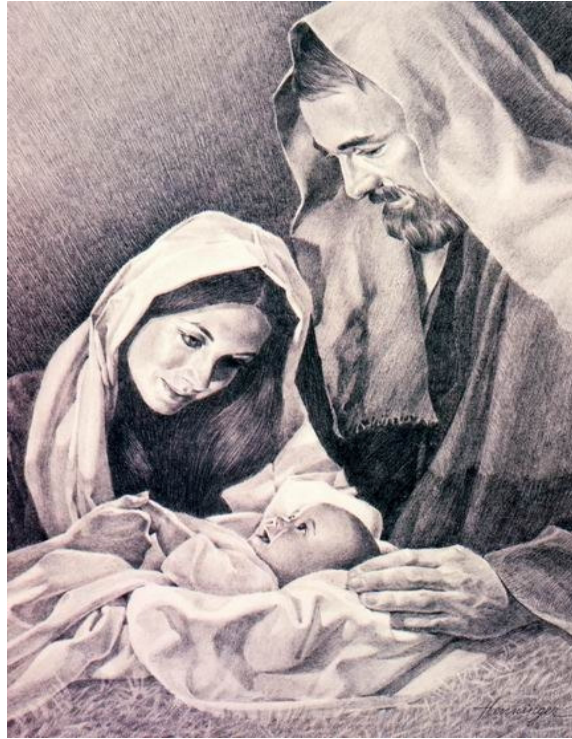


## Prayer of the Holy Family



O God, you call us to begin the day and every day  
In dedication to you.

May all who need your help today experience  
Your unconditional love and compassion  
Through us and all who have  
Come to know you.

Bless all the mothers of this world and all women  
Who care for those whom you entrusted  
To our hands and hearts.

May they draw courage and compassion from your  
Mother Mary.

Bless all the fathers of the world and all the men who  
Work for your kingdom on earth.  
May they be strengthened by the example of  
Joseph.

Bless all the children of this world; may their minds  
And hearts be open in following in the footsteps of  
Jesus.

May they come to know their worth and dignity as  
Your children.

With the help of the Holy Family, may all the families  
Image your life in the trinity of love.

Amen

## Protectors Of Childhood

As members of a community, we are called to be protectors of childhood, and so we ask God's blessings that we may fulfill this awesome responsibility:

God bless the mother who says "no" and means it, who holds the line against CD's that demean, videos that warp, values that corrupt.

God bless the father who stays more attuned to his children than office politics, the stock market, or the sports page.

God bless the older brother who takes time to remember what it was like to be 11 and not picked for a team.

God bless the older sister who hands down hard earned lessons about not caring so much what other people think.

God bless the grandparents who don't overindulge, but connect grandchildren to a larger story.

God bless the teacher who introduces moral lessons during class; and in the way the classroom is run.

God bless the coach who loves the game and puts fairness above all,

God bless the janitor who models dignity and the pride of work.

God bless the secretary who dispenses Band-Aids with tender loving care.

God bless the principal who calls teachers and parents to rise above the fray for the good of the child.

God bless the government officials who strive to provide safe and supportive communities for the children to be raised in.

Finally, we ask God's blessings on the entire community who forms a circle around the children, saying "We will give you room to grow, but not so much that you'll get lost.

We will give you time to grow and not rush you.

We will protect your childhood so you may know what it means to live, day-by-day, as a child of God."

# PARENT - STUDENT HANDBOOK

## 2007-2008

HOLY FAMILY SCHOOL  
600 BROOK FOREST AVENUE  
SHOREWOOD, ILLINOIS 60404

Rev. William G. Dewan, Pastor  
Rev. Mark J. Rosenbaum, Parochial Vicar

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# I. OVERVIEW

## A. INTRODUCTION

This Handbook seeks to promote an understanding between school and home. The philosophy, policies, and regulations of Holy Family School are presented in the following pages. We ask your cooperation in observing these policies. The intent of these policies is for the common good of the entire student body.

The staff and administration of Holy Family are dedicated to providing your child with a quality education based upon the traditions of the Roman Catholic Church. Please feel free to contact us with any concerns. We share a common goal and the need for trust and honesty is evident for the success of that goal: **THE BEST FOR OUR CHILDREN!**

## B. MISSION STATEMENT

Holy Family School and Parish is a value-centered community that integrates creative thinking and fosters beliefs in ways that encourage and promote the understanding of one another. Holy Family nurtures and inspires creativity, and allows children to develop to their full potential with dignity.

Holy Family Catholic School maintains a strong commitment to spiritual, academic, and athletic excellence and enriches, enlightens, and ensures the Christian, moral, intellectual and physical growth of our students and staff. Together with parents and parish community, we prepare students for their roles in the home, parish, and community.

## C. PHILOSOPHY

Holy Family Parish/School community teaches respect for the diversity of others. Holy Family School is committed to meeting our students' needs by addressing the varied abilities and interest levels of the student body, focusing on the dignity of each child. We recognize parents as the primary educators of their children, and as such, we encourage them to become active participants in both the spiritual and academic development of their children. By creating an atmosphere of cooperation and open communication between students, parents, faculty, and administration, Holy Family develops a faith community aware of the needs of our world.

## D. DISCLAIMER

The principal and pastor retain the right to amend the handbook for just cause. Teachers, parents and students will be given prompt notification if changes are made.

## E. FACULTY LIST

### HOLY FAMILY SCHOOL FACULTY LIST 2007 - 2008 SCHOOL YEAR

Rev. William G. Dewan, Pastor  
Rev. Mark J. Rosenbaum, Parochial Vicar

Mrs. Judith Strohschein	Principal
Ms. Jill Gillespie	Secretary
Ms. Nicole Stuart	AM & PM Preschool
Mrs. Cheryl Noble	AM & PM Kindergarten
Mrs. Joyce Ressel	Grade 1
Mrs. Marilyn Burt	Grade 2
Mrs. Lynn Rebus	Grade 3
Mrs. Ann Jeriha	Grade 4
Mr. Jerry Dillon	Grade 5
Mrs. Judy Papandria	Grade 5
Mrs. Theresa Milewski	Grade 6 Homeroom
Mr. James Brabets	Grade 7 Homeroom
Mrs. Kathy Blackburn	Grade 8 Homeroom
Mrs. Kim Maviglia	Junior High Language Arts
Mrs. Edith Mihelich	Physical Education
Mrs. Kimberly McGuire	Primary Aide
Mrs. Diane MacIntosh	Primary Aide
Mrs. Kim Granata	Primary Aide
Mrs. Maureen Morrissette	Primary Aide
Mrs. Rosemary Kessberger	Primary Aide
Mrs. Debbie Grace	Math Focus Teacher
Mrs. Jenifer Owings	Resource Teacher
Mrs. Robin Matuszewski	Technology
Mrs. Judy Shulk	Art
Mrs. Deb Schroeder	Librarian

## II. SUPPORTIVE ORGANIZATIONS

### A. SCHOOL BOARD

#### **Holy Family School Board of Education**

is composed of nine lay members, the Pastor, the Parochial Vicar, and the Principal. School Board meetings will be published on the monthly school calendar. All regular board meetings are open to the public.

#### **SCHOOL BOARD MEMBERS 2007 - 2008 SCHOOL YEAR**

Mrs. Kimberly Krumviede, President

Mr. Orest Czuczuk, (Vice President)

Mr. Paul Kalafut, (Secretary)

Mr. Steve Byrd

Mrs. Jackie Cherwin

Ms. Robyn Coyne

Mrs. Francine Duncan

Mrs. Martha Osuch

Mrs. Alex Quinn

Mrs. Judith Strohschein, Principal

Rev. William G. Dewan, Pastor

Rev. Mark J. Rosenbaum, Parochial Vicar

### **COMMUNICATION & THE SCHOOL BOARD**

**Role/Purpose of the School Board:** There is a considerable difference between a public school board and a parochial school board. A public school board is constituted as regulatory, one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a Catholic school.

A parochial school board is a body whose members are selected and/or elected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the

canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school boards are consultative in nature. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into six distinct functions:

1. To participate in and encourage strategic planning by establishing a mission statement, goals, objectives, long-range and short-range plans for the school.
2. To develop and defend policy by formulating policies in accord with diocesan policies which give general direction for administrative action.
3. To offer financial advice by developing plans/means to finance the educational programs including tuition, development and fundraising, allocating resources according to a budget and monitoring these plans.
4. To serve as a good public relations source.
5. To evaluate itself periodically determining its own effectiveness in light of its mission and its responsibilities as outlined by diocesan policy and by its own constitution.
6. To participate in the selection of the principal, who is the board's executive officer. The pastor hires the principal. At his discretion, he may invite board members to serve on the search committee when a principal needs to be hired.

**What the School Board is not:** The parochial school board does not act as a grievance committee. It does not hire, evaluate, or terminate faculty members. The board does not administer the school. It does not tell the Principal *how* to administer the school; rather it gives direction through policy. The board does not regulate the instructional program or involve itself in matters of curriculum.

**Communication with the School Board:** Whenever anyone has a concern that falls within the scope of school board matters, they are most welcome to come and address the board at any regularly scheduled board meeting. During every school board meeting a time has been allocated for visitors to address the board. Visitors will be welcome to share their viewpoints during the agenda item labeled as "Visitor Comments". Please see the appendix, School Board Meetings Visitor Policy, for points of order to be observed in these matters.

## **B. HOME AND SCHOOL ORGANIZATION**

Parents and guardians of children currently attending Holy Family School as well as all clergy and teachers are automatically members of the Home & School Organization. Parents are expected to help the Home and School Organization meet their goals, in addition to the many school and parish activities sponsored by the Home and School Organization (HSO).

Mrs. Pam Pucel, (President)  
Mrs. Kathy Sierzega, (Vice President)  
Mrs. Jessica Bertino, (Treasurer)  
Mrs. Kelly Rajkovac, (Secretary)  
Mrs. Dionna Jungles, (Hospitality)  
Mrs. Heather Dzurney, (Events/Fundraising)  
Mrs. Judith Strohschein, Principal  
Rev. William G. Dewan, Pastor  
Rev. Mark J. Rosenbaum, Parochial Vicar

The purpose of the organization is:

1. To promote communication and a sense of community between the organization and school parents.
2. To provide quality programs and speakers for the students and/or parents.

## **C. ATHLETICS**

We believe that the Athletics Program should promote the development of the student in the areas of physical fitness, fundamentals of the sport, self-esteem, value of sportsmanship, respect for others, companionship, school spirit, loyalty, and enjoyment of the sport. This development will be achieved with the cooperation and involvement of the faculty, coaches, parents and most of all, the students.

### **ATHLETIC COMMITTEE 2007-2008 SCHOOL YEAR OFFICERS**

Mr. Bill Koerner, Athletic Director  
Mr. Craig Slowik, Assistant  
Mr. Jeremy Brune, Treasurer  
Mrs. Judith Strohschein, Principal  
Rev. William G. Dewan, Pastor

The athletic committee is comprised of interested school parents, serving as volunteers.

#### **1. Who Can Play**

Any Holy Family student 5<sup>th</sup> grade through 8<sup>th</sup> grade is eligible to participate in the organized sports in which Holy Family fields a team. Parents of all student-athletes are required to participate in and support athletic fundraisers and other responsibilities. Athletes will not be eligible to participate until all athletic registration fees are paid.

#### **2. Academics**

All student athletes must have satisfactory academic performance to remain eligible.

Academic performance will be assessed via quarterly report cards and mid-quarter interim reports. To remain eligible for any athletic program or extracurricular activity, an average grade of “C-” must be maintained in **each** major subject area (Religion, Reading, Math, Social Studies, Science and Language Arts.) The student will be suspended from athletic participation on Holy Family teams, both practices and games, until their academic performance has improved to a grade of “C-” in each major subject.

The notification procedure for Holy Family School Students will be that the designated staff person, upon receipt of the eligibility form, will notify the Holy Family Athletic Director if any student is ineligible and is to be suspended from participation. The athlete will remain on suspension until the designated staff member notifies the Holy Family Athletic Director that the student’s academic performance has improved and eligibility has been re-established.

### **3. Behavior**

Responsible behavior is expected along with maintaining a “C-” average for eligibility. Exemplary behavior is expected in school as well as at school events, events at other schools or locations, and when traveling to and from these events. If eligibility is lost due to improper behavior, reinstatement may occur after one week or extended for as long as the staff involved and the principal deem necessary.

### **4. Appeal Process**

Should a student be removed from a sport, the student has the right of appeal. At the discretion of the principal and staff, solutions to unique situations may be considered. The following steps will need to be observed:

- a. The student will meet with the teacher(s) in which the deficiency appears.
- b. The student and teacher(s) will meet with the principal to set up guidelines for reinstatement.
- c. Parents will be notified of the outcome of the appeal.
- d. Decision of the principal is final.

## **III. ADMISSIONS**

### **A. REGISTRATIONS/TRANSFERS**

Registration and transfers must be completed prior to the first day of school. “Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, National and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools” (Ref. Policy #5110).

1. Preschool and kindergarten programs are offered for children three, four and five years of age respectively.
2. Illinois State Law requires children entering first grade to be six years of age on or before September 1<sup>st</sup> of the school year.
3. Children entering kindergarten must be five years of age by September 1, and preschool children must be three or four years of age by September 1.

4. Baptismal and legal birth certificates must be presented at the time of registration.
5. All children entering pre-school for the first time must present a current physical and current immunization form. All Kindergarten and fifth grade students must have a physical and a current immunization form. Kindergarten, second, and sixth grade students must have a current dental examination form. These forms must be turned into the school office.

## **B. ENTRANCE/ACCEPTANCE PRIORITIES**

***Please Note:*** The Initial Point of Entry for Holy Family School is **3-year-old Pre-school**.

**Priority #1:** Current students enrolled advancing to the next grade level.

**Entrance / Acceptance Priorities for New Students:** The following Priorities will be used for accepting new students into Holy Family School and also placement on waiting lists.

**Priority #2:** Active Parishioner Families [Registered Parishioner Family for at least one year.]

- a. Children of parishioner families with children already enrolled in Holy Family School.
- b. Those families with the longest history of registration and stewardship to Holy Family Parish.

**Priority #3:** Children of non-parishioner families with students already enrolled in Holy Family School.

**Priority #4:** Those families newly registered in the parish whose children attended parochial school at a prior location.

**Priority #5:** Those families newly registered in the parish whose children are transferring from public schools.

**Priority #6:** Other families registered in parishes other than Holy Family.

**Priority #7:** Families who are not Catholic.

## **C. Holy Family Class Size Policy**

The normative Holy Family class size for Pre-K and Kindergarten will be limited to 17 students. Whereas, grades 1-8 will be limited to 34 students. Exceptions to the limit will be at the discretion of the pastor and the principal.

## IV. FINANCIAL POLICIES/OBLIGATIONS

### A. TUITION AND FINANCIAL OBLIGATION AGREEMENT 2007-2008

#### 1. Tuition and Fees

*Option 1:* **Payment of tuition in full due on June 26, 2007**

*Option 2:* **Semi-Annual Payments**

1/2 of Tuition is due on June 26, 2007

2<sup>nd</sup> 1/2 of Tuition is due on January 15, 2008

*Option 3:* **Auto Deduction using the FACTS Program**

Tuition is to be paid in 10 monthly deductions from a family's bank account on the 5th of each month beginning in August and ending in May.

#### TUITION SCHEDULE 2007-2008

Session	Active Parishioner	Non-Parishioner
3yr PK (2day)	\$1,450	\$2,430
4yr PK (3 day)	\$1,940	\$3,000
4yr PK (4 day)	\$2,400	\$3,550
Kindergarten	\$2,800	\$4,120
1 Child (1-8)	\$3,200	\$4,500
2 Children	\$4,820	\$8,250
3 Children	\$5,620	\$12,060
4 Children	\$6,420	\$15,840
More than 4 Children	Consult the School Office	Consult the School Office

**Additional fees not included in tuition:**

8 <sup>th</sup> grade graduation fee	\$60
7 <sup>th</sup> grade foreign language fee	\$40
Sacramental fees (1 <sup>st</sup> Communion, Confirmation)	\$30

#### 2. Discounts, Incentives, and Subsidy

**Save \$75.00** if tuition is paid in full by June 26, 2007

**Spread the Good News:** An incentive of \$100 is offered to current school families who recruit a new family to Holy Family School. The new family must complete one full school year in order for the established family to receive the \$100 credit. This credit will be applied to the following year's tuition.

**Parish Subsidy:** Beyond tuition and fundraising revenues the parish subsidizes the school. All parishioner families can receive funding assistance of \$530.00 per child from the parish. To receive this funding a family needs to regularly attend Mass and support the parish by a consistent use of the collection envelopes. Families who are not faithful to this commitment will have to assume non-parishioner fees.

#### 3. Fundraising and Community Obligations

**Cash Raffle:** Families are responsible for the sale/purchase a minimum of \$300.00 in raffle tickets. (This is an obligatory fundraiser and may not be replaced by any other fundraising activity.)

**Fundraising Obligation:** Families will be responsible for raising an additional \$325.00 throughout the year by participating in school fundraisers or with purchases made through the S.C.R.I.P. Program. (Checks for fundraising payments must be made payable to Holy Family School.)

**Community Merits:** Families are expected to perform 10 hours of service to the Holy Family School and Parish Community. Families choosing not to perform community merits will pay a fee of \$30.00 per hour for a total of \$300.00. (See website (<http://www.holyfamilyshorewood.org/>) for approved event listing of activities that qualify for community hours.) All fundraising & community obligations must be completed by April 15, 2008.

## **B. PAYMENTS**

1. Families have three options from which to choose in meeting their tuition obligation.
  - a. Annually (payment in full is due **June 26, 2007**) and will receive a \$75 discount.
  - b. Semiannually (payments are due **June 26, 2007 and January 15, 2008.**)
  - c. Auto Deduction using the FACTS program. Tuition is to be paid in 10 monthly deductions from a family's bank account on the 5<sup>th</sup> of each month beginning in August and ending in May. There is a minimal fee deducted annually for the use of the FACTS program.
2. Annual and semiannual payments will be accepted in any of these forms:
  - a. Check (Your canceled check is your receipt.)
  - b. Money Order

## **C. MISCELLANEOUS FEES**

1. **Registration:** Families currently enrolled at Holy Family will be required to pay at the time of registration a fee of \$75 which is non-refundable.

New families registering their children at Holy Family will be required to pay a non-refundable registration fee of \$75.00.

## **D. TUITION PAYMENT OPTIONS AND DELINQUENCY POLICY**

Each household must begin the school year with the intention and the ability to meet their financial responsibilities for their child's/children's education. Any household experiencing an **unanticipated hardship** (e.g., prolonged illness of a parent, unemployment, divorce, disability, etc.) during the school year may approach the Hardship Assistance Committee (HAC) for a hearing.

## **Delinquency Policy**

All families need to be current in their financial responsibilities, which includes Tuition, Fundraising, and earned Community merits.

In the event that the Hardship Assistance Committee is not informed and/or assistance has not been deemed necessary, any delinquency of Tuition, Fundraising, or Community Merits will result in the following procedure:

- Ten (10) days past due date a reminder letter will be sent.
- Twenty (20) days past due date a phone call will be made attempting to resolve the delinquency.
- Thirty (30) days past due date, for amounts due of \$75.00 or more, the household will be called again and informed that enrollment at Holy Family School has been suspended. Anyone from the household will not be allowed to attend school until all financial obligations are met. (If students are dropped off at school while a household is under suspension, students will be held outside of school functions and head(s) of household will be contacted to pick up their students.)
- Fifteen (15) days after the suspension was effective, if payments are not brought up to date, the household's current and future (as applies) enrollment will be revoked.

**Please note:** All household's contact information needs to be updated with the school and church office.

## **E. FUNDRAISING (All Families)**

The Diocese of Joliet has mandated that all schools must meet 10% of their operating budget through fund raising efforts. For 2007-2008, Holy Family School families will be obligated to fund raise \$625 per family. As a part of these fund raising efforts, each family must sell a minimum of \$300 in raffle tickets.

Options for meeting the remainder of the fund raising obligation are:

- Extra raffle tickets
- Candy sale
- Wrapping paper sale
- Magazine sale
- S.C.R.I.P. (School Costs Reduction Incentive Program)

Fundraising responsibilities will be monitored. In the event that a family fails to meet these requirements, their shortfall will be added to their tuition cost.

1. Each family is responsible for raising \$325 in profit through fundraising. There will be other fundraisers throughout the year, in addition to S.C.R.I.P., which are eligible to meet the obligation.
2. It is not mandatory that a family participate in all the fundraisers, as long as the \$325 requirement is fulfilled.
3. Fundraisers sponsored by other organizations within the school do not qualify toward the fundraising obligation (i.e. classroom fundraisers, Market Day, etc.)

4. Most of the fundraisers are credited at 50%. For example, if you sell \$400 in candy bars, you will be credited with \$200 of fundraising profit.
5. The magazine sale is credited at 40%. For example, you would need to sell \$500 in magazine subscriptions to be credited with \$200 of fundraising profit.
6. If a family does not choose to participate in fundraisers, they may “buy out” the full \$325, or they may purchase additional raffle tickets. In order to purchase additional raffle tickets, the payment must be received in full no later than the raffle payment deadline date (TBA). If a family chooses to simply “buy out” but does not wish to receive additional raffle tickets, this payment is due no later than April 15, 2008. Payment must be made by check or money order only, no cash will be accepted.

## **F. SCHOOL RAFFLE OBLIGATION**

1. Each family is responsible for \$300 in raffle tickets.
2. A family may choose to fulfill their \$325 fundraising obligation by selling additional raffle tickets. If extra raffle tickets are purchased, 50% of the extra ticket(s) sold will be credited to the fundraising obligation. The Event Chairperson needs to know whether or not credit will be used.
3. Each family will receive colored envelopes for their payments. Payments/ticket stubs should be sent to the School Office in these envelopes to avoid lost payments. *Please try to avoid sending payments to school with children. They have a tendency to get lost, left in backpacks or dropped in the parking lot.*
4. Payments will only be accepted by check or money order. Cash will not be accepted. In the event of a payment discrepancy, the family will be requested to provide documentation.

## **G. TUITION REDUCTION OPPORTUNITIES**

1. **S.C.R.I.P. - School Cost Reduction Incentive Program**  
Scrip is a national program offered to non-profit organizations to help raise funds. S.C.R.I.P. is designed to reduce families’ fundraising and tuition costs. Holy Family will purchase certificates from local businesses. The certificates will be purchased at a discount, and sold to families at full face value. The discount offered by each vendor is listed on the order form. We will apply 75% of the credit earned through S.C.R.I.P. to your fundraising obligation or to the following year’s tuition. The remaining 25% will remain in the S.C.R.I.P. fund. The following is an example:

### **Family options:**

- Apply the 75% credit to the family’s fundraising obligation for the current school year. When the family fulfills their fundraising obligation through any combination of fundraising opportunities the 75% credit will then be applied to the family’s tuition for the following school year. **The family is responsible for notifying the S.C.R.I.P. committee when their fundraising obligation has been met.**
- Apply the 75% credit to the family’s tuition for the following school year and decline the option to use the credit toward fundraising.

The family will indicate their option choice on the registration form. Changes will not be allowed once an order has been placed.

2. **Playground/Lunch Duty Supervisors:**  
Holy Family School needs 10 dedicated supervisors for Playground/Lunch Duty. The Playground/Lunch Duty Supervisor will need to be available from 11:25 a.m. to 12:25 p.m. Mon. – Fri. and will receive \$7.50 per day. For an application and more information on responsibilities, contact the school office.
3. **After School Care Supervisors:**  
Holy Family School also needs dedicated supervisors for our after school care program. The program operates from 2:45 to 5:45 p.m. on school attendance days. For applications and more information on this contact the school office.

## H. HARDSHIP ASSISTANCE POLICY

At Holy Family School, we are sensitive to the fact that sudden and unforeseen circumstances can occur, resulting in a household’s financial solvency changing abruptly. If such event occurs, it is the obligation of the household to inform the Holy Family Hardship Assistance Committee (HAC) within seven (7) days of such event, if it will impact the household’s ability to meet the financial obligations to the Holy Family School Tuition, Fund Raising, and/or Merit payment schedule, as outlined in the Holy Family School Delinquency Policy. This will allow the HAC to immediately assess a household’s eligibility for receiving assistance and support during this event.

The HAC liaison to contact and inform within seven (7) days of your hardship event is:

Mrs. Judy Strohschein, Principal  
Holy Family School  
Shorewood, IL  
Ph# (815) 725-8149, ext. 224

Upon contact with the liaison to the HAC, the head(s) of household will be invited to meet with the HAC for a review.

In the event that the HAC is not informed and/or assistance has not been provided, late payments for Tuition, Fund Raising, and Points Buyout, will result in the Holy Family School Delinquency Policy being implemented. Please refer to the Holy Family School Delinquency Policy for further details.

## I. PRORATING POLICY

### **Tuition/Fundraising/Community Service for Holy Family School**

The Prorating Policy provides the necessary tables for prorating the families’ tuition, fundraising, and community service hours’ obligation to Holy Family School (HFS), upon joining or departing HFS.

1. Prorating for Families **Joining** HFS. Determine which row under “TIME PERIOD” that represents the date you joined HFS. Under the columns “JOINED HFS”, this is the percentage of the full year Tuition & Fundraising and the number of Community Service Hours that is due from the household.

- 2 Prorating for Families **Departing** HFS. Determine which row under “TIME PERIOD” that represents the date you departed HFS. Under the columns “DEPARTED HFS”, this is the percentage of the full year Tuition & Fundraising and the number of Community Service Hours that is due from the household.

### HOLY FAMILY SCHOOL PRORATION TABLE

TIME PERIOD	JOINED HFS	JOINED HFS	DEPARTED HFS	DEPARTED HFS
	Tuition & Fundraising	Community Service Merits	Tuition & Fundraising	Community Service Merits
First Day of School thru Aug 31	100%	10	10%	00
Sep 1 thru Sep 15	95%	10	15%	00
Sep 16 thru Sep 30	90%	10	20%	00
Oct 01 thru Oct 15	85%	09	25%	01
Oct 16 thru Oct 31	80%	09	30%	01
Nov 01 thru Nov 15	75%	08	35%	02
Nov 16 thru Nov 30	70%	08	40%	02
Dec 01 thru Dec 15	65%	07	45%	03
Dec 16 thru Dec 31	60%	07	50%	03
Jan 01 thru Jan 15	55%	05	55%	05
Jan 16 thru Jan 31	50%	05	60%	05
Feb 01 thru Feb 14	45%	04	65%	06
Feb 15 thru Feb 29	40%	04	70%	06
Mar 01 thru Mar 15	35%	02	75%	08
Mar 16 thru Mar 31	30%	02	80%	08
Apr 01 thru Apr 15	25%	00	85%	10
Apr 16 thru Apr 30	20%	00	90%	10
May 01 thru May 15	15%	00	95%	10
May 16 thru May 30	10%	00	100%	10
Jun 1 thru Last Day of School	5%	00	100%	10

Please consult the Holy Family School Handbook for the full school year tuition, fundraising, and community service merit rate schedule.

## J. HOLY FAMILY SCHOOL COMMUNITY MERIT PROGRAM POLICY

The Holy Family Community Merit Program exists to:

- Support fundraising and cost mitigation activities.
- Support Holy Family School students through classroom assistance and extra curricular programs.
- Promote an atmosphere of stewardship.

The Community Merit Program policy includes:

- The list of events and organizations eligible for Community Merits.
- The roles and responsibilities of all organizations and individuals involved in the program.
- Timelines and rules for documenting Community Merits.
- Financial policy (buyout, merits not worked, etc.)

### **General Policy:**

As stated in the above listed goals, the Community Merit program provides a structure under which school families can contribute their time, talent and treasure to the Holy Family School community for the planning, organization and operation of a variety of school activities, events and fundraisers. Without a Community Merit program, many of these events and activities could not be effectively staffed and tuition and fees would increase. Since the number of hours required to staff programs exceeds the pool of Community Merits available, the focus of point allocation remains with the Holy Family activities that mitigate costs and support fundraising. We believe that students perform better in the classroom when their parents are involved in school events and activities. Volunteering is also a great way to get to know other families, faculty and staff.

In general, if the event provides fundraising revenue to Holy Family or mitigates costs, the event will be eligible for HFS Community Merits. Activities performed by school families in the greater Holy Family community customarily performed by non-school parent volunteers without compensation, *will not* be eligible for HFS Community Merits (e.g. R/E instructor).

### **Family Requirements:**

- Each school family is required to work a minimum of 10 Community Merits.
- Worker must be 18 yrs. of age or older.
- A Community Merit is valued at \$30.
- A family may buy-out the 10 Community Merits with a payment of \$300 due by April 15th.
- Any family not completing 10 merits by April 15th will be billed \$30 per service merit not completed.
- Community Merits for families joining or departing the school after the start of the school, please refer to the Prorating Policy, for a prorated table of a household's merit obligation.

### **Event Eligibility:**

The list of events or organizations approved for Community Merits can be found on the Holy Family School website:

([www.holyfamilyshorewood.org/school/community\\_hours.html](http://www.holyfamilyshorewood.org/school/community_hours.html))

### **Event list policy:**

- Master list is published on the web site.
- Name of event, name of chair or sponsor organization.
- Community Hours *can only be credited to events or organizations on the list.*

## **K. COMMUNITY MERITS PROGRAM ROLES, RESPONSIBILITIES & PROCEDURES**

**School Board Community Merits Committee:**

- Suggests policy, including event and organization eligibility.
- Determines allocation of available hours.
- Distributes policy, eligible events and merit allocations to school community by July 1<sup>st</sup> for the following school year (July 1<sup>st</sup> through June 30<sup>th</sup>).
- Oversees maintenance of tracking system.
- Publicizes policy and procedures throughout school year.
- Tracks release of opportunity forms (e.g. Community Hours Opportunity Sheet).
- Advises principal regarding approval of Thursday envelope Community Merit opportunity fliers.

**Sponsor Organization or Event Chair:**

- Provides a written description of event(s) for the HF web site.
- Approves chair and worker hours via web-based Community Merit Tracking System.
- Settles disputes for their events.
- Is responsible for budgeting Community Merits allocated to them.

**Web-Based Community Merit Tracking System:**

- Enables families to record hours worked.
- Generates reports and archives data.
- Sends reminder via email to event chair if sign-in sheet is not turned in within 15 days. Escalates to sponsor organization after 30 days.

**Event Chair:**

- Chosen by the sponsor organization. Chairing an event one year does not guarantee the same chair position the following year (although there is no rule against return chairs).
- Must approve worker hours for their event.
- Responsible for approving merits through the tracking system.
  - **If merits are not approved within 30 days, an email will be sent to the chair/sponsor, and School Board.**
  - **If not approved within 45 days of event, Community Merit credit may not be given to the chair.**
- Contact for tracking discrepancy.
- Must be school family.

**School Family:**

- Contributes time and talent.
- Must sign in and sign out if sign-in sheet is available at the event.
- Logs hours worked into tracking system. ([www.holyfamilyshorewood.org](http://www.holyfamilyshorewood.org))
- Verifies quarterly point total.
- Keep personal record of hours worked as a backup.

**School administration:**

- Collects buyout fees, and fees for Community Merits not worked by April 15th deadline.

## V. SCHOOL PROCEDURES

### A. THE SCHOOL DAY

Students should **not** arrive at school before 7:45 a.m. There is no teacher supervision provided; therefore, the school cannot assume responsibility for student safety prior to that time. Any child arriving before 7:45 a.m. will be placed in morning care and charged appropriately. Parents are not allowed in the education wing without a scheduled appointment.

1. A full school day will begin at 7:55 a.m. and end at 2:40 p.m.
2. The lunch period will be from 11:30 a.m. to 12:10 p.m. Students will have lunch for 20 minutes and then have recess for 20 minutes.
3. It is the parents' responsibility to see that their children come with their lunches at the start of the school day. If lunch should need to be dropped off later, it should be brought to the school office. Lunches will be delivered to the students at their scheduled lunchtime. Fast food lunches are not allowed. Students are not allowed to bring carbonated drinks or glass bottles. Plastic juice bottles, boxes and pouches are acceptable.

#### **NO SODA POP WILL BE ALLOWED UNDER ANY CIRCUMSTANCES**

### B. PRESCHOOL AND KINDERGARTEN

The morning sessions for preschool and kindergarten students begin at 8:00 a.m. and end at 10:45 a.m. The afternoon sessions for preschool and kindergarten students begin at 11:45 a.m. and end at 2:30 p.m.

### C. ATTENDANCE

School attendance is not a matter over which parents have jurisdiction. The Illinois School Code makes it mandatory that all children of school age be in regular attendance. Punctuality is expected.

1. If a child arrives late for school, **he/she must go to the office**. A tardy slip will be issued for admittance into class. Students are considered tardy when they arrive at 8:05 or later.
2. When a child is absent from school, a parent/guardian is required to call the school office before 9:00 a.m. to report the absence. If a call is not received, the school will call home or the parent's place of employment to verify the illness/absence of their child. For the safety of your child, in the event no one can be reached, the authorities may be contacted. A parent must call school every day a student is

absent. If a child is ill for more than three consecutive days, a note will be required in order for the student to return.

3. If a child is to be excused from school during any part of the regular school day, a written note stating the reason must be presented to the school office before the requested absence. We request that personal time away from school (for non-school sponsored activities) be kept at a minimum.
4. No child will be allowed to leave school when in session without the parent or guardian reporting to the office to sign out and collect the child.
5. If possible, please avoid doctor and dental appointments during school hours.
6. Excessive early dismissals, prior to the scheduled dismissal times, will not be allowed.

#### **D. VISITATION OF SCHOOL BUILDING, CLASSES**

We are proud of Holy Family School, its atmosphere, and its academics. Visitors are always welcome to tour with the principal. All persons entering the school building are required by state law to provide, upon request by school employees, proper identification and state their reasons for being on school premises. Persons, upon entering the school building, must first report to the school office, state their business, and receive a visitor's pass.

Observations of specific classes are allowed. Parents are to make an appointment through the office prior to the visit. Disruptions to the orderly operation of the school will not be tolerated. Persons disregarding the appropriate behavior for school visitation will be asked to leave and/or will be reported to the police for action.

#### **E. VACATIONS**

Our school reaffirms the need to provide continuous, uninterrupted education for all students. We recognize the rights of parent(s) and guardian(s) to make decisions on behalf of their children. Every effort should be made to schedule extended absences that do not conflict with normal classroom work.

School families are required to send written notification to the classroom teacher and the School Office at least five (5) school days before the vacation is to begin. Removal of a student for longer than five (5) school days requires consultation with the teacher and the principal.

Parent(s) and guardian(s) need to be aware of the fact that hands-on activities, classroom discussions and group work cannot be duplicated. All work missed during the vacation time must be completed within the time frame established by the student's teacher(s). The student is responsible for make-up work and for scheduling test dates at the teacher's discretion and within an established time frame.

#### **F. THURSDAY ENVELOPE**

Each week the school shall forward all communication to families through the use of a Thursday Envelope. This will be sent home with the oldest/only child. The envelope is to be signed and returned to school the very next day.

## **G. EMERGENCY CLOSING**

If it is necessary to close school because of weather conditions or other emergencies, the announcement will be forwarded to your home via our School Reach Comomunication Services and announced on WJOL 1340 AM radio station.

## **H. INCLEMENT WEATHER**

The health and safety of our school children is of utmost concern for our staff. During the school year, students will be going outside for recess. All students will go out and are expected to **dress appropriately**. Lunch/recess will be indoors when the weather is so inclement that a danger of harm exists for the children. It is the opinion of the administration that fresh air is essential to the well being of the students.

## **I. VOLUNTEERS**

The purpose of a volunteer in school is to aid the staff and/or students with instructional reinforcement and to assist the classroom teacher as needed. The Joliet Diocesan School Board has mandated the following policy to be in effect in all schools and parishes as of July 1, 1991. Holy Family School will abide by this policy.

### **SAFE ENVIRONMENT POLICY:**

Prior to beginning employment/volunteer service, all persons involved with minors on a regular, recurring basis, or those who would have the opportunity to be alone with children during parish, school or religious education sponsored events are required to present the following:

- Results of a criminal background investigation (subject to the conditions of the Diocese of Joliet.)
- Written acknowledgement that the person has read and understood the *Pastoral Policy Regarding Sexual Abuse of Minors* and the *Standards of Behavior for Those Working with Minors*. (Both documents may be downloaded at [www.dioceseofjoliet.org/protecting](http://www.dioceseofjoliet.org/protecting).)

## **J. LUNCH/RECESS RULES**

1. Students are required to move to the gym in a quiet and orderly manner. At no time may they leave the line.
2. Students are never allowed in the kitchen area. (State Law)
3. Quiet talk among neighbors at your table is allowed. NO screaming or yelling.
4. Each child is responsible for his/her own area. If you spill, notify the lunch supervisor.
5. Garbage should be disposed of in proper containers.
6. Throwing or tossing food is not allowed. No food is allowed out of the gym.
7. Obtain passes from lunch supervisor to leave lunchroom.

8. Respect the property of others; no one else's lunch should be handled for any reason.
9. Keep your hands to yourself; no pushing, pulling or grabbing.
10. If there is a problem, the student should tell the lunch supervisor.
11. All adults and students should be treated with respect.
12. General school rules will be followed at all times.

Lunchroom supervisors will review the rules with all students. **Parental cooperation is essential in enforcing the lunchroom contract, as well as the general school rules.**

## **K. ILLNESS**

The child must be kept at home if there is evidence of severe sore throat, fever, nausea, rash, swollen glands, abdominal pain, watery eyes, red eyes, diarrhea, etc.

Parents will be notified if their child becomes ill during the school day and will be expected to make arrangements for an immediate pick up.

When children contract communicable diseases, notify the school office, so this information can be forwarded to the County Board of Health.

If a student is absent for an illness lasting more than three (3) consecutive days, a note will be required to return to school.

If a student is to be excused from any regular school activity for longer than one (1) week, a note from the doctor is required.

Students are expected to make up all classwork when they have been absent from school due to illness. It would be wise to keep in contact with teachers and request work to be sent home, once children are well enough to work on assignments.

## **L. MEDICATION**

### **GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOLS**

#### **STUDENT MEDICAL AUTHORIZATION**

No school personnel shall dispense to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Medication Permission for Student** form has been filed with the school. This form shall be completed by the student's parent or guardian and licensed prescriber and shall be on file at the school prior to the dispensing of any medication to a student. The **Medication Permission for Student** form must be renewed annually at the beginning of each school year. Forms are available in the school office and on the school website.

#### **MEDICATION ADMINISTRATION**

All medications given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record.

1. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:
  - Student's Name
  - Date of Birth
  - Licensed Prescriber Name, Signature and Date
  - Licensed Prescriber Phone and Emergency Number(s)
  - Name of Medication
    - Dosage
    - Route of administration
    - Frequency and time of administration
  - Diagnosis Requiring Medication
  - Intended Effect of the Medication /Possible Side Effects
  - Other Medications Student is Receiving
  - Time Interval for Re-Evaluation
  - Approval for Self-Administration
  - Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-Pen)
  
2. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.  
Prescription medication shall display:
  - Student's Name
  - Prescription Number
  - Medication Name and Dosage
  - Administration Route or Other Directions
  - Date and Refill
  - Licensed Prescriber's Name
  - Pharmacy Name, Address and Phone Number
  - Name or Initials of Pharmacist
  
3. Over the Counter Medication (OTC): OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.
  
4. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
  
5. Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the school office.
  
6. Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall.

7. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian is responsible for removing from the school any unused medication.

## **M. MEDICAL EMERGENCIES**

If a child is seriously injured and a parent or guardian cannot be immediately contacted, emergency medical aid will be summoned by the administrator or his/her alternate.

It is of the utmost importance that current emergency information be on file in the school office.

## **N. SCHOOL PHYSICALS**

All students entering preschool (first time), kindergarten and fifth grade are required by the State of Illinois to have a current physical and immunization form.

All students entering kindergarten, second and sixth grade are required by the State of Illinois to have a current dental examination.

Any students transferring from out-of-state are required to obtain a current physical examination by an Illinois licensed physician.

All immunizations must be up-to-date.

- Preschool and kindergarten students are required by law to receive a vaccination against chicken pox or provide proof of having had the disease
- All students entering Grade 5 must have **completed** the Hepatitis B series vaccination (**Parents are reminded that this series of shots takes about one year to complete**).
- All parents of students in Grades 2, 3 and 4 are reminded to begin and complete the Hepatitis B series of shots prior to beginning 5<sup>th</sup> grade.

Holy Family School has the right, according to State regulations, to exclude a child from school after **October 15<sup>th</sup>** until such time as the child presents proof of having a health examination and/or current record of all required immunizations.

## **O. FIRE AND TORNADO DRILLS**

According to State Law, fire drills are held periodically. Directions for the building are posted in each classroom. It is the teacher's responsibility to acquaint children with the correct procedure for fire drills.

Tornado drills are held throughout the school year. Directions for drills are posted in each classroom.

## **P. EXTENDED DAY PROGRAM**

Holy Family School operates an extended care program. This program is open to all children attending Holy Family School. The children will be supervised by a qualified adult during the time they are in the building. Contact the school office for any additional information.

## **Q. TRUANCY**

Students are truant when they miss school without their parent/guardian(s) permission. Parent/guardian(s) will be informed when truancy occurs. If a student is chronically or habitually absent without a valid reason, the case will be referred to the local truant officer.

## **R. RECORDS**

It is the responsibility of the school to maintain records on all students. Information included in these records may not be released without written parental consent. No exceptions will be made. Students who satisfactorily complete the subject requirements at his/her grade level will be promoted to the next grade. While double promotion is not encouraged, administrators and teachers have the responsibility to recognize students with exceptional abilities and to make provisions within the academic program to sufficiently challenge them.

To retain a child for another year, the teacher must demonstrate that such retention is warranted and would be of benefit to the child/ren. When it is probable or certain that a student will not be promoted, the parent(s) or guardian(s) will be informed no later than the beginning of the second semester, and a written record of this notification will be placed in the student's file. If a parent or guardian refuses to have a student retained, the school may acquiesce. In such instances, the parent(s) or guardian(s) will be required to sign a form describing the school's reasons for its recommendation and their reasons for refusing to accept it.

## **S. TRANSFER**

Parents **transferring or withdrawing** a child/ren from Holy Family Catholic School are asked to notify the school office immediately. Official School Records will not be sent until all financial obligations are paid in full.

## **T. MORNING DROP-OFF**

Parents/guardians are expected to pull up as far as you can (the end of the sidewalk parallel to the church). If you are walking your student into the gym, park in the east parking lot and walk without crossing the car drop off line. The preferred entrance is Route 59, so cars cutting in front of each other can be avoided.

## **U. DISMISSAL PICK-UP**

The primary and intermediate grades use the front of the school as their dismissal route. Grades 6, 7 & 8 line up by the playground and proceed forward and turn around to exit the same way. Students are not allowed to run to cars parked by the side of the school or any school parking lot. Parents are not allowed to cross in front of the car lines (to and from the parking lot and school building) during pick-up. It is the policy of Holy Family School not to accept any responsibility for car pool arrangements under any circumstances. Students will not be allowed to go home with other students unless the school is notified. This includes after school care.

## **VI. STUDENT/PARENT INFORMATION**

### **A. PARENT INFORMATION AND RESPONSIBILITY**

#### **1. Statement of Philosophy & Purpose**

The administration and staff of Holy Family School are committed to effective and appropriate communication. We feel that effective communication will foster a spirit of understanding and cooperation between school administration, staff and parents. Our goal is to build collaborative relationships between school personnel and parents. This team paradigm is an essential element in our educational model and facilitates an ideal learning situation for our students.

Communication can be either very constructive or at times even destructive. The purpose of the following outline is to act as a guide for professional, constructive, and effective communication. We encourage our school parents to communicate freely with our school administration and staff. We need to hear about the positive elements of our school program and staff. We need to affirm our staff and build upon their gifts. We also need to hear about those issues that concern our parents. We need to receive those concerns in helpful and constructive ways so that we can grow and improve.

The following guidelines are supported and endorsed by not only local parish and school administration, but also by the Joliet Diocesan Schools Office. Much of what is outlined here is Diocesan policy.

#### **2. Guidelines for Effective Communication**

**Defining the issue:** Whether one intends to communicate something affirming or share some concern, it is important to have a clear understanding of the issue. Carefully review the facts, experiences, and circumstances of an issue. With an open mind evaluate and consider every conceivable cause. Decide who may be involved in the issue. Is there one or more persons affected or involved? It may be helpful to write down or outline some of these ideas. Once the issue is clear, sometimes it can be helpful to wait at least 24 hours before making an appointment to communicate the issue or concern. Usually a little time helps to put the issue in better perspective.

**With whom to communicate:** The next step is to decide who to best receive your affirmation or concern. It is usually best to initially communicate with those who are directly involved with the issue. If the issue is not resolved after the initial meeting or conference, then the following chart may be helpful. This chart is in no way a complete list of every possible issue, but it serves as a guide.

<b>Concerns Dealing With:</b>	<b>Should Initially Involve:</b>	<b>If Not Resolved, Who to Involve next:</b>
Student performance	Student	His/Her teacher
Teacher	Involved teacher	Principal
Unfair discipline	Person who disciplined the child	That person's supervisor
Specific classroom assignments	Teacher	Principal
School Board policy	School Board	Principal
Principal	Principal	Pastor
School rules or procedures	Principal	Pastor

**Verbal vs. Written communication:** A verbal "face-to-face" meeting is a most effective form of communication. This type of communication allows for a dynamic exchange and sharing of ideas. It allows for questions, clarification, and collaborative solutions. Written communication is one sided and rarely settles an issue. At Holy Family School our preferred form of communication is always a personal "face-to-face" meeting. We will readily receive and give written communication our sincere consideration. All letters must be signed. Any letter that is received that is written anonymously or contains derogatory or insulting comments against any person will not be given any consideration.

**Guidelines for conferences/meetings:** The following guidelines are set forth for all conferences or meetings between parents and school personnel.

1. Any parent wishing to have a conference should make an appointment. Setting up a mutually convenient time helps to provide for a setting where all parties can focus on the issue(s) without frequent disruption.
2. The Principal and teachers know that it is healthy to separate their professional career from their homes and families. We ask that parents please respect their privacy. Please arrange so that all phone calls or scheduled meetings take place during school days and normal hours of operation.
3. All conferences with teachers should be on school days, either before or after school hours. The meeting should take place in a private room conducive to such a gathering.
4. All meetings with other school/church personnel can take place at a mutually convenient time. The meeting should take place in a private room conducive to such a gathering.
5. At the beginning of each conference, a mutually agreed upon agenda should be established. The focus of the discussion should remain faithful to the agenda.

**Boundaries/Confidentiality:** The effectiveness of our educational program and our continued growth and improvement is very much affected by the morale of our staff, students, and parents. When communication is effective and within certain boundaries it can bolster school spirit and morale. Yet communication can also be very destructive especially when it involves non-affected parties or betrays the boundaries of confidentiality.

When a problem or concern arises, the process of resolution should involve only those parties directly affected by the issue. For example, if a parent judges that a problem exists between their child and his/her teacher, then the involved parties are the teacher, the student, and the parents. It is not helpful to contact other parents to see if their children are having similar problems. While this form of solicitation may find other families with similar problems, it will also inevitably involve non-affected families. To involve non-affected families does not solve problems; it actually creates more problems and has a disastrous effect on school morale. It does not help to resolve the immediate problem between a particular teacher and student. If other parents have similar problems, it is best that each problem be resolved on an individual case-by-case basis.

We understand that we all need to share with others both our joys and our difficulties. When someone feels that he/she needs to share their concerns or frustrations with others, please find friends and family members that are not part of the Holy Family School community.

Confidentiality is a very essential element in fostering effective communication and respect. *All discussions, conferences, and resolutions should remain only with involved parties.* For example, issues involving adults should not be discussed or reviewed in the presence or within the earshot of a child. The details of a conference between a teacher and a given family are not a matter for other non-involved parties. *Maintaining confidentiality will encourage respect, cooperation, and will help to foster more effective resolutions.*

**Children benefit when parents:**

1. Attend all school meetings and conferences.
2. Contact teachers regarding school progress.
3. Keep an open line of communication with the school office.
4. Become involved in school-sponsored activities.
5. Meet with the teacher should any difficulty arise in the classroom.
6. Inform the designated person about any problem which could affect the child's progress, or well-being.

Teachers needing to meet with parents/guardians will make the appointment at a mutually convenient time, but never during class hours.

**B. UNIFORM POLICY**

Holy Family maintains that neatness in the clothing and appearance of the students should reflect personal dignity and respect for one's self. All students are expected to be conscious of their personal appearance every day. This should include daily bath/shower, brushed teeth, clean hair and clean clothes. The use of deoderant should be stressed in the upper grades. We have established a uniform dress policy that will give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic school.

Except on specified days, uniform dress is required. Students are expected to be in full uniform as they leave their homes in the morning. If a student's attire is questionable, the student will be sent to the School Office, and the principal will make the final determination. Parents will be contacted. This will serve as an official warning. Continued disregard of the warning will result in minor violations.

**WE EXPECT THE COOPERATION OF ALL.** We do not intend to get into debates with students or parents. The principal has the ultimate authority to rule on any and all matters regarding the dress code.

The following list of uniform apparel contains the **ONLY** acceptable clothing allowed. **IF IT IS NOT ON THE LIST BELOW IT IS NOT ALLOWED TO BE WORN.**

### Girls

#### Jumpers – Grades K-4

Jumpers must be purchased from Dennis Uniforms or Educational Outfitters; length must be just above the knee. Parents are to hem uniform skirts to meet this expectation. As long as they do not show, shorts are acceptable under jumpers.

#### Skirt – Grades 3-6

Plaid skirt or skort must be purchased from Dennis Uniforms or Educational Outfitters; length must be just above the knee. Parents are to hem uniform skirts to meet this expectation. Skirts are not to be rolled at the waist. As long as they do not show, shorts are acceptable under skirts.

#### White Blouse

A tailored dress blouse with short or long sleeves, round or pointed collar is allowed. Polo shirts are acceptable. Ruffles, lace, ties, trim and contrasting stitching are not permitted. A plain blouse with pocket is permitted. The blouse or shirt must be tucked in at all times. T-shirts worn under blouses and shirts must be plain white. Blouses and shirtsleeves may not be rolled and white t-shirts may not extend beyond the sleeve of the uniform shirt.

#### Vests or Sweaters

A navy blue, white or maroon vest, sweater, cardigan or v-neck pullover with a uniform shirt underneath is acceptable.

#### Navy Blue slacks

Plain, with no contrasting trim or stitching, blue slacks are permitted. Dress corduroys are allowed during winter months. Pants should not have any rivets attached to them. Jeans, cargo pants, tight pants, flared leg pants, pants with hammer loops, or double stitching are not allowed. Pants may not be torn or cut.

#### Navy Blue Shorts

Plain navy blue walking shorts, with no contrasting trim or stitching, are permitted during the months of August, September, October, April, May and June. The length should be just above the knee. No baggy, tight, or short shorts are permitted. Cargo shorts are not acceptable. Parents are to hem shorts to meet this expectation.

#### Socks

Navy, white or maroon knee hi's, anklets, tights or plain white (no logo) crew socks are acceptable. Socks are mandatory and must be visible.

### Gym Shoes

Gym shoes should be neat and clean in appearance. No sandals or clogs are allowed. Neon colored gym shoes are not permitted. Predominant colors of white, shades of gray, navy blue or black, in any combination, are the accepted norm. Shoes must have backs and white laces that are laced and tied to the tops of the shoes at all times. For safety reasons, "Heelies" are not allowed on school property.

### Make-Up

Make-up, artificial nails, fingernail polish and colored lip-gloss may not be worn to school. Clear nail polish and clear lip gloss are permitted.

### Sprays

The use of aerosol/pump sprays by any student (girls AND boys) at any time on school property or at school-sponsored events is not allowed.

### Earrings

Girls may wear single, flat, inconspicuous post earrings. Multiple piercings are not allowed. Earrings may only be worn on the lobe of the ear. Dangling earrings and hoops of any size are not allowed. Body piercing is unacceptable.

### Hair

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not limited to, shaving, carving, hair extensions or tails. Students are not to wear artificial hairpieces of any kind. Barrettes may be worn.

### Uniform Sweatshirt

The Uniform sweatshirt is available through Educational Outfitters. Hooded sweatshirts are not allowed to be worn during the school day. Sweatshirts may not be worn around the waist or shoulders. Torn or cut sweatshirts are not allowed.

## **Boys**

### Light Blue Shirt

Light blue polo shirt, long or short sleeves (no emblems) are permitted. Shirts must be tucked in.

### Vests or Sweaters

A navy blue or maroon vest, sweater, cardigan or v-neck pullover with a uniform shirt underneath is acceptable.

### Navy Blue Trousers

Plain dress twill trousers with no contrasting stitching are allowed. Dress corduroys are allowed during winter months. Pants should not have any rivets attached to them. Jeans, cargo pants, tight pants, flared leg pants, pants with hammer loops, or double stitching are not allowed. Pants may not be torn or cut.

### Navy Blue Shorts

Plain navy blue walking shorts and no contrasting trim or stitching are permitted during the months of August, September, October, April, May and June. The length should be just above the knee. No baggy style or jean shorts are permitted. Cargo shorts are not acceptable. Parents are to hem shorts to meet this expectation.

#### Socks

Plain dark socks or white socks are allowed. Socks are mandatory and must be visible.

#### Gym Shoes

Gym shoes should be neat and clean in appearance. No sandals or clogs are allowed. Neon colored gym shoes are not permitted. Predominant colors of white, shades of gray, navy blue or black, in any combination, are the accepted norm. Shoes must have backs and white laces that are laced and tied to the tops of the shoes at all times. For safety reasons, "Heelies" are not allowed on school property.

#### Sprays

The use of any aerosol/pump sprays by any student, at any time, on school property or at school-sponsored events is not allowed.

#### Earrings

Earrings are unacceptable on boys. Body piercing is unacceptable.

#### Hair

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not limited to, shaving, carving, hair extensions or tails. Students are not to wear artificial hairpieces of any kind. Boys may not wear rubber bands or barrettes. Boy's hair may not touch the collar of their shirt. Hair from the top of the head must be above the eyebrows and with earlobes showing. Boy's hair must not be bushy, hooked behind the ears or unkept. Students must be clean-shaven. No facial hair is allowed. Sideburns may not extend below the middle of the ear.

### **ALL SEVENTH AND EIGHTH GRADE STUDENTS**

The above rules pertaining to boys and girls MUST be followed. The exception for 7<sup>th</sup> and 8<sup>th</sup> grade students are as follows:

**SHIRTS:** Only navy blue polos with the embroidered Holy Family logo are permitted. These shirts must be purchased through Educational Outfitters. Shirts must remain tucked in at all times.

**PANTS/SHORTS:** Khaki slacks and walking shorts are the accepted item. Again, these items may be purchased through Educational Outfitters, Dennis Uniform or JC Penney's uniform line, if the price is more reasonable and the color matches the Educational Outfitters or Dennis uniform Lines. No cargo styles are allowed. Slacks and shorts must fit at the waist. Girls are not allowed to wear skirts.

### **P.E. Attire**

- The school gym uniform consists of Holy Family School navy knit shorts, Holy Family School light blue shirt and gym shoes.
- Gym clothes will be brought to school on gym days. **Students (1-8) will change into and out of uniforms before and after class.**
- Holy Family sweats or plain navy blue sweats may be brought to wear as the gym uniform.
- Gym clothes must be taken home weekly to be laundered.
- It is strongly suggested that grades 4-8 bring non-aerosol deodorant to use after gym.

Students will not be allowed to borrow another child's gym clothes (siblings included). No phone calls home will be made for forgotten gym clothes. Three times for forgetting gym clothes will result in the first minor for a uniform violation. Each additional time will result in an automatic minor.

### **C. NON-UNIFORM DAYS**

Classroom teachers will inform parents/students, prior to the event, as to appropriate clothing for field trips and out of uniform days. Clothing that is always deemed inappropriate and is never allowed: pants that hang or are too baggy, short shorts, tank tops, offensive language or pictures on shirts or pants and clothing that allows the stomach area to show.

### **D. MONDAY UNIFORM**

As is a long time tradition at Holy Family, Mondays are our "school spirit" days. Students are allowed to wear any of the following combinations:

K-8: Regular school uniform

K-7: The student's Catholic School t-shirt with any of the following: uniform pants, clean, traditional 5 pocket jeans with no holes, tears, or frays, or the navy uniform shorts (during the appropriate months). No other types of pants may be worn.

Eighth: The eighth grade t-shirt with any of the following: uniform pants, clean, traditional 5 pocket jeans with no holes, tears, or frays, or the navy uniform shorts (during the appropriate months). No other types of pants may be worn.

**CARGO PANTS ARE NEVER ALLOWED AS PART OF THE MONDAY UNIFORM OR THE REGULAR SCHOOL UNIFORM.**

### **E. DISCIPLINE CODE AND STUDENT RESPONSIBILITY**

Growth, self-discipline and the development of a Christ-like concern for the rights of all persons are important goals of the staff of Holy Family School. To achieve these ends, parents and teachers expect children to work with them in creating a catholic school environment by observing the General Expectations listed below.

Effective discipline requires consistency. Parents, teachers, and students working together, using a fair discipline code, based on Christian responsibility, can ensure that our children will grow in solid values. The school discipline code listed here is as complete as possible, but it is not exhaustive. Situations not covered by the code will be dealt with on an individual basis, consistent with school philosophy of respect and care for all, by the administration and faculty members involved.

Discipline policies are in effect in school building, on school grounds, on school buses, AT ALL TIMES. These policies extend to *all* school sponsored activities, including, but not limited to, field trips and athletic events, whether held during the school day, or when school is not in session. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

The General Expectations listed below are not intended to be exhaustive. The school administration reserves the right to charge the student with an offense not set forth in this handbook when necessary. The school and the administration also reserve the right to deviate from the disciplinary action set forth herein when it is deemed necessary for the proper operation of the school.

Warnings will be issued based on the developmental stage of the student.

Discipline is developed in a positive manner. The following disciplinary procedures are forbidden:

- Corporal punishment
- Personal indignities
- Use of physical force
- Sarcasm, ridicule or public humiliation

A minor violation is a mistake and a growth opportunity for your child.

Some examples of minor violations: uniform violations, disruptive behavior, lack of class materials, failure to complete assignments.

A major violation is a serious problem. Some examples of major forms are: serious disrespect toward another, possession of alcohol or drugs, possession of weapons, forgery.

Please remember that a minor is a small infraction of the rules, a major is a more serious infraction.

Harassment of any type will be subject to appropriate discipline. Harassment is defined as on going consistent name-calling, rumor spreading, unwanted touching and intimidation, whether physical, verbal or written.

1. **General Expectations for all Students at Holy Family School**

Students will respect the rules and the expectations in the school handbook.

- Students will respect one another. No bullying or excessive teasing will be permitted. Students are expected to interact in a cooperative manner.
- Students will respect the property of one another.

- Students will respect the property of Holy Family School. No vandalism will be allowed inside or outside of Holy Family School.
- Students will show respect to all adults, including the lunch and playground supervisors.
- Students are to stay seated at lunchtime and be responsible for leaving the eating area clean.
- Students will not eat food during the day, except at assigned lunchtimes, or with special permission.
- Students will not chew gum in school.
- Students will be responsible for having class materials (books, pens, pencils, paper, etc.) ready for classroom instruction.
- Students are not allowed to return to another classroom for forgotten classroom items (i.e. books, pens, pencils, papers, etc.).
- Students are not permitted to enter any classroom before or after regular school hours, without the explicit permission and supervision of the classroom teacher.
- Students are not to use loud voices, skip or run while in the school building. Hallway behavior is to be orderly. Pushing, pulling and “horse-play” are not acceptable behavior.
- Students are expected to have homework turned in on the date assigned; however, exceptions may be made by the teacher for special circumstances. Late homework can result in lower grades at the discretion of the teacher.
- Students will refrain from throwing snowballs, stones, or other potentially harmful objects.

2. **Cheating and Plagiarism**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student’s work.
- Looking at or copying another student’s quiz or test information.
- Allowing another student to look at or copy information during a quiz or test.
- Using any other method to get/give quiz or test information.
- Taking a quiz or test in part or in whole to use or to give to others.
- Copying information from other students, publications or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test.

3. **Suspension**

In-school and out-of-school suspensions are a disciplinary punishment to be invoked at the direction of the school administration for violations of more serious infractions of school rules and/or for an accumulation of minor offenses. A pupil shall be suspended for no more than five consecutive school days. Aggravated grounds for suspension can become grounds for expulsion.

A student serving an in-school suspension is responsible for the completion of all school assignments given on the day of the suspension. These grades will be accepted for credit and effort. A student serving an out-of-school suspension is also responsible for the completion of all school assignments; however, these assignments will only be given an effort grade. Students will be required to complete all quizzes and tests for a grade at the convenience of the classroom teacher.

Parent(s) or guardian(s) are informed of student's suspension from school and of the loss of privileges for a definite period of time. Prior to reinstatement, a call to the school should be made by the parent(s) or guardian(s) to schedule a conference between the student, parent and the principal. Probation may be established during the conference.

Serious Offenses that are unacceptable at Holy Family School and may merit a suspension are:

- Serious lack of respect for an adult or fellow student in words or actions
- Plagiarism, cheating or copying other student's work.
- Repeated use of abusive, profane, or indecent language, gestures or materials.
- Persistent acts of bullying or mistreating other students.
- Disregard of rules at school-sponsored activities,
- Stealing or damaging another person's property.
- Deliberate defacing or destruction of school property.
- Use or possession of drugs, alcohol, or weapon-like material.

**NOTE: THESE SERIOUS OFFENSES WILL BE REPORTED TO THE ADMINISTRATION ON A DISCIPLINE REFERRAL. A RECORD OF EACH INFRACTION IS MAINTAINED FOR THE ENTIRE SCHOOL YEAR.**

4. **Expulsion**

The reasons justifying expulsion from a Catholic School are as serious as they are rare. Even when such reasons exist, other avenues will be explored before the decision to expel is made. There are two general situations that may lead to an expulsion:

- When the moral, academic, or physical well being of the student is endangered.
- Where there is prolonged and open disregard for school authority, for the safety of other students or for the safety of staff members.

**As soon as it becomes evident that expulsion of a particular child is necessary, the administrator should notify the Pastor of the Parish and the parent(s) or guardian(s) of the child. Every effort should be made to enlist the cooperation of the parent/guardian in order to avoid this serious penalty. When a child has been expelled, the Office of the Superintendent of Schools will be notified of said action immediately in detail and in writing.**

## **F. NON-VIOLENCE**

### **Statement by Sister Helen Jean Kormelink, Superintendent of Schools**

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment and bullying, it should be reported to the school principal and all reports will be taken seriously.

Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The principal shall take great care to investigate such alleged behavior. Consultation is advised, however the principal along with the pastor, retains local decision-making responsibility for the remedy and its implementation.

### **INCIDENTS OR THREATS OF VIOLENCE**

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible.

The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat and the person(s) reporting it.

The pastor of the parish and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as it is practical, the CSO will confer with the principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents, students and pastor, depending on the circumstances of each case.

It is possible that the offending party will be removed from the school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not be readmitted to school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor, that the offending party is not a danger to him/herself or others.

During the intervention process:

- The pastor/school principal, in consultation with the CSO, has local decision-making authority.
- The school principal has responsibility for overall coordination of services.
- The principal, with CSO consultation, has the responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community, and, if deemed necessary, general public and press in a timely manner.

**Confidentiality of all individuals involved will be maintained at all times.**

Counseling assistance to staff and students will be made available if circumstances warrant.

## **G. ALCOHOL/DRUG USE POLICY**

Students shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs (illicit, over-the-counter, or look-alike) or alcohol. Students shall not possess paraphernalia or electronic signaling devices. The possession and inappropriate use of inhalants/aerosols/butane lighters, or other lighter fluids, is not permitted. The above materials will be confiscated and turned over to the police, if necessary. Students found to possess alcohol/drugs will be referred to the police.

Students shall not possess prescription/non-prescription medication. Students taking prescriptions must do so according to school guidelines. (See Medication; section B under Health and Safety.)

This policy is in effect on school buses, in school buildings, or on school grounds at all times. This policy extends to all school-sponsored activities no matter when or where they occur.

In the case of student overdose from drugs/alcohol, emergency medical procedures are followed. Parents will be notified. If necessary, local paramedics are called. Following the handling of the medical emergency, the policy statement for chemical abuse will be followed.

**Any student suspected of alcohol or drug abuse, or in possession of alcohol, drugs or paraphernalia will meet with the principal and his/her parents/guardians to determine the appropriate course of action, which may include suspension or expulsion.**

## **H. WEAPONS POLICY**

The School Board has adopted a zero tolerance policy with respect to the use or possession of weapons on school grounds. A “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun; (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to knives, brass knuckles, billy clubs, or “look alike” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Each incident will be handled on an individual basis. The pastor and principal will work together in resolving the issue.

## **I. STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE**

The Catholic Schools Office of the Diocese of Joliet and the Parish School Holy Family support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school owned hand held devices, and

the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

### **1. Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

### **2. Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what is inappropriate use and his/her decision is final.

### **3. Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law and the terms of this agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child(ren). Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed or communicated.

No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers, blackberries, flash drives or other handheld devices.

No student will upload, download, copy, forward or transmit any copyrighted materials or obscene or violent materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material or to send material or communication likely objectionable to recipients.

At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.

No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff

#### **4. Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receives threatening or unwelcome communication shall immediately bring this to the attention of a teacher or administrator.

#### **5. Electronic Mail**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or e-mail. Consequently, all electronic and telephone communications systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designee, pastor, superintendent) may remove any material stored by the users, which violate the terms of this agreement.

#### **6. Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyrighting violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

#### **7. Publishing Web Pages**

The school may choose to publish a Web Page for purposes of providing school, parish information and teacher, class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or her designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and approved by the principal or her designee. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

#### **8. Hand-held Devices (Visors, Palm Pilots)**

The use of hand held devices for educational purposes is limited solely to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

#### **9. Indemnification**

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating or arising out of the breach of or the enforcement of, this Agreement.

## **10. Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

## **11. Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School/Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.

## **J. VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT**

### **DIOCESE OF JOLIET – CATHOLIC SCHOOLS**

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publication within the context of this policy. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced and will be conducted according to diocesan guidelines.

### **GUIDELINES:**

1. Special Use of Videotapes and/or Photographs of Students by Diocese and/or School.
  - a. Videotapes and photographs of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian.
  - b. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
  - c. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes and photographs of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
  - d. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
2. Other Videotaping and/or Photographing of Students
  - a. Waiver of forms of release shall be required from parent/guardian when:
    - i. Students are to be involved in interviews approved by Diocese and/or School using videotapes, digital images or photographs by outside media sources.

- ii. Students identified as having special education needs are videotaped or photographed under circumstances which would, by the nature of such circumstances, identify them as having such needs.
  - iii. Students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching practices as part of university class assignments and/or student teaching portfolio development.
- b. Parent/Guardian permission for videotaping and/or photographing of students shall not be required when:
- i. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
  - ii. The student has chosen to be an officially designated school leader or old model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
  - iii. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or school.
  - iv. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
  - v. Video cameras are in use to monitor public areas of a school/church facility or bus.

## **VII. ACADEMICS**

### **A. HOMEWORK**

The faculty of Holy Family intends to offer each student an instructional program designed to meet individual needs and abilities. Homework is an important factor in obtaining this goal. Doing homework is an important part of learning to take responsibility for being successful in school. Homework affects school achievement, teaches responsibility, and is a link between school and home. Parents are requested to guide or help with assignments but not to do the actual work. The purpose for homework is to provide time for students to practice what they have learned in class, to prepare for new information or elaborate on information that has been introduced.

The goals of assigning homework are as follows:

1. To teach good study habits and study skills
2. To learn how to organize time and activities
3. To create a desire for self-improvement
4. To motivate the student to want to learn independently
5. To stimulate the student's curiosity and creativity
6. To teach responsibility and a sense of accomplishment

Each classroom teacher plans appropriate homework assignments for their students. Homework assignments not completed by students may necessitate parental contact by the teacher. Serious problems in this area may be a cause for disciplinary action.

**Students with outstanding assignments may have to forego trips or special privileges until work is made up.**

Homework is expected at all levels, and should be completed under parent supervision. The following time allotment could be expected; times may vary according to the ability of the student.

Grades 1 & 2: 15-30 minutes

Grades 3 & 4: 45 minutes

Grades 5 & 6: 1 hour

Grades 7 & 8: 1-2 hours

**Throughout the year, teachers will be sending home tests and/or important papers to be reviewed, signed and returned the next day.** Any student not returning the paper on time will be given a verbal reminder. If the paper is not returned by the second day, disciplinary action will be taken at the discretion of the teacher.

## **B. GRADING SCALE**

### **Kindergarten thru 2<sup>nd</sup> Grade**

The kindergarten and primary grade report cards reflect the following assessment of Illinois standards:

E – exceeds expectations

M – meets expectations

NI – needs to improve

Grades will not be calculated using a percentage scale, but will be based on a rubric point system and participation of students in all aspects of learning.

### **Grades 3 - 8**

A+	.....	100%
A	.....	96 to 99
A-	.....	93 to 95
B+	.....	91 to 92
B	.....	88 to 90
B-	.....	85 to 87
C+	.....	83 to 84
C	.....	79 to 82
C-	.....	77 to 78
D+	.....	75 to 76

D	.....	72 to 74
D-	.....	70 to 71
F	.....	0 to 69

The CR (credit earned) is available for use when requirements have been satisfied but which do not readily lend themselves to the conventional grading system. The NC (no credit earned) is available for use when requirements have not been satisfied but which do not readily lend themselves to the conventional grading system. The NG (not graded) could be used where a certain subject area is not taught in a given quarter, but is dealt with in (an)other quarter(s) during the year.

Instruction in all subject areas, but especially the skill areas of reading and math, should be adjusted to meet the educational needs of each student. For this reason, instructional level is indicated on the form and should be used when appropriate.

The MODIFIED LEVEL (\*) is indicated only when a student is using an alternative program.

### **C. INTERIM REPORTS**

Interim Reports will be sent home halfway through each quarter. Some of the reasons the student may receive an interim report might include:

1. Drop more than one grade in any subject
2. Receive any grade below a C
3. Fails to comply with classroom management programs
4. Work habits or discipline issues that need to be improved will receive an interim report.

Interim reports are to be signed and returned to the teacher who sent the report by the date indicated. Parents should be vigilant of their child's progress and they should not rely solely on interim reports.

### **D. REPORT CARDS**

For children in grades 3-8, the Diocese of Joliet Report Card form will be used. The report card for grades K thru 2 is based upon Illinois Learning Standards and will reflect the child's progress in meeting these standards. Report cards will be sent home quarterly with the children on dates defined by the school calendar. It is the parents' responsibility to make sure the report card envelopes are signed and returned to school.

Preschool children will receive reports as indicated in the preschool handbook.

### **E. HONOR ROLL**

Honor roll recognizes students for their academic achievement and is published quarterly. All students from Grades 5 through 8 are able to obtain High Honor Roll status by:

- Having straight A's in each of the following subjects (No grade lower than a A-): Math, Science, Social Studies, Reading, Religion, English and Spelling/Vocabulary
- No grade lower than a B- in each of the following subjects: Gym, Music, Art, Computer, Spanish (grades 7 – 8).
- No numbers on Study Habits and Attitudes
- No unacceptable mark (x) for an effort grade in any subject

All students in grades 5 through 8 may obtain Honor Roll status by:

- Having no grade lower than a B- in each of the following subjects: Math, Science, Social Studies, Reading, Religion, English and Spelling/Vocabulary
- No grade lower than a C- in each of the following subjects: Gym, Music, Art, Computer, Spanish (grades 7 – 8).
- No numbers in Study Habits and Attitudes
- No unacceptable mark (x) for an effort grade in any subject

## **F. CONFERENCES**

In order to be personally informed of their child's progress, parents will be required to attend conferences at the end of the first quarter. This date is determined at the beginning of each school year. Conferences will also be held during the second semester. These conferences will be by parent or teacher request only. The school will contact parents prior to both conference dates to inform them of the process for setting up conference times. Parents are encouraged to contact the teacher at any time if they feel the need to schedule an additional conference.

Parents of children in preschool will also participate in our conference program. Appointments must be made to speak with teachers other than at conference times, and can be made by calling the school office or by sending a note to the teacher.

## **G. FIELD TRIPS**

- Field trips are an earned privilege, not an expectation.
- Each field trip (day or overnight) must be approved by the administration prior to any parental notification.
- Each classroom teacher will choose chaperones at their own discretion.
- Will be assessed on an individual basis taking into account the educational value of the trip safety of the children, number of chaperones, and cost.
- The promoter of the trip (teacher) will do the planning of the trip, with all the specifications of the trip being approved by the administration. If a tour agency is being used, the company's credentials will be made available in

writing to the administration for approval. This information will be available to the parents upon request.

- Administration, with the teaching staff, will decide whether any child will not be allowed to attend the field trip based upon the child's academic standing, behavior, or medical concerns.
- Only after all the above steps have been followed, will the parents be given notification of and information about the proposed field trip.
- A permission slip must be signed and payment made by a date specified in order for that child to attend the field trip.
- Students not permitted to participate in the field trip are expected to be in attendance at school.
- An appropriate assignment will be required.

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# HOLY FAMILY SCHOOL

600 Brook Forest  
Shorewood, Illinois 60431

The Parent-Student Handbook for the 2007-2008 school year has been issued to you. The contents of this handbook contain policies, guidelines, and procedures that will affect the school and your child/ren. It is important that the complete handbook be read and discussed by all family members attending Holy Family School.

As you read this handbook with your child/ren please be aware of the new policies and procedures affecting each of you.

It is understood by your signature that you have received a copy of this handbook and are responsible to share same with all members of your family. All students will be held accountable for all school rules and lunchroom behavior. All Holy Family students and their parents will be held accountable for all information contained herein. All Holy Family students and parents will follow the dress code, no exceptions will be allowed.

Thank you for your cooperation.

Mrs. Judith Strohschein  
Principal

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## **PLEASE SIGN, DETACH, AND RETURN SIGNATURE PAGE TO SCHOOL OFFICE.**

The \_\_\_\_\_ family has read the 2007-2008 Parent-Student handbook.

It is understood by your signature that you have received a copy of this handbook and are responsible to share the information with all members of your family. All Holy Family students and their parents will be held accountable for all information contained herein.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

# School Board Meetings Visitor Policy

1. **Visitors are always welcome to attend school board meetings.** Typically, they are held on the 2<sup>nd</sup> Wednesday of the month, at 6:30 p.m. in the 8<sup>th</sup> Grade classroom marked as the Science Lab. Please consult the school calendar for changes to the schedule.

Visitors are welcome to stay for the entire meeting unless there is an Executive Session.

2. There will be fifteen (15) minutes set aside at the beginning of every school board meeting to address any visitor issues.
3. Issues involving detailed matters that need more time should be submitted in writing to the Principal. This issue will be considered for inclusion on the agenda for an upcoming meeting. The Principal will respond within 10 business days. If placed on the agenda for an upcoming meeting, the individual who submits the issue will be notified one (1) week in advance of that meeting. If not put on an agenda, the individual will be notified in writing from the Principal as to why.
4. Issues brought to the school board, must involve matters within the school board's jurisdiction. For example, while the school board **does** deal with policy development, marketing, fund raising, tuition, etc.....it **does not** deal with, personnel, curriculum, policy enforcement or administration of the school.
5. It is the intent of the School Board to conduct meetings based on a time-defined agenda. **In support of the agenda, visitors are welcome to stay and observe the meeting provided their participation is limited those times designated specifically for visitor issues.** Only school board members are allowed to openly discuss issues and participate in forming consensus.
6. We ask that all visitors refrain from private conversations with other visitors, or school board members, during the meeting.

Thank you very much for your interest in the activities of the Holy Family School Board. Feel free to contact any School Board Member regarding Chair or Member positions available on active Committees.

Holy Family School – Educating through the Lens of Faith

## Holy Family School Calendar 2007-2008

August	8	Holy Family School Board Meeting at 6:30 p.m.
	21	First Grade Parent Orientation 6:30 p.m.
	22	First Day of School Grades 1-8 (11:30 a.m. Dismissal)
	22	Kindergarten and Pre-school Parent Orientation 6:30 p.m.
	23	11:30 am Dismissal
	24	First <u>Full</u> Day of School Grades 1-8
		New Family Introduction at 5:00 p.m.
		Pot Luck Dinner at 6:30 p.m.
	27	Kindergarten First Day of School
	28	3 Year Old Preschool First Day of School
	29	4 Year Old Preschool First day of School
	30	Parent Information Night 6:30 p.m.
	30	Candy Bar Fundraiser Begins
September	3	Labor Day NO SCHOOL
	12	Holy Family School Board Meeting at 6:30 p.m.
	19	School Pictures
October	5	NO SCHOOL TEACHER'S INSTITUTE
	8	Columbus Day NO SCHOOL
	10	Holy Family School Board Meeting at 6:30 p.m.
	22	Picture Retakes
	31	11:30 am Dismissal
November	8	Parent Teacher Conference NO SCHOOL
	9	Veteran's Day NO SCHOOL
	14	Holy Family School Board Meeting at 6:30 p.m.
	20	Thanksgiving Break Begins at 2:40 p.m. Dismissal
	26	Classes Resume Today
December	12	Holy Family School Board Meeting at 6:30 p.m.
	18	Christmas Program
	20	Christmas Break Begins at 2:40 p.m. Dismissal
January	7	Classes Resume Today
	15	Semi-Annual Tuition Payment Due Today
	16	8 <sup>th</sup> Grade Graduation Pictures Taken
		Holy Family School Board Meeting at 6:30 p.m.
	21	Martin Luther King's Birthday NO SCHOOL
	28	Catholic School's Week Begins (Activities TBA)
28	Raffle Money Due	
February	1	Mardi Gras Dinner/Raffle
	13	Holy Family School Board Meeting at 6:30 p.m.
	18	President's Day NO SCHOOL
	29	NO SCHOOL TEACHER'S INSTITUTE
March	3	Casmir Pulaski Day NO SCHOOL
	12	Holy Family School Board Meeting at 6:30 p.m.
	20	11:30 am Dismissal Easter Break
	31	Classes Resume

April	3	Battle of the Books
	9	Holy Family School Board Meeting at 6:30 p.m.
	15	All Financial Obligations Due
	18	11:30 am Dismissal
May	9	NO SCHOOL TEACHER'S INSTITUTE
	14	Holy Family School Board Meeting at 6:30 p.m.
	26	Memorial Day NO SCHOOL
	30	10:00 am Dismissal LAST DAY OF SCHOOL
June	18	Holy Family School Board Meeting at 6:30 p.m.

\*\* Gift Wrap and Magazine Fundraisers TBA