3:45 p.m.	Office Closes
6:00 p.m.	Aftercare Program Ends

All students are to be dropped off or picked up at the front entrance, unless attending BeforeCare (Door #3) or Breakfast (Door #5).

**Parents are asked not to escort their children to the classrooms. Parents are welcome to join the students in the gym with their class for morning prayer.**

### **ABSENCES**

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school each day and be on time. **PARENTS ARE REQUIRED TO PHONE THE SCHOOL OFFICE at (309) 688-2931 or email [absent@peoriahfs.com](mailto:absent@peoriahfs.com) TO REPORT ABSENCE or tardy BEFORE 9:00 A.M.** If a student's absence or tardy has not been reported by 9:00 A.M., a call will be made by the school office to determine the reason for the absence. If your child is absent 10 or more days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving attendance. Excessive absences of 20 days or more may jeopardize promotion to the next grade level and may be reported to the truancy officer at the Office of the Regional Superintendent of Schools.

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 an excused absence or tardy if the student brings a doctor's note. 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.

### **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 a 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.

### **Tardiness**

Respect for the learning atmosphere requires that students be on time for school. Morning prayer, the 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 marked 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. Student in grades Pre-4th will serve a lunch detention. Students in grades 5th-8th will serve a 30 minute after school detention. Parents will be informed of the detention by letter or email the day before it is scheduled.

If tardiness is frequent or habitual, more than 5 days in any grading quarter without a serious illness and a doctor's written excuse will be contacted by Administration to discuss ways of improving tardiness. Excessive tardiness of 10 days or more may be reported to the truancy officer at the Office of the Regional Superintendent of Schools.

### **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.

### **FAMILY VACATIONS**

The school calendar provides ample vacation time at Christmas, Easter, Spring Break, summer and weekends. The school discourages vacations or trips taken during the school year. Valuable instruction time is lost, and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue can never be replaced by the assignment of extra written work.

- If parents do plan a family vacation during school time, parents assume the responsibility of seeing that their children are instructed in the material presented in their absence.
- Class work and homework given during the student's absence are expected to be completed.

- Teachers are **not** required to make individual or special assignments before the student's departure.
- Teachers are **not** required to prepare lessons, in advance, to provide assignments for the vacationing student or tutor the child when he/she returns.

### **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 for morning and afternoon prayer.***

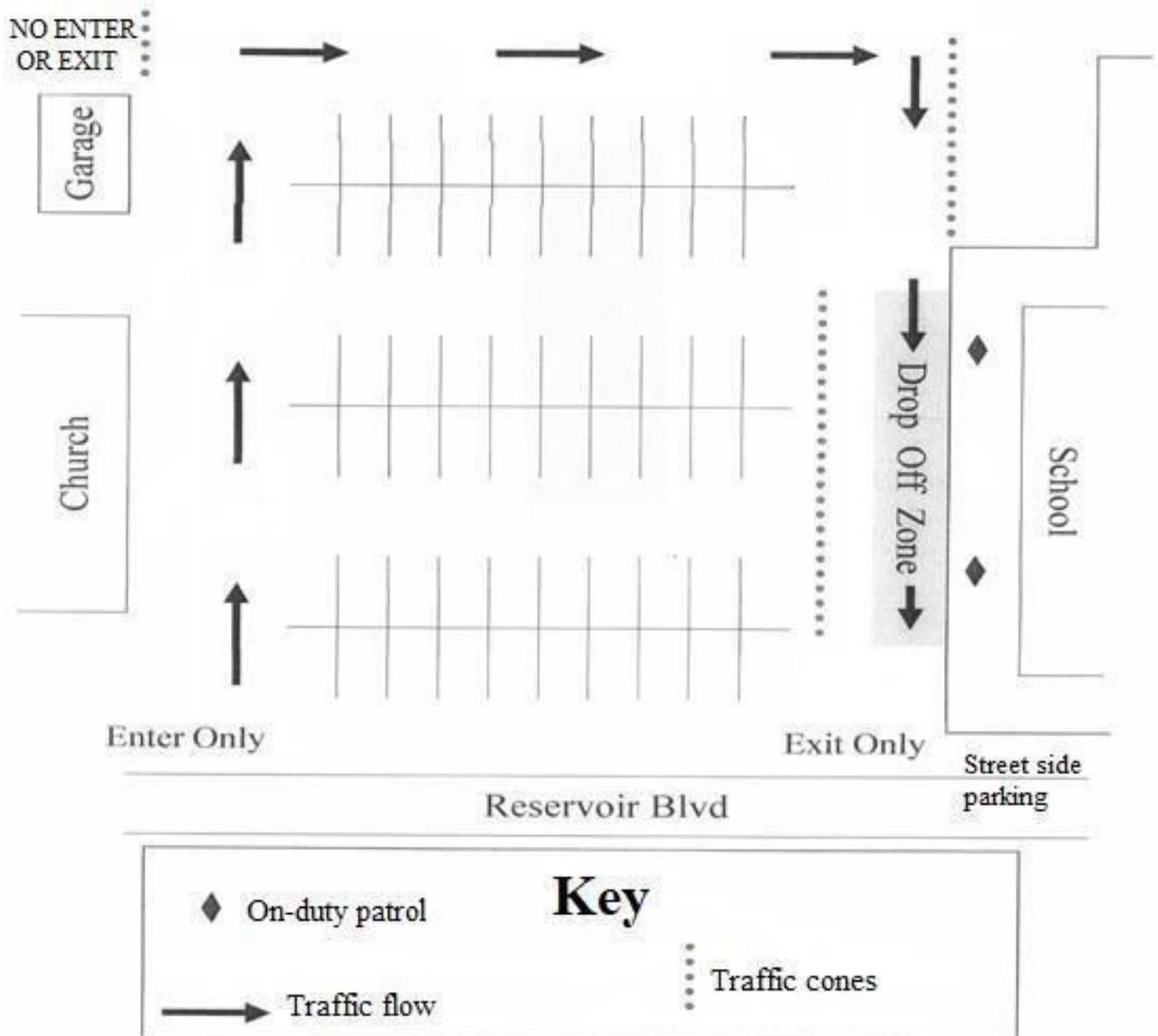
### **DROP OFF AND PICK-UP PROCEDURES**

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 hours are 6:45 a.m. – 7:55 a.m.

AFTER SCHOOL CARE hours are 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 #3.

## **LUNCH PROGRAM**

We are part of the National School Lunch Program (NSLP). We encourage students to eat hot lunch as it is nutritionally balanced and governmentally approved and monitored. See prices below. Those eating breakfast may enter through the front doors or through Door #5.

Breakfast is served from 7:40a.m.-7:55a.m., prices listed below.

Full Breakfast \$1.50

Milk \$.40

Juice \$.35

Other Items \$.50

Lunch Times and Prices:

A Lunch (11:10-11:50 a.m.)

B Lunch (11:50-12:30 p.m.)

C Lunch (12:30-1:10 p.m.)

Lunch Entrée - \$2.75

Milk - \$.40

In addition:

- Students who bring cold lunches may purchase milk.
- For safety reasons, students are not allowed to bring any glass containers.
- Pop or energy drinks are not to be brought to school.
- Students are not to bring lunches that need to be microwaved.
- Parents shall not bring lunches for their children from carry out restaurants.
- Students are not to exchange food from each other's trays.

## **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 the 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 to 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**

Recess is an excellent opportunity to train the children in good sportsmanship, thoughtfulness, and consideration for others. Students are not allowed to bring toys or recess equipment from home. When snow is on the ground students should wear boots or have a change of shoes. When playing outside in the winter weather, students should have their heads covered. (Stocking caps or hoods) When raining or the temperature is extreme [wind chill factor is below 20 degrees,] students will remain indoors or will go out for a very short period. Every student is expected to go outside for recess. If they are well enough for school, they are well enough to go outside. An exception will be made in agreement with a physician's written notification.

## **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.

## **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 (309) 688-2931 to reach the 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 voicemail, use phone number (309) 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 workday.

### **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 in the Family Folder. 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 Skywards Family Access.

### **Website Information**

**Holy Family Parish School Website** – Found on-line at <http://school.peoriahollyfamily.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. Skyward 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.

## **SCHOOL PROPERTY**

### **Care of Books**

All hardbound and some soft bound textbooks are on a loan basis. 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. 1<sup>st</sup>-3<sup>rd</sup> grade students may check out three library books and 4<sup>th</sup>-8<sup>th</sup> 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. Report cards may be withheld until all books are returned and fines paid.

## **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 are 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 the 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 to 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 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;

- o Using another user's password or account. Computer accounts and passwords are confidential and must remain so.
- o Do not use another individual's account and confidential password;
- o Using pseudonyms or anonymous sign-on;
- o 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;
- o Using inappropriate language;
- o 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.
- o Damaging computers, computer systems, files, programs, or networks;
- o Vandalizing or damaging the property of another individual, including data files; employing the network for commercial purposes (i.e. to buy or sell items).
- o 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.
- o 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.
- o 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.
- o 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.
- o 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. Derogatory 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 Skyward, 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 the 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, pocketknives, 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 intimidate, 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 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 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:
    - a. Possession and/or use is required as part of an authorized class or course.

- b. Possession is part of an authorized school and/or class display or presentation.
- c. Possession and/or use is part of an official ceremony (*e.g.*, honor guards, Knights of Columbus, etc.).
- d. Possession is authorized as a stage prop.
- e. 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 the 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, and/or
  - 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](http://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 outlined 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 standards. 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.

## **LOST AND FOUND**

The school is not responsible for the loss of wearing apparel, lunches, money, jewelry, bikes, etc.; however, reasonable effort is made to reunite owners with lost article. Please put a child's name on any item that may be removed at school (sweaters, jackets, etc.) Students are discouraged from bringing any items of value to school.

## **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 the Stations of the Cross**

Teachers prepare students to pray the Rosary and the 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**

### **CURRICULUM**

Curriculum may be defined as all the guided experience of the child under the direction of an educator. It includes the content of the courses of study and embraces the development of the whole child in all school activities. The school will strive to assist the child in forming the appropriate skills, attitudes, and habits for each learning experience. 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. The basic curriculum includes Religion, Reading, Language Arts/English, Mathematics, Science/S.T.E.M., and Social Studies. Holy Family Parish School also supplements its curriculum with instruction in the special areas of Computer, Art, Dance, Music, Science, Library/Resource, and Physical Education. 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 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 requirements  
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 Average  
F = 68-0 Failing

#### **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 Skywards Family Access. Parents can access grades at any time throughout the year through Skywards 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 absences 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.

## **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 or khaki pants
- Navy or khaki shorts (may be worn before Nov 1 or after April 1)
- No cargo pants or jeans
- No holes
- NO leggings, skinny pants or tight pants

#### **Plaid, Khaki, or Navy Jumpers/Skirts:**

- White, navy, or black tights (leggings and/or bike shorts worn underneath)
- Skirt length can be no higher than 2" above the knee

#### **Tops:**

- Navy blue, dark green, or white shirts with collars
- Navy blue, dark green or white sweaters over uniform top
- Holy Family spirit wear jackets (green fleece or black pull-over) with dress code shirts underneath
- No hooded sweatshirts
- 7<sup>th</sup> & 8<sup>th</sup> grade black polo

#### **Footwear:**

- Socks: Navy blue, white, or black
- Shoes: Closed toed
  - o Tennis Shoes practical for physical activity with non-marking soles
  - o Preschool-Kindergarten must wear Velcro or no-tie shoes
  - o No light up shoes

#### **Accessories:**

- All students 5<sup>th</sup>-8<sup>th</sup> 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)
- No excessive or inappropriate jewelry should be worn to school.

Uniform clothes can be found at Lagron-Miller, Land's End, Kohl's, Target, Walmart, 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, including spirit wear hoodies.
- 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 must 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 prorated 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 the Diocese.

### **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/bullies
- A call to the parents of both the victim and the bully/bullies)
- Assignment of a one-hour school detention
- Possible joint meeting with the victim and the bully/bullies

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.

### **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 and/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.

### **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, 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 specific 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)

### **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.

## **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 <http://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 5<sup>th</sup> – 8<sup>th</sup>
- Cheerleading — grades 6<sup>th</sup> – 8<sup>th</sup>
- Track — Boys and Girls, grades 5<sup>th</sup> – 8<sup>th</sup>
- Soccer — Boys and Girls, grades 1<sup>st</sup> – 8<sup>th</sup>
- Volleyball — Girls grades 5<sup>th</sup> – 8<sup>th</sup>

## **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 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 be 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:

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
2. 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.

### **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: August 2019