

2013-2014 PARENT - STUDENT HANDBOOK AGREEMENT

Please detach and sign this sheet indicating you have received and read the Parent – Student Handbook. Please have your child return it to his/her homeroom by Friday, August 30, 2013.

We, as a family, have read : the Parent - Student Handbook of Holy Family School
: the Discipline Policy
: the Anti-Bullying pledge
: the Internet Policy

and will cooperate with the school in carrying out these guidelines. I will contact the school office with questions before signing this form.

Comments: _____

Signature of Parent/Guardian

Date

Signature of each student enrolled

PHOTO RELEASE FORM

(Please indicate below by checking the appropriate box and providing your signature.)

Throughout the year, Holy Family sends press releases and photographs to the media regarding student achievements. This also includes press releases and photographs to the media regarding CISE or other outside organizations participating in the life of the school. In order to do so, we need the consent of the parent or legal guardian to publish photos of the student. Please check only one of the statements below and sign:

I, being the parent or legal guardian of _____
(list each enrolled student’s name)

[] do hereby give consent to give Holy Family School, CISE, and other outside organizations participating in the life of the school, the right to use photographs for press releases and publications.

~OR~

[] DO NOT want photos to be published for press releases and other publications.

Parent or legal guardian

Date



2013-2014

Parent -Student Handbook

Holy Family reserves the right to amend stated policy in the interest of fundamental school values.

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MISSION STATEMENT

Holy Family School, as part of Holy Family Parish, is a Catholic school committed to Gospel values incorporated throughout its strong academic program. The staff integrates the best instructional practices to foster the gifts of all students, empowering them to meet the challenges of the future.

BELIEF STATEMENTS

Holy Family School believes it shares with parents and guardians the responsibility of contributing to the spiritual, social, intellectual, and physical development of each child. The school strives to establish an environment conducive to teaching Christian values and concentrates on the development of the whole person.

The staff believes that each child is unique and precious in the sight of God. Our teaching challenges us to provide quality education and to grow in excellence in order to meet the needs of each individual.

For children to learn, it is our belief that an atmosphere of discipline and respect must prevail. The staff endeavors to maintain a consistent, kind, yet firm system of discipline through which we strive to develop the child's sense of responsibility for his/her conduct. *The success of this educational philosophy depends upon the cooperative efforts of teachers, parents & guardians and students.*

In order to achieve our mission statement, we believe:

1. in providing opportunities for the student to experience spiritual development through liturgy, sacraments and formal religious instruction in the classroom.
2. in providing for the various levels of student ability by adapting materials to the individual capabilities of each student.
3. in helping the student develop proper study habits, master skills and become successful independent learners.
4. in leading the students to recognize the unity that exists among all men and women, regardless of nationality, race, creed or color.

ADMISSION POLICIES

Holy Family School will admit children in the following order:

1. Children entering Kindergarten and Grade One, from families *registered* and *actively participating in the parish*, and have other children currently attending Holy Family School.
2. Children of registered families, actively participating in the parish, entering Kindergarten and Grade One, with no other children currently attending this school.

3. Children not registered in the parish and not actively participating in the parish but have siblings already attending Holy Family School.

*Actively participating families are those members who contribute to the parish materially, spiritually and/or financially (through regular use of their collection envelopes).

Other children are welcome regardless of race, religion or national origin as long as space is available and those seeking admission can meet the tuition requirements or have a voucher.

Assuming the above requirements are met, no child is excluded as long as he/she can benefit from our educational program and if his/her presence will not be a detriment to the learning atmosphere of the other children.

The admittance of children after the school year has begun will be considered on a case by case basis.

TUITION

To assist parents in planning their tuition payments and to insure that the school has a steady income from tuition payments, the following will be the tuition payment policy:

The tuition payment will be divided into ten monthly installments for grades K – 7 and seven monthly installments for grade 8. Tuition payment envelopes will be provided at the beginning of the school year. Tuition for grades K - 7 must be paid in full by April. **Families who have an 8th grade student must have their entire tuition paid in full by January.** Students whose tuition payments and other school related fees are not up-to-date quarterly will not receive their report cards until the tuition payments are paid. If changing schools, records will not be sent unless tuition is paid in full. If you have questions regarding tuition, please contact the business manager at 921-7527.

SERVICE HOURS

ALL families will receive financial aid if you have returned the completed Income Verification Form. If your child attends school on the Ed-Choice Voucher, your tuition statement sheet will reflect the voucher as well as any financial assistance. The Ed-Choice Voucher does NOT cover the entire cost of the tuition.

With this in mind, each family is required to offer their time and talent to the school/parish. Each family with 1 student will be expected to complete 15 hours of service, families with 2 students - 20 hours, and 3 or more students - 25 hours. There are many opportunities throughout the year to offer your time and talent: Parish Festival, Turkey Festival, Fish Fries, flower sale, parking lot duty, playground duty, classroom helper, cafeteria help, just to name a few. (Some service opportunities which involve working with children may require a background check.) Hours will be tracked throughout the year. If you, yourself, cannot volunteer for an activity, an adult may work some or all of your required hours. This must be indicated at the time the hours are being worked. If two adults work at the same time, you can claim double the hours. (i.e.: Two adults work the same event for two hours earns four hours total.) An adult is defined as eighteen years of age or older and not in high school. Any unworked hours will be charged to

the tuition balance at \$5.00 per hour. Hours will start accumulating on the day after school lets out for the next school year.

RELIGIOUS EDUCATION

Parents are urged to instill in their children an appreciation of spiritual values and *encourage them to attend Mass every Sunday* and holy days of obligation.

All students participate in the weekly planning and celebration of the Mass for the student body. The opportunity to receive the Sacrament of Reconciliation is available for the children several times during the school year. In addition to this, students participate in daily prayer, service projects of various kinds, and projects for the missions.

The Sacraments of Reconciliation and First Holy Communion preparation and celebration are offered in the Second Grade. The Sixth, Seventh, and Eighth Graders celebrate the Sacrament of Confirmation upon the availability of the Bishop.

DRESS CODE (Preschool dress code is located in the Preschool Handbook.)

Girls - Grades K – 4: navy blue uniform jumper or plaid (# 7062) jumper;
Grades 5 – 8: navy blue uniform skirt or plaid (#7062) uniform skirt (modest length, no more than 3” above the knee.) A white or light blue tailored blouse or knit golf shirt is to be worn and tucked in at all times. A solid navy, white, gray or black shirt may be worn under the blouse during the winter months. Sweaters, socks, tights and leggings must be solid black, navy, white or gray. Navy or black uniform slacks may be worn during the winter months and uniform navy or black shorts may be worn during the months of Aug, Sept, Oct, April & May. No make-up, acrylic nails, nail polish, or jewelry may be worn. (One pair of small post earrings may be worn.) Hair must be kept out of the eyes. No extreme hair coloring or cuts are permitted. No bandannas.

Boys - Black or navy blue uniform pants; black or navy blue uniform shorts may be worn in Aug, Sept, Oct, April and May; A white or light blue shirt with a collar or knit golf shirt is to be worn and tucked in at all times. Sweaters must be solid black, white, gray or navy. A solid black, navy, white or gray shirt may be worn under the uniform shirt. Socks must be solid black, navy, white or gray. No T-shirts, athletic jerseys, sweat shirts or shirts with insignia may be worn. No jewelry (including earrings) may be worn. Hair must be off of the collar and out of the eyes. No extreme hair coloring or cuts are permitted. No bandannas.

Both boys and girls must wear socks at all times. Holy Family sweatshirts or solid black, white, navy or gray sweatshirts (no hoodies) may be worn by both girls and boys.

All shoes must be closed toe and have backs or a strap. The heel must not exceed 1” – 1 ½” or come about the mid-calf.

PHYSICAL EDUCATION CLASS AND UNIFORM

All students are to participate in gym classes and wear gym shoes. Students in grades 4 - 8 are to wear solid colored shorts (modest length) and t-shirts. In addition to the shorts & t-shirt, solid sweat pants and sweat shirt may be worn during the colder weather.

Students who need to be excused from gym class must present a parent's or doctor's note explaining the reason and date(s) the student is to miss gym.

ATTENDANCE

Regular attendance is necessary to insure successful school life. Unless a student is ill, he/she is expected to be on time and remain in school the entire day. In accordance with the Child Safety Act, when a student is absent from school one of the parents is required to call the school office by 8:00 A.M. each day the student is absent. The parent should state the reason for the absence and how the homework should be sent home. This is to insure the safety of the student and the liability of the school.

- When the student returns from an absence, a written note from the parent should be presented to the homeroom teacher. The note should contain the date of the absence(s) as well as the reason. If a student is absent four or more consecutive days, a doctor's note verifying illness is required.
- Students are expected to make-up all missing assignments upon their return to school. Due dates for long term assignments will not be altered.
- Early dismissal from class must be processed through the school office. When writing a request the time must be stated and who will be picking the student up at the office. Only those appointments which are absolutely necessary should be scheduled during school hours.
- Family vacations are discouraged during the school year. It is impossible to make up the lessons, which occur during the school day. However, it will be the responsibility of the family to see that the work that the student misses is made up.
- In the case of excessive absences, (more than four per quarter), parents may be contacted by the principal or school social worker for a conference concerning the student's attendance. Doctor verification of illness for further absences that quarter may be requested.
Excessive absences may be reported to the District 3 Police School Resource Office and charges of 'truancy' or 'failure to send' may be filed by Holy Family School. Truancy is defined as unexcused absence from school for five or more consecutive school days, seven or more school days in one school month or twelve or more school days in one school year.
- Corrective measures may be taken when a student is excessively absent. Such measures may include: missing recess time to make up work, exclusion from field trips, exclusion from "fun" class activities such as field day, etc.

TARDINESS

Holy Family School day begins at 7:30 A.M. Any student arriving after 7:30 A.M. is late for school. A student arriving tardy must first stop in the office to receive a tardy slip before going to homeroom.

- Corrective measures may be taken when a student is excessively tardy. Such measures may include: missing recess time to make up work, exclusion from field trips, exclusion from “fun” class activities such as field day, etc.
- Students arriving after 10:30 A.M. will be counted absent for one-half day. Students are responsible for any missed assignments.

Tardies will be converted to days absent for truancy filing purposes based on the arrival times.

DROP OFF/PICK UP POLICY

Children are to be dropped off in the morning at 7:10am in the back parking lot. Please enter the lot through the driveway on Grand Avenue. Have children get out of the car on the passenger side near the cafeteria door. Students should come directly into the cafeteria.

Please be aware of the speed limit (5 mph) as children are walking to and from cars, cafeteria, etc. If students arrive after 7:30 a.m., they are to be dropped off in front of school and come in the main school door to receive a tardy slip.

Dismissals: The school day will end at 2:15pm. Car riders will be dismissed to the back parking lot at 2:17pm. Bus riders will be dismissed at 2:20pm. Walkers will be dismissed at 2:22pm and will exit the door closest to their route home. We ask that parents picking up students park in the schoolyard and park their cars facing West 8th Street. ***ALL CAR RIDERS WILL BE DISMISSED ONLY TO THE BACK PARKING LOT.*** **No car rider will be dismissed out of the front doors unless they are medically unable to maneuver the steps.*

Students who are not picked up by 2:25pm will be taken to the After School Care Program. Parents will need to pick their children up in the cafeteria and may be assessed the \$7.00 emergency care fee.

AFTER SCHOOL CARE PROGRAM

Holy Family After School Care Program provides a safe environment for Holy Family School children until 6pm. Children will be given a snack, time to complete homework, outdoor playtime (weather permitting), and time for games, puzzles, and movies. Children who attend Holy Family School from preschool – eighth grade are eligible to attend. The program will be held in the cafeteria. The After School Care Program is closed on all days the school is closed.

The cost to participate is as follows:

Every day for one child	\$120 per month
Every day for family	\$220 per month
Occasional care on specified days	\$7 per child per day

Emergency care will also be available if needed (The \$7.00 fee per child must be paid when children are picked up.)

SNOW POLICY

Holy Family School will be following the Oak Hills School district decision regarding inclement

weather.

When a 2 hour delay occurs, students should be dropped off in the back parking lot (*breakfast is not served on these days*) between 9:15 and 9:30. Students are to report directly to their homerooms.

Information regarding school closings and delays may be obtained in one of the following formats:

1. Automated phone call will be sent out to all families from the principal indicating a delay or closing. *For this reason, it is imperative that phone numbers be kept current in the school office.*
2. Television – look for Oak Hills Schools
3. Radio – listen for Oak Hills Schools

BUS INFORMATION

Bus service is provided for students living the required distance from school. A list of stops and times is provided at the beginning of the school year by the Cincinnati School Board. The number for yellow bus transportation is (513) 363-0660.

Those who ride the bus are under the authority of the driver and may be banned from riding the bus for lack of respect or unruly conduct.

1st write up: serves as a warning

2nd write up: student is suspended from the bus for one week

3rd write up: student is suspended from the bus for two weeks

4th write up: student is off the bus for the year

Significant behavior may result in immediate suspension from the bus regardless of the number of write ups received.

CAFETERIA - BREAKFAST AND LUNCH

A free, healthy, light breakfast is served each morning from 7:10 until 7:25am. Hot lunch (\$2.50) and milk (\$0.60) are available. The cost depends upon government assistance and food cost each year. Free lunch and reduced lunch are available for those who apply and qualify. Information and application forms are made available at the beginning of each school year. Lunches may be paid for daily or by the week. Each child is requested to pay for their own lunch in their homeroom. No lunch may be charged.

GRADELINK

Parents and students are encouraged to monitor their grades on a weekly basis. This can be done by logging in to Gradelink: www.gradelink.com The school ID is: 744

Username and passwords are sent home at the beginning of the school year. If you misplace your log-in information sheet or get locked out, please contact the office for assistance.

INTERIM REPORTS

Interim Reports are sent home in the middle of each quarter to parents of all students. Conferences may be requested at any time.

REPORT CARDS

Report cards are distributed quarterly unless the family's tuition payments, as well as all applicable school charges and fees, are not current. An explanation of the grading system is printed on the report card. Parents are encouraged to keep up with their child's grades based on papers that are sent home each week. Contact your child's teacher immediately should you have a concern with grades.

PARENT CONFERENCES

Most often there is a direct connection between a student's progress and a working relationship between parents and teachers. Therefore, *it is vitally important that parents and teachers work together and support one another* to enable each child to realize his/her potential. Scheduled parent conferences will be held during the school year. Also, at any time during the year, a conference can be arranged by calling the school office or writing the teacher for an appointment.

Parents are encouraged to contact the teacher at the first sign of a student's difficulty in any school area. Parents, when you call please indicate a good time to reach you and a number where you can be reached. Teachers are similarly encouraged to call parents when circumstances warrant. A parent or visitor without prior notification may not interrupt classes. A list of extensions for the teachers can be found on the last page of the handbook.

PROMOTION-RETENTION GUIDELINES

Primary Grades – Promotion through the primary grades will be determined by the child's proficiency in reading and math skills. If it is necessary for a child to repeat a grade, either because of immaturity or lack of understanding of basic fundamentals (reading, phonics, and number comprehension), it is best to retain the child in one of the primary grades, preferably Grade One.

Retention – The decision of the student's retention is made by the principal and grade level teacher in collaboration with the parents and with the child's best interest as the primary focus. Parents will be informed in advance if retention is thought to be in the child's best interest.

Grades 4 through 8 – A student may be retained for the following reasons:

1. Working below grade level (Failing two or more major subjects at the end of the school year.)
2. Continued lack of responsibility in completing assignments
3. Excessive un-excused absence

STANDARDIZED TESTING PROGRAM

The standardized testing program is administered in the following way:

1. The IOWA's and CoGAT testing programs from McGraw/Hill are administered each spring in Grades 2 (CoGAT only), 3, 4, 5, 6, 7, & 8. Results of these tests are kept on file in the school office and help the teacher and the administration in the proper academic placement of students. Results are sent home to the parents for their use in understanding the academic progress of their child.
2. Students in grades 5 and 8 will be administered the ACRE test (Assessment of Catechesis/Religious Education) each winter.
3. Students in grades 3-8 will participate in the state mandated testing program in the spring of each year.
4. Other standardized tests and/or multi-factored evaluations are given at the discretion of the principal/teacher in consultation with the student's parents.

HONOR ROLL

Holy Family School will recognize students in grades 4 - 8 who excel in their academic work.

First Honors - Grades of A, B (no more than 2 B's)

Second Honors - Grades A, B, C (no more than 1 C)

PASS/PLAY POLICY (ATHLETICS)

Any student participating in a HFAA sport must adhere to the following Pass/Play policy:

Any student failing a core subject or whose behavior is resulting in disciplinary action, may become ineligible to participate in such an activity upon the issuance of one of two athletic ineligibility forms (In Danger of Failing/Academic failure).

In Danger of Failing – serves as a warning to the child, parent and coach...student may still practice and play games with the team

Academic Failure – notice to child, parent and coach that the student may not practice or play games with the team. Students are highly encouraged to support their team by sitting on the bench during the games.

Resume Athletic Participation forms are initiated by the principal in consultation with the pertinent teacher(s). Review of eligibility will occur at interim report and when warranted, two weeks post interim. At that time, should the students grades be unsatisfactory, the child will remain ineligible for the remainder of the quarter.

Parents are encouraged to monitor your child's grades throughout the quarter and to keep in contact with your child's teacher should you have questions or concerns about grades. Pass/Play notices are not issued until the end of the grading period.

HOMEWORK

Homework is usually given not to exceed one-half hour for those in the primary grades; ninety minutes for those in the intermediate grades; and not to exceed one hundred twenty minutes for those in junior high. Homework must be complete, accurate and neat. If there is some question regarding homework, please contact the classroom teacher.

Homework is an important part of school life to reinforce classroom instruction. Parent involvement, interest, and patience with nightly homework are critical to your child's success. If a student and /or parent fail to fulfill their responsibility with nightly homework, the student will automatically stay in from recess to complete the missing work. (If a student is absent, then they should be given one day to make up missing work before they are required to miss recess to do so. A plan of action should be set up with the teacher to make up missed work due to multiple days of absence.) Missing assignments will directly impact a student's grade. (See chart below) Missing assignment detention will occur in the cafeteria. Students missing both lunch and recess will sit in the designated area in the cafeteria to eat and complete their work. Students missing recess only will eat with their classmates and then join the designated area to complete missing work. Missing assignment tallies will start over each quarter.

<u>Grades K-3</u>	<u>Grades 4-5</u>	<u>Grades 6-8</u>
Spend recess time only completing missed assignment	Spend lunch and recess time completing missed assignment (MA)	Spend lunch and recess time completing missed assignment (MA)
	After 3 MA's accrued in one subject, note will be sent home to parents reminding them that grade will drop with the next MA.	After 2 MA's accrued in one subject, note will be sent home to parents reminding them that grade will drop with the next MA.
	After 4 MA's in one subject, final grade will be dropped 5pts.	After 3 MA's in one subject, final grade will be dropped 5pts.
	After 8 MA's grade will be dropped additional 5pts. Teacher will hold a meeting with parents and student to try to get things back on track.	After 6 MA's grade will be dropped additional 5pts. Teacher will hold a meeting with parents and student to try to get things back on track.
	After 12 MA's grade will be dropped additional 5pts. Teacher will hold a meeting with parents, student, and principal. At this meeting, the student will be placed on a contract. Failure to uphold the contract may result in expulsion from Holy Family.	After 9 MA's grade will be dropped additional 5pts. Teacher will hold a meeting with parents, student, and principal. At this meeting, the student will be placed on a contract. Failure to uphold the contract may result in expulsion from Holy Family.

BEHAVIOR EXPECTATIONS

It is a widely accepted fact that the behavior of a child is influenced by the environment in which

they are brought up. This is true especially in the phase of life when one is a student. Almost all children are known to spend at least six hours in school and so their personality gets shaped as per the lessons learned in the school and their interactions with the other children in their classrooms. Positive reinforcement is a way of motivating children by appreciating their good qualities. The main motive behind using positive reinforcement in the classroom is to encourage the students to repeat the acts done by them, which are good and would prove useful for them and for the class.

In order to promote positive behavior, students will have an opportunity to earn “Holy Cards” for demonstrating one of four key characteristics of a Holy Family student. Students and staff will be able to nominate a student for a Holy Card. Each card will be tied to a saint who demonstrated the characteristic. Each time an entire set is earned, the student can turn the cards in to the principal for a prize.

The key characteristics of a Holy Family student for the 2013-2014 are:

1. Imitating Christ
2. Diligent (hard working)
3. Self-disciplined
4. Compassionate

DISCIPLINE POLICY AND PROCEDURES *(Revised and approved by School Board 5/2012)*

Discipline is fundamental in Catholic education. Discipline that is worthwhile is prompted by motives from within. It is the aim of the school to cultivate the Christian virtues of honesty, integrity, justice, charity, respect and responsibility.

Academic achievement is closely related to the system of discipline at Holy Family School. The aim of discipline is to develop within the students strong habits of character that will enable them to face with fortitude and determination those difficulties found both in study and daily life. The ultimate goal of any disciplinary system is self-discipline. Discipline is necessary to create and maintain desirable learning conditions.

The principal and staff in the school have the authority to apply appropriate disciplinary measures to a violation of any of the school’s regulations or policies.

Expected behavioral norms are based on students’:

- respect for themselves and all other students and possessions.
- respect for all school and parish personnel at all times and in all places.
- respect for school and parish property.
- respect for the formal school program (a sense of responsibility in work and actions).

Discipline Policies and Procedures for Grades K-8

(Preschool will follow the guidelines laid out in the Preschool Handbook)

Every student will be issued a behavior card to be stapled inside his/her homework notebook. When an inappropriate behavior occurs, the supervising teacher or adult may issue points and mark the child's behavior card accordingly. Parents are encouraged to check this behavior record regularly.

All possible behaviors cannot be anticipated nor described within this document. Thus, only the more common situations are included. The teacher, in collaboration with the principal, will use his/her judgment when there is a need for clarification or modification of the infractions. The inappropriate behaviors and their point values are as follows:

1 Point Violations

- A. Gum/Food
- B. Uniform violation/Gym uniform
- C. Lack of cooperation/Not following directions
- D. Disruption in classroom/hallway/church/cafeteria/playground
- O. Other: _____

2 Point Violations

- E. Inappropriate language/Profanity/Vulgar language (written, verbal, or electronic)
- F. Inappropriate/unruly behavior
- O. Other: _____

3 Point Violations

- G. Disrespect to teachers, staff, students, or visitors (written, verbal, or electronic)
- H. Cheating/Lying/ Forgery/Plagiarism
- I. Harassment- physical, verbal, emotional, or electronic
- J. Threats/Bullying/Intimidation/Intentionally excluding others
- K. Leaving a designated area without permission
- Other: _____

4 Point Violations

- L. Fighting
- M. Stealing
- N. Damage, destruction, or loss of school property
- Other: _____

Consequences for Kindergarten:

Points will still be recorded on the Discipline Card; however, the student will lose 5 minutes from choice time or recess for each point earned. Parent notification will still follow the guidelines below; however, step three applies to all students including those in Kindergarten.

Consequences for grades 1-8:

Step One: After a student accrues five points, a lunch/recess detention will be issued. Notice will be sent home to the parent upon the receipt of the fifth point.

Step Two: After a student accrues ten points, a lunch/recess detention will be issued and a parent conference will be called to discuss a plan of action.

Step Three: When a student accrues fifteen points, a two day lunch/recess detention will be issued and a parent conference will be called. The principal and teacher will meet with the parents and the student. The student will be placed on disciplinary probation. The student must show a measurable improvement in attitude and/or conduct. If further violations of probation occur, the student is liable for expulsion. *SEE DUE PROCESS ON PAGE 14 FOR MORE INFORMATION*

Behavior points will reset at the start of each quarter for students in grades K – 6.
Behavior points will reset at the end of the second quarter for students in grades 7-8.

Suspension:

In certain situations that are extreme or not provided for in the point system, the principal may find it necessary to issue a suspension.

In-school Suspension- The principal will determine the terms of and the length of the in-school suspension and notify the parents in writing. Parents will be expected to pay for part of the fee for the substitute teacher hired to monitor the in-school suspension. The cost to the parent will be \$35 and the price will increase by \$10 for each additional suspension served during the school year.

Out of School Suspension-

The principal will determine the terms of and the length of the out of school suspension and notify the parents in writing. School and homework will be sent home and must thoroughly completed, in a timely fashion, and to the teacher's satisfaction. During the time of the suspension, the student is not permitted on Holy Family property before, during, or after school hours. Student is permitted to attend weekend Mass with a parent and must remain with the parent at all times.

Expulsion:

Offenses that may result in Immediate Expulsion:

- A. Possession, use, sale, and/or under the influence of illicit drugs, alcohol, tobacco products, other hallucinogenic substances, or look alike drugs while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- B. Possession, use, and/or under the influence of alcoholic beverages while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- C. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof intended to be and/or construed to be a weapon on school/parish property
- D. Possession, use, and/or under the influence of tobacco products while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
- E. Physical assault resulting in pain, suffering, or the need for medical attention
- F. Arson
- G. Bomb threat/ Written threat/ Verbal threat

- H. Destructive or inappropriate use of church, school or personal property
- I. Gross misconduct – conduct unbecoming a Christian, fighting or other physical abuse, indecent (lewd or sexual) behavior, theft, dishonesty, sabotage, serious breaches of health and safety rules, or offensive behavior (such as discrimination, harassment, bullying, abuse and violence)

SPECIAL NOTE: A student will be considered for immediate expulsion if selling and/or dispensing drugs, weapons, alcohol, tobacco products, and/or other contraband on parish/school property. The local law enforcement authorities and/child protective services will be notified.

Procedures to be followed in case of expulsion:

- A. Relevant staff, principal and/or the pastor will meet with parents to inform them of the consequences. Local law enforcement or child protective services may be present.
- B. Written notice will be sent to the parents stating the reasons for the student's expulsion.
- C. Parent/Guardian will have ten days to enroll student in another school. Failure to do so within ten days may result in truancy charges being filed with the local juvenile court.

The pastor/principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents of the disciplined student.

The school reserves the right to take disciplinary measures if a situation arises that has taken place off the school premises and out of school time if the reputation of the school is involved. The student is a Holy Family student at all times. 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.

PROBLEM RESOLUTION

In the event that a parent/guardian has a concern over a policy, procedure, or specific occurrence within the parish school, the issue should be addressed as follows:

1. Speak directly with the teacher or staff member involved.
2. If the issue is not resolved satisfactorily, the issue should then be addressed with the principal.
3. If the issue still remains unsatisfactorily resolved, the Problem Resolution Board may be convened at the request of the school or parents with parents and Problem Resolution Board present. The Board will be convened by written request of the school or parent/guardian. The written request for a meeting (sent to the principal) must state the issue(s) to be resolved and the remedy(ies) requested and must be submitted in a timely manner at the discretion of the principal.

The pastor, the principal, two (2) faculty representatives, chosen by the pastor and principal, and an appointed representative by the pastor (to assure neutrality) make up the Problem Resolution Board.

The problem Resolution Board has two functions:

1. To address an issue which parents/guardians feel was not satisfactorily resolved after having spoken first to the teacher/staff member, and secondly to the principal. (Steps one and two above)
2. To address serious disciplinary problems which could result in expulsion

If a school policy or procedure requires review for a potential amendment, the School Board will be consulted.

DUE PROCESS

At the time of a serious disciplinary problem, the student and parent(s) or guardian(s) will be notified. The student may be given an in-school or an out-of-school suspension until the situation is resolved.

The student and his/her parent(s)/guardian(s) will be given the opportunity for a hearing with the Problem Resolution Board before any decision is reached regarding expulsion.

The hearing will be held in a timely manner within two weeks of the written notification.

The Problem Resolution Board will hear the case and make the final decision. The requesting parent and/or school employee will be present but will not have a vote. The principal will inform the student and parent/guardian of the final decision reached by the Problem Resolution Board. In all cases, the final resolution will be at the pastor's sole discretion.

ELECTRONIC DEVICES/CELL PHONES

All personal electronic devices such as cell phones, mp3players, gaming devices, etc., are not permitted at school. If, for safety reasons, you want your child to bring a cell phone to school, the cell phone will be kept by the homeroom teacher during the school day. The school is not responsible for any electronic devices/cell phones brought to school by a child.

STUDENT PROPERTY

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school.

Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

RESPONSIBLE USE OF TECHNOLOGY

INTRODUCTION

- Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

www.valuesforalifetime.com

- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..." *Aetatis Novae, #2, #3; Rome, 1992*

GENERAL INFORMATION FOR USERS of TECHNOLOGY

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent / guardian annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed

to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of Technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violates the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. **Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property as well as for conduct unbecoming of a Christian.** Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required on front page

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.

- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

(Signature on front page indicates that the student has read, understood, and agrees to this policy.)

Parent / Guardian Permission Form

I have read the terms and conditions of the Responsible Use of Technology Policy.

I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

(Signature on front page indicates that the parent has read, understood, and agrees to this policy.)

LIBRARY

The library is open during school hours four days of the week. Each grade comes to the library once a week as a group. All fines for overdue or lost books must be paid by the end of each quarter or the report card will be held.

CARE OF TEXTBOOKS

All books that go home from school must be covered and in a book bag. Parents are responsible for the cost of any lost book or fees for damage to a book. A student will not receive his/her last report card until these fees are paid.

FIELD TRIPS

It is necessary to have *written* permission to participate in class trips. Forms will be sent home prior to the trip for this purpose. While field trips offer the student a different approach to learning and serve to enhance instruction, they are viewed as privileges. Good behavior and regular attendance are key factors for field trip participation.

AUXILIARY PROGRAMS

- Reading Specialist – Title 1 funding provides for a Reading Specialist for those students in need of remedial reading.
- Health Services – A school nurse is provided through auxiliary services. School health services, as provided by the nurse, *supplement*, not replace, the parents' responsibility for obtaining health care for a student. The nurse provides direction for care of ill or injured students at school, maintains health records, and directs visual, auditory and postural screenings as outlined by state health guidelines.
- Speech Pathologist – These services are provided for the school through auxiliary services.

- Intervention Specialist- These services are provided for the school through auxiliary services.

AIDS POLICY

In keeping with the Archdiocesan policy regarding AIDS, Holy Family School shall follow the guidelines and procedures suggested by them. Each instance of AIDS involving a student or an employee shall be treated in a confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

PREGNANCY POLICY

Because of the uniqueness of each individual involved in a student pregnancy, there is no set policy. Ordinarily, the following policy will be used:

In the event a student in our school should become pregnant, the student and her parents will meet with the pastor, principal and teacher(s) to help the student find the spiritual, educational, social and psychological help she needs to meet the special circumstances during and after her pregnancy.

ANTI-BULLYING PLEDGE

The staff, students, and parents of Holy Family School agree to join together to stop bullying at our school.

We believe everybody should enjoy school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone.

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, stairwells, cafeteria, and the playground.
6. Support students who have been or are subject to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal with bullying.
9. Provide a good role model for younger students and support them if bullying occurs.
10. Participate fully and contribute to assemblies dealing with bullying.

(Signature on front page indicates that the parent and student have read, understood, and agree to this policy.)

WELLNESS POLICY

Holy Family School promotes physical, nutritional, emotional, social and spiritual wellness of the students and staff.

A. Nutritional Education

1. Holy Family School will implement the health objectives relating to diet, nutrition and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health.
2. Programs relating to proper nutrition, tobacco education and drug/alcohol education will be presented to students as an extension of their basic curriculum.
3. Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and other messages related to health and nutrition will be posted in the school cafeteria and other prominent places throughout the school building.

B. Physical Activity

1. All students will participate in the school's physical education program.
2. Physical Education programs will implement the objectives of the Archdiocesan Graded Course of Study for Physical Education.
3. Teachers will be encouraged to integrate physical activities into the class time (stretch breaks, activities which involve movements, etc.)
4. All students will have access to recess according to the school's schedule.
5. Families will be encouraged to participate in athletic programs and to be physically active outside of school.

C. Other school-based activities

1. Teachers will use non-food items or healthy food items for student rewards.
2. Teachers and parents are encouraged to provide healthy snacks and to minimize sugary treats for classroom celebrations.
3. Hand washing equipment and supplies are available in each restroom; waterless sanitizing soap dispensers will be mounted in each classroom.
4. Fully operational and clean drinking fountains are available throughout the school.

D. Nutritional guidelines for all foods available in school during the day

1. The Lunch Program will follow the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
2. The cafeteria manager and school principal will evaluate the nutritional value of the hot lunch program and make necessary nutritional changes.

E. Plan for Measuring the Implementation of the Holy Family School Wellness Policy

1. Holy Family Wellness Policy will be monitored by Parent Group, school nurse, food service staff and principal.

OHIO CATHOLIC SCHOOL ACCREDITATION ASSOCIATION (OCSAA)

In 1994, the Bishops of Ohio formed the Ohio Catholic School Accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

OCSAA accreditation also requires schools to show evidence that they are implementing OCSAA Standards. The State Board of Education has approved these Standards as comparable to the Operating Standards for Ohio's Schools. Through the OCSAA accreditation process, a new Catholic school can apply for a charter from the state of Ohio and existing Catholic schools can maintain their state charters.

Holy Family School is a fully accredited school and has adopted the following goals for implementation for the upcoming school year:

- 1) Holy Family School students will increase and demonstrate their knowledge and participation in Catholic beliefs and traditions.
- 2) Holy Family students will acquire and demonstrate growth in reading and improve oral and written communication skills.

Goals are worked on for four years. This is the final year for the two goals listed above.

STAFF CONTACT INFORMATION

<u>Name</u>	<u>Position</u>	<u>Extension</u>	<u>Email</u>
Mrs. O'Brien	Principal	12	obrien_j@hfschool.org
Mrs. Dewald	Secretary	10	dewald_t@hfschool.org
Ms. Malicoat	Preschool		drennan.jennifer@gmail.com
Mrs. Holley	Kindergarten	15	holley_s@hfschool.org
Ms. Reid	First Grade	16	reid_m@hfschool.org
Mrs. Metz	Second Grade	17	kmetz1@fuse.net
Ms. Woods	Third Grade	18	woods_r@hfschool.org
Ms. Copper	Fourth Grade	24	copper_a@hfschool.org
Mrs. McGee	Fifth Grade	20	mcgee_b@hfschool.org
Ms. Heaton	Sixth Grade	21	heaton_s@hfschool.org
Mrs. Kampel	Seventh Grade	22	kampel_s@hfschool.org
Mrs. Schoster	Seventh Grade/Art	51	schoster_d@hfschool.org
Mrs. Smith	Eighth Grade	23	smith_a@hfschool.org

Sr. Margaret	Teacher	29	rein_m@hfschool.org
	Physical Education	30	
Mr. Keyes	Technology Instructor	31	ed@edkeyes.com
Ms. Dudley	Music	25	dudley_1@hfschool.org
Mrs. Harmon	Librarian	26	dharmonhfschool@hotmail.com
Ms. Lengerich	Social Worker	27	lengerich_m@hfschool.org
	Title I Reading	921-8434	
	Speech Pathologist	921-8434	
	Intervention Specialist	921-8434	
	Nurse	34	
Mrs. Foster	Cafeteria Manager	544-5002	mitchnwhitey@aol.com
Mrs. Kayse	Business Manager	921-7527	holyfamily.dk@fuse.net
	Parish Secretary	921-7527	holyfamily@fuse.net
Fr. Len Wenke	Pastor	421-3131 x2655	
Mrs. LuebbeVazquez	Pastoral Musician/ Latino Community Liason	921-7527 x107	
Ms. Mayra Alza	Latino Outreach Coordinator	421-3131 x2718	