

HF HOLY FAMILY CATHOLIC SCHOOL

PARMA, OHIO

**Parent – Student Handbook
2020 – 2021**

HOLY FAMILY CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK

2019-2020 SCHOOL YEAR

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HOLY FAMILY SCHOOL FACULTY AND STAFF 2018-2019

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PRINCIPAL'S MESSAGE

Visitors walking through our building often comment on the family atmosphere present at Holy Family Catholic School. They notice how friendly our students are and often give compliments about their manners and their behaviors. They also notice the dedication of each teacher and staff member in treating each child as a unique gift from God who is to be cherished, valued, and honored. After experiencing a day at Holy Family Catholic School, it is no wonder that people understand the true meaning of our school motto: "We Are the Family and We Are the Home."

The mission of Holy Family Catholic School is to spread our Catholic faith to the youth of our parish and school while encouraging academic excellence and a love of learning. This task has been a major objective of the priests, parishioners, and staffs of Holy Family Catholic Parish for over the past sixty years.

Each year, the members of Holy Family Catholic School strive to work with the families of our students to help them receive the best Catholic education that will enable our children to grow intellectually, socially, emotionally, physically, and especially spiritually. This can only occur with open lines of communication between parents and staff members.

This handbook is an important means of communication between the home and the school. It has been prepared to help you understand the policies and procedures of our educational institution. Please refer to it and keep it on hand for easy reference. The handbook is reviewed each year and any changes will be added to the present copy.

Close cooperation between the home and the school is essential to promote the best interest of the child. We ask your support for the policies in this handbook remembering that they will be enforced for the good of the total student body. We emphasize that our school is concerned with the complete education of your child and ask you to assist us in creating a spirit of trust, understanding, and cooperation between home and school. This will help all of us to become more effective educators and better meet the needs of your child.

Thank you, for entrusting your child to us. May we all work together as members of one team to ensure that your child is able to become closer to Christ in an environment that is permeated with Gospel values and encourages a "true" love of learning. Please feel free to contact the school in regards to your child or any information contained in this handbook. We ask that you consult with your child's teacher or the school office whenever any questions arise.

Tom Brownfield
Principal

Mission

At Holy Family Catholic School, we're building a better world where Christ's love can be spread through education, service, and unity . . . one student at a time.

Belief Statement

We, the members of Holy Family Catholic School, believe:

- All aspects of curriculum should be instilled with Catholic values, teachings, and provide a framework of guidelines for success.
- Students should be challenged to learn and achieve to the best of their abilities using all available resources, including technology, through student-centered methods that utilize twenty-first century skills.
- Assessment needs to include a variety of strategies to fairly evaluate students with diverse learning styles.
- Teachers and administrators, through evaluation, example, and encouragement, are role models for continuous improvement in learning and faith.
- Qualified catechists in partnership with the Catholic community show respect through lives centered on God and our neighbor.

GENERAL INFORMATION

ADMISSIONS/RE-ADMISSIONS

Holy Family Catholic School accepts students of any race, color, or ethnic origin with first choice governed by registered, active members of the parish. New families seeking admission must contact the school office for an appointment. A birth certificate is required for all students. Catholic students **MUST** present a baptismal record at the time of registration.

Registration for kindergarten is held during Catholic Schools Week which generally falls during the last week of January. Students in grades 1-8 register in February. Students are accepted on a yearly basis and must apply for re-admission each year.

Acceptance for admission/re-admission will be based on academic progress, appropriate conduct, and fulfillment of all financial obligations. All tuition and fees must be paid in full in order for the student to be re-admitted. The school has the final authority for acceptance for admission/re-admission.

Kindergarten	Children entering kindergarten must be five years of age by September 30th. Children will be accepted who have completed kindergarten screening which assists us in understanding the child's developmental readiness for kindergarten.
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First Grade	Children entering grade one must be six years of age by September 30th and/or provide evidence of successfully completing a year of kindergarten in an accredited school.
Grades 2-8	Transfer students are required to present their recent report card, academic record from all previous schools, and all standardized test scores.

All new students must present a copy of their birth certificate, baptismal certificate and a record of all required immunizations.

All transfer admissions are subject to approval of the Principal and based on acceptable school records in academic, psychological, attendance and conduct matters. All transfer students are accepted on probationary status for an interim period to assess whether or not the school program will best support the student's learning, development and needs.

SCHOOL DAY AND ARRIVAL PROCEDURE

The school day begins at 7:50 a.m. and ends at 2:20 p.m. Students entering the building prior to 7:30 a.m. are required to be enrolled in the Before Care Program. This service is available from 7:00 until 7:30 a.m. One addition Latchkey Program is available for parents and guardians who need childcare for their child from 2:30-6:00 p.m. Details concerning the program are available throughout the year. Please call 440-842-7785 extension 341 for more information.

Students may enter the building between beginning at 7:30 a.m. and go directly to their homeroom.

Parents who drive students to school must drop their children off in the designated area in by the gym entrance at the beginning of the day. Please follow the directions given by the crossing guards and staff. Cars must exit using the York Road driveways on the south side of the church or the north side of the rectory. Cars **MUST NOT** enter the complex using the driveway located on Pleasant Valley Road, or the York Road Driveway near the recycling bins. After 7:50 a.m., parents should carefully drop their child off at the office entrance. Be sure to be careful, since buses and parents dropping their child off to the Day Car also use this area.

The school calendar provides for 1,000 hours of instruction, two parent-teacher conference days, and two professional development days for the teachers.

*DISMISSAL PROCEDURES
STUDENTS ARE DISMISSED AT 2:20PM*

Bus Dismissal

1. **WALK** directly to the bus.

2. Follow the directions of the dismissal supervisor.
3. Safely enter and exit the bus.
4. Follow the bus rules of the public school district that provides transportation.
5. Buses will not transport any student living outside their respective school districts.

Walkers and Riders Dismissal

CAR RIDERS

A dismissal supervisor will set up rows facing east where the cars to park in the church parking lot beginning at 1:00 p.m. Drivers should enter the church parking lot and drive their vehicle closest to the orange cone or the vehicle in front of them. The driver should place the Family Name Card that was provided by the school in the beginning of the year in their driver's side window or windshield. Students will be called by the family last name.

WALKERS

1. Students walking home are to go directly home when they are dismissed. They are to use sidewalks and not use people's lawns or property as shortcuts.

Bicycle Rider

The school is not responsible for stolen bikes. Bicycles must have locks and be stored in the bike rack near the recycling containers on the north edge of the property. There is no bicycle riding during recess.

Changes in Student Transportation

Notification is required from a parent to the school office regarding appointments or a change in the manner that a child returns to his/her home. Written notes are preferable; however, telephone calls to the school are acceptable prior to 1:50 p.m. Please do not email the school for changes in student transportation.

Bus Transportation Rules

Buses are provided by Parma City School and North Royalton City Schools. Each district creates its own set of rules for behavior and specific procedures. In general, busses will not be provided on days when the public school district is closed due to an emergency situation (weather related, electrical problems, etc.). Parents should contact their public school district for information concerning procedures and times that bus transportation will not be provided.

To provide the kind of transportation system we all want, the Parma City Schools Transportation Department has developed a set of rules and regulations. These regulations cannot be abused. We must conform to the regulations established.

Bus reports will be sent home to parents reporting any case of student misconduct. Each bus report will warrant a disciplinary consequence based on severity.

If there are any questions concerning transportation, please call the transportation department of your local school district.

Summary of Rules for Riding on the Bus

1. Loud talking and laughing, or unnecessary confusion, can divert the driver's attention and could result in a serious accident. Riders must talk quietly at all times when riding the bus-at intersections and railroad crossing, there is no talking.
2. Students must always keep arms inside the bus when the windows are open.
3. Crowding and pushing is dangerous and must be avoided when getting on and off the bus.
4. All objects must be kept out of the aisles.
5. Eating is not permitted on the bus at any time.
6. Students must always cross in front of the bus, in the driver's line of sight, at a stop and never behind it.
7. The driver is responsible for the discipline of the children on the school bus. In the event of misbehavior, the driver may give a verbal warning OR write up the misbehavior and notify the principal.
8. The welfare of all pupils on the bus cannot be endangered; therefore, **misbehavior on the bus may result in the loss of all transportation privileges.**
9. Students may ONLY ride the bus assigned to them. Emergency cases must receive direct permission from their local transportation department and the Holy Family Catholic School principal or his/her designate.

PROCEDURES FOR DISMISSING STUDENT PRIOR TO DISMISSAL

In the event that a student must leave school before dismissal or will be picked up at dismissal time, the following steps must be followed:

1. The student must present a note, signed by a parent, stating the reason for the early dismissal or change in regular transportation home.
2. **No student may leave** the school grounds without being excused by the principal. These procedures are implemented for the protection of each student.
3. Parents who wish to pick their child up at school must come to the office and sign their child out. No child will be dismissed to anyone except the custodial parent without notification in writing to the principal prior to the student's dismissal.

Returning After School

School is ordinarily dismissed at 2:20 p.m. Should there be a need to return to school after this time, the child and his/her parent **MUST** stop in the school office first. The office is open until 3:30 p.m. daily. Students and/or parents may be accompanied back to the classroom by a member of the office.

Extended School Day Programs

Supervision is provided for the students both before and after school. The Morning Care Program begins at 7:00 a.m. and runs to 7:45 a.m. The After School Latchkey Program (440) 842-7785 ext. 341 begins at 2:20 p.m. and ends at 6:00 p.m. on most days that school is in session. This program is staffed by teachers and teacher aides and includes recreational and study times. You must be registered in the After School Latchkey Program to have your child use their services. There are fees for both before and after school programs. Details may be obtained in the school office.

ATTENDANCE

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to state law Ohio Code 3321.01 and 3321.03. Irregular attendance will be investigated and reported to the proper authorities. The school calendar provides for 178 days of school. Classes begin at 7:50 a.m. and end at 2:20 p.m.

Parents and students must accept full responsibility for regular attendance. Parents must be aware of their serious obligation to have their children attend school daily unless there is a legitimate reason for excused absence. These are:

1. Death in the family.
1. Serious illness in the family that makes it necessary for an older child to stay home and take care of younger children.
2. Personal illness.
3. Urgent medical or dental assistance (ordinarily dental and medical appointments should be made outside school hours).
4. Quarantine of the home.
5. Any circumstance which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
6. Family vacation (notification in advance).
7. Emergency weather conditions or transportation difficulties.

Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life. Students are responsible for making up all work missed because of absence. Teachers will be glad to give help, but it is the duty of the student to seek it and be willing to put extra time into study.

ATTENDANCE PROCEDURES

1. Parents are asked to call the school office at (440) 842-7788 ext. 317 by 8:30 a.m. to report absence of a student.
2. If a child's illness is prolonged, please notify the school office and daily calls will not be necessary. Please inform the office of any communicable diseases so that these can be listed on our health records.
3. Students are required to bring a written excuse signed by a parent or guardian stating the reason for the absence or tardiness.
4. Please be aware that if a parent does not call the school office, the school has the responsibility to notify the parents of the student's absence. Parents may

be called at their place of employment if necessary. We are bound by state attendance mandates and our desire to provide for the safety and best interest of the students.

5. Students that are tardy must report to the office and receive a tardy slip before entering the classroom. Students are marked tardy after the 7:50 a.m. bell. Tardiness is damaging to academic achievement and to the development of personal responsibility. "Unexcused tardy" is defined as being tardy after 7:50 a.m. and NOT having a written explanation or phone call from a parent that gives explanation for the child's tardiness. These will accumulate and may result in disciplinary procedures. Junior high students (grades 6, 7 and 8) will also be marked tardy if they are not seated in their homerooms after the 7:50 bell rings. Many other teachers also have this policy. During each quarter a maximum of two times being unexcused tardy will be permitted without any disciplinary action. After three times of having an unexcused tardy, a letter will be sent home with the child. This letter must be signed by the parent and returned to school. A recess detention will be issued on the fourth time a child is tardy. After school detentions will be issued on fifth and each subsequent time a child is tardy. Parents are encouraged to meet with an administrator to discuss problems with tardiness. Students who arrive late as a result of a doctor or dentist appointment will receive an "excused tardy." These will be marked on the child's report card at the end of the quarter; however, they will not be counted against the student for disciplinary action.
6. Any students arriving after 11:00 a.m will be marked 1/2 day absent. A student who leaves school and is absent for more than two hours will also receive a 1/2 absence. Finally, a student arrives at school after 2:00 p.m. and was not present in the morning will be marked absent for the entire day. The office will make all decisions concerning absences and tardiness.
7. MISSING ASSIGNMENTS (INCLUDING TESTS) DUE TO ABSENCES ARE THE RESPONSIBILITY OF THE STUDENT TO GATHER, COMPLETE, AND RETURN TO THE TEACHER(S) AS SOON AS POSSIBLE. With the exception of vacations (see below), students will be given one day to complete all make-up work (including tests) for each day that he/she was absent. (If a child missed five school day, he/she will have five school days to complete all his/her missing assignments and tests.)
8. Assignments from absent days MUST be presented to the Special Teachers on the next available day the special teacher is at Holy Family Catholic School.

UNEXCUSED ABSENCES

Students that are not present at school for reasons other than those stated on page 6 will receive an unexcused absence. All work including tests, done during this absence will receive a grade of zero.

Parents may choose to not send their child on a particular field trip after having discussed their reasons with the child's teacher and/or administrator. The school will respect the parent's decision on this matter. However, the child must be present at school and he/she will be assigned an appropriate certified teacher and/or administrator who will supervise the student during the time of the field trip.

VACATION POLICY

Although family vacations during the school year are legitimate excused absence, please understand that missing classroom instructions for a lengthy period of time is disruptive to the child's education. Classroom learning experiences are irretrievable and cannot be repeated.

Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher at least two weeks in advance of the family vacation.

Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, all assignments will be given to the student upon returning to class. No homework/class work will be given to the student to be completed during the vacation. Students will have the opportunity to make all schoolwork in a maximum of five school days. It is also the responsibility of the student and/or parent(s) to complete all missing tests during this time period **ACCORDING TO THE SCHEDULED TIMES WHICH ARE SUGGESTED BY THE TEACHER/TEACHERS**. Any missing work, including tests, not completed during this time period will receive the grade of zero.

ACADEMICS

Curriculum

The curriculum of Holy Family Catholic School is continuously studied by the teachers and administrative staff to keep subject matter current and to provide the best educational materials, equipment, and methods available. Teachers are encouraged to implement the Graded Course of Study for each subject issued by the Diocese of Cleveland to meet the needs of the students and to utilize the various teaching techniques that will help children learn better.

Our curriculum is not merely acquisitions of facts and skills, but also the developments of basic concepts that cause the child to adjust his/her thinking, build positive ideals, and mold Catholic values and responsible behavior.

Curriculum has been defined as "the experiences children have at school." It would be impossible to describe the entire curriculum K-8 in less than an entire publication. However, the following brief outline of the curriculum is presented:

Religion

Students receive religious instruction and/or participate in religious activities daily. Our program offers an excellent blend between a presentation of Catholic doctrine, how to live out the Gospel message and a discussion of the importance of knowing and understanding our relationship to Christ and His commandments. Students in grades 1-8 attend mass every Monday. Students participate in Eucharistic Devotions, prayer

services, and Stations of the Cross at various times during the school year. The school also encourages reception of the Sacrament of Reconciliation by offering opportunities for private confession throughout the school year. Throughout the year, students also have an opportunity to take part in prayer services and service projects.

We are proud of the work our students have done and will do in donating to various local and national organizations. Students in grade two prepare for the reception of the Sacraments of Reconciliation and Holy Eucharist throughout the school year. Preparation of the Sacrament of Confirmation occurs in the eighth grade year.

Reading

Reading is at the foundation of our curriculum for a student that can read and comprehend can learn effectively and efficiently. Our reading program (i.e., McGraw-Hill's *Wonders* Program) begins in kindergarten with readiness skills, alphabet and word recognition, and beginning sounds. Throughout grades K-3 there is an emphasis on phonics, vocabulary, basic sight words, development, and comprehension. Grades 4-8 continues to develop and refine basic skills and emphasize critical reading, reading to learn, analysis, evaluation of various genres and study skills. Students in grades 2-8 use trade books in addition to our school's reading series.

Math

Basic computational skills and math concepts are emphasized throughout our Houghton Mifflin/Harcourt Go Math program in grades K-5. Students are taught not only how to compute and solve problems. They are also taught why each operation is necessary. Geometry is taught in each grade level. The program provides adequate practice and review to ensure mastery of a skill or concept before new material is presented.

The program uses a consistent problem solving strategy in each grade to prepare students for those "dreaded" word problems.

Mathematics for students in grades 6-8 is designed to help prepare the students for the high school years. Algebra concepts are begun as early as grade five and algebra is offered to those students who master the K-8 skills in eighth grade.

Social Studies

A unified approach to social studies is taught at all grade levels. Concepts from each of six disciplines: history, sociology, geography, philosophy, economics and political science are woven together and interrelated. Sixth grade students use these skills by creating projects for History Day.

Language Arts

Emphasis is placed upon communication skills. Grammar and composition are blended so that students can practice using the grammar skills and concepts in their writing. Students will learn to speak in front of an audience, to listen actively, to write clearly and concisely, and to spell correctly. English class is also another way to

emphasize good thinking and reading skills. Legible handwriting is also practiced in grades K-4 and reinforced in written work for grades 5-8.

Science

"Hands on" characterizes our science program in grades K-8. Students participate in investigating science concepts and understanding the answer to those entire "why" questions.

Our contemporary science program, Houghton Mifflin/Harcourt *ScienceFusion*, focuses on the scientific method and student involvement at each grade level. Lab kits are provided at each grade level with which the children can either observe or perform experiments related to the content under study.

Health and Safety

Pupils are encouraged to know and understand themselves. The health program emphasizes social and emotional patterns of behavior, mental hygiene, the human body, nutrition, preventative health, saying "no" to drugs, and general safety. Students are constantly reminded of the need for safe habits at all times.

Music

Children are given a basic understanding of music and are encouraged to participate in and to enjoy musical activities. Instructional lessons correspond with the National Arts Curriculum and Diocese of Cleveland Curriculum. A student choir that sings at school masses is available for students in grades 2-8. Band and private lessons are available in a fine instrumental music program.

Spanish

Students in kindergarten through sixth grade receive a Spanish classes once a week. This class focuses not only on listening and speaking skills but also emphasizes Hispanic culture in Spanish speaking countries. Extensive twice a week instruction is given in seventh and eighth grades which concentrates on speaking and writing more extensively than the younger grades.

Physical Education

An organized, skill oriented physical education program is conducted in grades K-8. Physical fitness, team participation, good sportsmanship and the importance of physical activity to a sound mind and body are emphasized. Every K-8 student is required to participate unless released by a physician's note for serious or prolonged illness or injury. Students are required to wear the P.E. uniforms that is described in the uniform policy on gym days.

Art

The art program stresses creativity and appreciation. The children are encouraged to express their personal feelings in their artwork and to recognize and appreciate good art. Artwork by each student is displayed at an annual art show.

Computer Program

Our computer program is one of the finest in the Diocese. Students are taught the keyboard and beginning skills in grades K-4. The computer program is fully integrated into our curriculum and students learn to use the computer as a learning tool. Students in grades 5-8 begin to develop word processing skills, data management and databases, along with problem solving and simulation experiences.

Please refer to our schools acceptable use policy that is found in the Appendix. Students and parents are also required to sign a *Student-Parent Technology Device Agreement*. Parents and students may request a copy of the signed agreement from the office.

Homework Guidelines

Homework is an extension of school learning as it provides opportunities to recall, apply and review knowledge and skills, research new topics, work independently, develop self-confidence, responsibility and self-discipline, and improve organization, study habits and time management. Homework is a way to help students develop those work habits that will assist them throughout the years spent in school.

Homework is a part of the regular routine, assigned throughout the week, but rarely on weekends. It is expected that students do more than just written assignments and that a consistent program of study and review, including outside reading, become a daily habit. A conscientious student will independently review or broaden his/her perspective concerning daily work each night, to strengthen each day's foundation, assuring a solid beginning to the next day's work.

Homework is given to encourage and extend learning and should not be viewed as a punishment. The time spent in doing homework depends on the type of assignment and the age, grade level and ability of the child. No definite time limit can be determined for all. Each teacher will inform parents at the beginning of the school year as to the procedures for homework assignments and the approximate time that should be spent daily. Longer assignments are given at the 4-8 grade levels. These provide an opportunity to guide the students in the appropriate use of time to avoid last minute cramming.

Students will be given time to make up assignments missed during absence. In the event of an extended absence, please arrange to have your child's work picked up from the teacher. A note to the teacher requesting assignments because of illness is required. Homework assignments missed due to a family vacation during the school year will be made up upon the student's return to school (see vacation policy).

Recess and after school detentions may be given to students who have missing or incomplete homework assignments. Individual teachers will determine the appropriate consequence for missing and incomplete homework assignments. If a student receives, three after-school detentions for missing or incomplete homework assignments, he/she will be placed on a homework contract. The student, teacher, parent, and/or principal will form the details of each contract.

Parents can help their child develop routines that will assist in successfully completing homework assignments. The following are offered for this purpose:

1. Ask your child if he or she has homework. Students are strongly encouraged to use assignment notebooks in grades 2-8. By asking your child, you are helping them to remember their work. It also reinforces the fact that homework is important.
2. Become involved in your child's work. Ask to be shown the work when completed. Sharing your child's work helps the child understand that you are interested in his progress. It also keeps you informed about your child's progress and the program of study in the classroom.
3. Remember that homework is your child's work. Your concern is focused on whether your child did the work. If your child has trouble with an assignment, provide assistance and write the teacher a note about the problem. The teacher can clarify or provide remedial assistance in school.
4. Help your child set a regular homework time each day and remain with that commitment. Provide your child with a quiet place to work where he or she is not disturbed.
5. Please contact your child's teacher with regards to homework problems especially if your child is spending a great deal of his/her time completing the work.

Special Services

1. Under the direction of the school nurse, the following tests are administered:
Hearing - Grades K, 1,3,5 Vision - Grades K, 1,3,5,7 Scoliosis - Grades 5,6,7,8
2. Learning disabilities tutoring is provided through federal and state funding for those students who have been identified by Parma City Schools in Room 201.
3. The auxiliary service program provides the following services to our students: one remedial tutors for Grades K-8, one intervention specialist, one psychologist/counselor and one speech therapist K-8. Auxiliary service funding allows the school to purchase new textbooks for secular subjects and provides important materials in math, science, and computer programs.
4. Medical personnel are located in the clinic on the first floor. Screenings are

Testing Program

<u>Grades</u>	<u>Tests Given</u>
K-8	MAP Test (Measures of Academic Progress) by Northwest Evaluation Association
5, 8	ACRE Religion Test
K-8	Individual psychological testing is available with parent consent.

The testing program strives to improve the quality of learning and instruction. Tests can also provide for curriculum development, analyze pupil progress and document the level of total school achievement.

Library

All students have a regularly scheduled library period each week and are free to draw from our extensive collection of books and current magazines.

Charges for a lost or damaged book will equal the purchase price of the book. Library privileges are forfeited until a lost or damaged book has been returned or paid. Quarterly report cards will not be issued until all fines are paid.

The library collection is constantly updated and expanded. A variety of audio-visual material is available through the library-learning center for teacher use in the classroom.

Book limit: Two books for each student or one book and one magazine.

Awards

Students receive special recognition at school through a variety of awards programs. The Honor Roll promotes and recognizes academic excellence. A Student having all A's on his/her report card receives an Honor Roll Award. Students with a mixtures of A's & B's receive a Merit Roll Awards. In addition, one child is slected each quarter by the classroom teacher to receive the Principal's Award. The criteria for this award is determined by the teacher but may include the following: most improved student, highest academic record, etc. Students possessing various aspects of good citizenship and Christian values are eligible for What Would Jesus Do Award at the end of every quarter. Teachers and parents are requested to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Athletic accomplishments are also recognized in our morning announcements.

Grading Scale

The following grading scale will be used for report cards and interim reports:

A+	98-100
A	95-97
A-	93-94

B+	90-92
B	87-89
B-	85-86
C+	82-84
C	79-81
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	Below 70

Grades 4-8 will receive letter grades in all classes including special classes (physical education, computer science, music, art, and Spanish).

The following achievement code will be used for Kindergarten the entire year and for the first grade for the first quarter:

ACHIEVEMENT CODE
 O=Outstanding
 S = Satisfactory
 N = Needs Improvement

Special classes in grades 1-3 (computer science, physical education, music, art, Spanish) use the following grades:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Retention

The final decision to retain the child will be made by the principal after consultation with the teacher and parents of the child. A child should be retained only if it is presumed he/she will profit by it.

Retention may be considered for the following reasons:

1. Failure in 3 or more major subjects. The major subjects are language arts, mathematics, social studies and science. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters) Daily work should consistently show failing marks.
2. Failure to master fundamental skills of reading in the primary grades.
3. Retention for other good and sufficient reasons such as immaturity.

COMMUNICATIONS BETWEEN HOME AND SCHOOL

Close communication between home and school is essential to the smooth and efficient functioning of the educational process. Mutual benefits accrue when there is a meaningful exchange of information between home and school. The following are examples of home-school communications:

REPORT CARDS

Report cards are issued 4 times per year. The report cards are to be reviewed and signed by a parent or guardian and should be returned to the classroom teacher as soon as possible. Because of the unique nature of the beginning weeks of school for kindergarten children, they will receive a progress report for the first quarter report card. Actual report cards will be given with the second quarter.

OPTION C

Holy Family Catholic School uses OPTION C as our electronic grade book. Parents will be given a password that will allow them access their child's grades. They will also be given a password for each of their children that they may share with them. Parents are encouraged to check this sight frequently for grades, homework assignments, and other information that is sent by the child's teachers. Parents without computer access may come to school and use our facility. Please call the school for availability

Monthly calendars and weekly updates concerning school events are available at holyfamilyschoolparma.org.

INTERIM PROGRESS REPORTS

Students will receive a progress report for the following reasons:

1. The student has a deficiency in a subject or subjects (The student is achieving a D+ average or below in any subject area.)
2. Poor behavior or work habits.

PARENT-TEACHER CONFERENCES

Formal parent teacher conferences are scheduled in the fall (November) and then again in the spring at the request of either the parent or the teacher. These conferences are held so that the parent and the teacher can plan how to maximize the student's performance. You are encouraged to ask the teacher for a conference to discuss any issue pertaining to the welfare or progress of your child. Contacting the school office or teacher at least two days in advance can make appointments. At no time will conferences at any length be held during regular school time when teachers are responsible for students in the classroom. At the conference in November, parents meet with the homeroom teacher and may request any additional conferences with auxiliary service teachers.

REPORTS TO CUSTODIAL AND NON-CUSTODIAL PARENTS

If there are any specific restrictions in regard to home-school communications, a copy of the entire court order should be placed in the student's cumulative file in the

school office so that home-school communications can be directed in the proper manner. If the non-custodial parent wishes to receive information about the child, a request in writing or by phone must be made to the school office. Please refer to the Appendix for a complete description of the policy.

INTERVENTION ASSISTANCE TEAM (IAT)

An Intervention Assistance Team (IAT) that consists of administrators, teachers, support staff from the learning center, and parents provides intervention strategies, short-term consultation, resources and continuous support for students experiencing academic, social, or behavioral concerns. The team's goal is to develop the best possible plan to assist the referred student to achieve academically or behaviorally. The focus is always on what can be done to assist the student to be more successful. Students may be referred to the IAT by the classroom teacher, parent or principal.

VISITS TO SCHOOL DURING CLASS TIME

We make every attempt not to interrupt the instructional process. Research has proven that the one critical factor that can increase student achievement is time on task. Therefore, teachers are not permitted to leave classrooms unsupervised when classes are in session either to answer phone calls or to confer with parents in the hallway. Accordingly, no one is permitted to go directly to a classroom without the permission of the principal.

If it is necessary to bring something to your child during the school day, it should be taken to the school secretary. She or the principal will take the article or message to your child. We appreciate your support in attempting to alleviate distractions to the learning environment.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the main office through the front doors. All visitors are required to sign in and receive a special pass.

FIELD TRIP PERMISSION FORMS

Each time your child leaves the building for a field trip, a written permission slip, signed by the parent must be on file in the office. No child will be allowed to attend any field trip unless a signed permission slip is on file before the class leaves for the trip. Field trips are arranged by teachers with the approval of the principal. Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A fee may be requested from each student to cover transportation or facility use costs. Parents are encouraged to attend field trips with their children, as space permits.

Any student who does not obey school rules, or who is a disciplinary problem in class or during lunch and/or recess may be denied the privilege of accompanying his/her class on a field trip. In this case, the student will usually be expected to attend school

while the class is on the trip. He/she will be provided with schoolwork and be supervised.

HIGH SCHOOL SHADOWING

Students in eighth grade are permitted to shadow at area high schools for a period of one day during the first semester without being marked absent. Written notice must be given to the office at least one day prior to the date requested for the shadowing experience. Students also should check with the junior high teachers concerning the feasibility of shadowing dates. The office will provide the student with a written permission slip that may be requested by the high school. Any student that shadows at a high school without prior permission from the office will receive an Unexcused Absence for the day and a zero for all assignments. Students may be requested to provide proof of the shadowing experience upon their return to school. Students in grades other than the eighth grade are NOT permitted to participate in any experiences offered by the area high schools without the approval of the principal. No individual visits to the high school are permitted for pupils in these grades.

TRANSFERING TO ANOTHER SCHOOL

If you are transferring your child to another school, you must sign a release of information form so that your child's records can be sent to his/her new school. No academic records will be forwarded to the new school until all financial obligations have been settled.

TUITION POLICY

1. The tuition bills are out quarterly (unless the parent/guardian requests a monthly statement) and payment is due by the 15th day of each month. A \$35.00 late fee is assessed each time a payment is late.
2. If tuition is not up to date at the end of each billing period, the case will be referred to the delinquency committee. The child/children of the family may be refused admission to class at the beginning of the next quarter. In addition, the family (i.e., parents/guardians and children) will be denied access to our online communication system and the child's/children's grades.
3. If transferring to another school, all tuition and fees must be paid in full before academic records are released.
4. All fees (tuition, fines, latch key, lost books, etc.) MUST be paid in full by the last day of school in order for your child to receive his/her final report card and eighth grade diploma.
5. All 8th grade tuition fees must be paid in full by April 1st. Any student with remaining tuition fees after this date will not be allowed to participate in any year end activities including graduation.

HOT LUNCH PROGRAM

1. Holy Family School participates in the Federal Hot Lunch Program. Applications are sent home at the beginning of the school year and can be obtained at any time in the school office if family circumstances change.
2. A monthly calendar is sent home and available online at holyfamilyschoolparma.org.
3. Full or a la cart lunches are available for students. Students may also bring lunches from home and purchase milk or non-carbonated beverages.
4. Carbonated beverages and outside “fast food” are not permitted. Our primary concern at lunchtime is the safety and well-being of the children. With so many students gathered in one room at the same time, it is imperative that they follow the same rules of good manners. Minor disciplinary problems will be take care of by the lunchroom staff, teachers, and the office staff.
5. Parents wishing to provide lunch to an organized group or class **MUST** have the approval of the Principal prior to serving it to the students.

LOST AND FOUND

All clothing found in school, regardless of value, is placed in the lost and found container near the gym entrance. Any usable articles of clothing not claimed at the end of each quarter will be donated to the poor. Money, jewelry, and other articles of value are turned into the office. Students or parents may claim them after proper identification.

STUDENTS USING SCHOOL TELEPHONES

The office telephones are business phones and are not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as: requesting permission to go to another child's home after school).

HEALTH AND SAFETY ISSUES

ILLNESS

Children who are ill should remain home. If a child becomes ill at school, he/she may not leave without the parents or those designated on the emergency form being notified and arrangements made for getting the child home. Those picking the child up must sign the child out in the office. Children will be monitored in the clinic by the nurse, health aide or school secretary until parent or parent's representative as stated on the health form on file in the school's clinic can pick up the ill child.

After being ill, students may return to school if they are fever-free without any fever reducing medication for 24 hours. They also should not have any vomiting or diarrhea within the last 24 hours before returning to school. In fairness to ALL children and staff members, do not send your child to school if they are still sick.

EMERGENCY SCHOOL CLOSING

1. Holy Family Catholic School will not be closed due to weather emergencies unless there is unique situation within our building (i.e., no water, lack of heat, etc.). Instead, we will follow the procedures/policies of the Parma City

School District. When Parma City Schools are closed due to a weather emergency, Holy Family Catholic School will also be closed.

2. The closing announcement will be posted on major television when possible. Announcement will also be made on the school website, Facebook text message and email. Please do not call the rectory, parish office, or school to see if Holy Family Catholic School is open.
3. If school is closed, then all school-related activities are usually suspended.

SAFETY DRILLS

The safety of your child is our top priority. The school holds regular fire drills. Each class has an escape plan to an outside area that is a safe distance from the school building. Tornado drills are held March through June. During tornado drills each classroom goes to a safe, designated area within the building. Rapid dismissal drills occur throughout the school year. Lock down procedures are also implemented at various times during the school year. Lock down drills will not be announced prior to the drill.

EMERGENCY DATA FORMS

The family must submit an up-to-date emergency data form for each child no later than the end of the first week of school. No child will be admitted after the second week of school if the emergency data form has not been completed and turned in. Throughout the year, the information on the emergency form must be kept current.

FIRST AID

If an accident occurs, first aid will be administered (our health aide or nurse is on staff from 9:00 a.m. - 2:00 p.m.. each school day) and parents will be notified. Notification by phone or in writing will be made if the head area is involved in any injury, however minor.

If a parent cannot be reached, the emergency party will be contacted. This person's name should be designated on the emergency form signed during the first week of school. Please instruct this person what to do in your absence, especially if both parents work. Please inform the office if any change occurs in regard to emergency information. If a parent or his/her emergency contact cannot be reached in a life threatening situation, 911 will be called and the child will be taken to the nearest hospital.

MEDICATION AT SCHOOL

When it becomes necessary for school personnel to administer prescribed or over-the-counter medication, the following guidelines are to be in force:

1. All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law

2. The health-aide will also be responsible for storing and administering medication. A locked cabinet is provided in the clinic for storage of all medication sent to school.
3. Written request must be obtained from the physician the parent/legal guardian before any medication may be administered by school personnel. The request must include instructions as the name of the medication, dosage, time and duration of the medication and the possible side effects. Required forms are available in the school office. No medication will be administered without written permission from both the physician and the parent. This includes all over-the-counter products such as Tylenol, Advil, Dimetapp, etc.
4. Medication must be in the original container and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
5. The medication and signed permission forms must be brought to the school by the parent/guardian.
6. New request forms must be submitted each school year and as needed for changes in medication ordered.
7. The school health aide is responsible for the monitoring and documentation of medication by school personnel.
8. Accurate records of the medication given are kept in the student's health record.
9. Students are permitted to self administer inhalers in school and have them in their possession at all times. Written instructions regarding the use of the inhaler must be given to the teacher, administration, and school nurse. Permission must also be given to school health aide.

ARTICLES NOT PERMITTED IN SCHOOL:

1. No gum should be brought to school
2. No glass containers
3. No skateboards or rollerblades
4. No trading cards, including Pokemon cards.

******The Principal has discretion to add any additional articles**

Parent Organizations

PARENT TEACHER UNIT (PTU)

Parents are encouraged to become active participants in the Parent Teacher Unit. The PTU provides a valuable link in promoting communication between parents, teachers, and our parish priests. Membership dues are required and the amount is indicated at the beginning of the school year. Both general meeting dates and board meeting dates are noted on the school calendar

The PTU sponsors fundraising activities and parent meetings. The proceeds from their fundraising endeavors help to support the instructional program within our school.

Membership in the PTU provides the opportunity to get to know your fellow parishioners and to become involved in your child's education.

ATHLETIC BOOSTERS

The Athletic Boosters Organization provides support and direction to the excellent sports program offered to students in the day school and the PSR program. The athletic program for our parish is one of the finest in our area. Children have the opportunity to participate in a variety of sports throughout the school year.

SMILE (STUDENTS MATTER IN LEARNING AND EDUCATION) VOLUNTEERS

SMILE provides opportunities for parents and adult members of the parish community to serve the students in our school. Volunteers are needed in the school's library, as teacher's aides, and clerical aides to assist in nonprofessional tasks. The program is designed to build a stronger link between the home, school and parish community.

Volunteers can help by:

1. Working as assistants in the library, thus promoting a love for reading and better use of the fine library collection that is available
2. Assisting an individual teacher with routine tasks
3. Providing clerical assistance (typing, duplicating, record-keeping, etc...)
4. Aiding teachers in routine monitorial tasks such as playground, art and craft lessons
5. Aiding in tutoring specific children individually or in small groups
6. Acting as room parents to help in supervising field trips and class parties
7. Helping out as computer aides in the computer lab
8. Making copies for teachers in the Copy Room

Holy Family Catholic School requires all volunteers to complete a two-hour VIRTUS class and complete 10 online instructional readings and assignments. Volunteers are also required to have their fingerprints submitted to a background check by the State Bureau of Criminal Investigations (BCI) and the Federal Bureau of Investigations (FBI). This is required of all volunteers who work in the school more than four hours each month.

Code of Conduct

PHILOSOPHY OF CHRISTIAN CONDUCT

Holy Family Catholic School is dedicated to providing learning opportunities which enable each child to develop his/her potentialities to their fullest. The school's philosophy is rooted in Christian values, the inherent dignity and worth of each person and the importance of freedom with responsibility.

Viewed in the context of these values, school rules are meant to safeguard the safety and rights of all students. They are meant to foster a positive reinforcement of appropriate behavior, at the same time, they outline the consequences of negative behavior. Ultimately, the enforcement of this Code of Code resides in the duties of the administrators as the recognized leaders of the school; however, these duties are also shared with other school staff (i.e., teachers, teacher aides, lunchroom personnel, and bus drivers) so that an atmosphere of Christian love and Gospel value permeates our school as a Catholic education institution.

One of the primary objectives of our school is to help students achieve self-respect and self-discipline. This objective will be reached by providing learning experiences that enable students to:

1. Develop Christian attitudes of respect toward themselves and others and their property
2. Accept responsibility for their actions
3. Develop a cooperative attitude in working with others
4. Understand the need for personal safety and the safety of others
5. Understand and apply school rules

Helping students achieve self-respect and self-discipline is more than a set of rules. It depends on a cooperative interaction among students, parents, and school personnel.

We, therefore, declare the following HOLY FAMILY CATHOLIC SCHOOL RESPECT CODE. We believe that every person has the right to learn and work in a comfortable environment. At Holy Family Catholic School, we expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating teachers, parents, students and staff as we want to be treated.
2. Accepting others' responses and ideas with an open mind and polite attention.
3. Practicing common courtesy and friendliness at all times.
4. Being cooperative, attentive, and supportive in class, lunch, in the halls, on the playground, in church and at school functions, so as not to disturb others
5. Being supportive of one another in our efforts to be the best in academics, activities, and personal goals.
6. Following schoolwide and classroom rules and regulations.

Holy Family Catholic School is a community of caring people. Our behavior demonstrates our belief in each person's worth as a human being. Abuse to others, in language (both written and oral), in pictures, or in physical actions, is not permitted. Behaviors that will not be tolerated in classrooms or in the halls include:

1. Abusive language, put-downs, and ridicule that negatively affect a person's self-esteem, including teasing, bullying and threats

2. Obscene language, gestures or pictures
3. Talking back
4. Name calling
5. Negative comments and actions that affect the climate of the classroom
6. Vandalism, destruction or defacing school building, school materials or personal property. Violations are subject to consequences of School Discipline Code.
7. Stealing
8. Cheating on schoolwork and tests as determined by the teacher

The "Code of Conduct" is designed to foster self-respect and self-discipline, to promote learning, to maintain order and to ensure the equitable handling of disciplinary situations. The Code applies to all students. It identifies acceptable behavior, unacceptable behavior, and the consequences of unacceptable behavior, during the school day, at school activities and during travel to and from school.

Since proper discipline plays an important role in creating and maintaining a positive learning climate, the "Code" is flexible based on the age of the student. Each teacher maintains a discipline plan and log that outlines proper Christian conduct that is reviewed by school administration.

Violation of any one or more of the rules of conduct will result in discipline, including, but not limited to, such actions as: assignment of detentions, parental contacts, conferences, removal from class, suspension and expulsion.

GENERAL DISCIPLINE PLAN

Holy Family Catholic School Discipline Plan is established to assist students to be the best they can be academically and to help each student grow in faith and in the knowledge of God. These educational purposes are accomplished best in a climate of student behavior which is acceptable and conducive to the teaching/learning process, student behavior which stops the teacher from teaching, prevents other students from learning and violates the best interest of any individual in the school will not be tolerated.

Disciplinary Action for violating schoolwide or classroom rules may include but are not limited to the following:

1. Teacher - student conference
2. Time -Out in the classroom or office
3. Individual classroom consequences and demerits
4. Lunchtime detention
5. Communication with parent via note, telephone, or conference
6. After school detention
7. Referral to Principal or Assistant Principal
8. Referral to Teacher Assistance Team
9. Loss of a classroom privilege such as a field trip

10. In-school suspension
11. Out of school suspension
12. Expulsion
13. Individual Behavior Plan
14. Loss of Field Trip and/or privileges

CLASSROOM DISCIPLINE

Each teacher develops a classroom discipline plan that communicates to students and parents the behavior expected in the class. This plan will be made available to students and parents at the start of each school year.

SCHOOLWIDE POLICIES

Truancy

Truancy includes the following:

1. Leaving school without permission
2. Being absent from school without a parent's knowledge
3. Being absent from class without permission
4. Obtaining a pass to go to a designated area and failing to go directly there or to report there at all
5. Excessive unexcused tardies to homeroom or to classes. Morning tardiness is defined as a child not being in their homeroom upon the first morning bell.

Truancies may result in but are not limited to the following consequences:

1. Teacher Student Conference
2. Notification to Parent/Guardian
3. Student - Principal and/or Assistant Principal Conference
4. Student - Parent - Principal and/or Assistant Principal Conference
5. After-school detention
6. Suspension
7. Referral to proper court authorities and/or Department of Child and Family Services

Disciplinary Procedures

Definitions:

1. **Demerits** – Demerits will be issued for minor classroom and school incidents including, but not limited to:

- a. food outside of the cafeteria
- b. chewing gum
- c. littering

Disregard for classroom or school rules and procedure etc. Parents will be informed of demerits that were issued by the teacher. 3 demerits will result in an after school detention.

2. **Lunchtime detention** - Lunchtime detention is defined as eating lunch out of the cafeteria, under supervision. Student will complete work analyzing the reason for receiving a detention and setting down strategies for improvement. Student may miss the lunch recess.
3. **After School Detention** - Defined as being retained for disciplinary reasons from 2:20 to 3:15p.m. Detentions will be issued on the day of the offense. Detention forms are signed by the parent and returned to the teacher the following day. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation home. Detentions may be issued for the following offenses outside the normal classroom discipline plans:

- a. Improper conduct in Church
- b. Unacceptable field trip behavior
- c. Being tardy (by junior high students) for individual classes
- d. Having an I-POD, I-PAD, Cell Phone, or other electronic devices unless authorized by school personnel. Should a student use an authorized iPod or iPad improperly during the school day, school staff will also issue a detention.
- e. Cell phones are permitted on school grounds with the following conditions:
 - Parents must provide written permission that the child may have a cell phone or electronic device at school and the parent/child assumes all responsibility for an lost, stolen, or damaged cell phone.
 - Cell phones must be completely turned off during the school day and remain out of sight in the child's school bag in the child's locker.
 - Cell phones are never to be used at any time during the school day. They must remain out of sight during the school day.
 - If a student is found using a cell phone (or if the cell phone rings during the school day), a detention will be issued and the cell phone will be confiscated until a parent comes to school to retrieve. Once a cell phone is in the possession of a school authority (principal, teacher, teacher aide, secretary), the student may receive a discipline consequence for all information contained on the cell phone even if the cell phone was used off school grounds and outside school hours.

Should a child receive three after school detentions, a conference may be held with the teacher, principal, student and parent and a Behavioral Contract may be initiated. Reception of a fourth detention may warrant an in-school suspension depending on the severity of the offense, the number of times the offense has been committed, the factors precipitating the behavior and the age of the child.

Anyone who is given a **School Initiated Behavioral Contract** will be evaluated by the principal and/or pastor at the end of each quarter to determine the student's future placement at our school.

3. In-School Suspension-Removal of a student from classes or activities. During the in-school suspension, the student will remain in an appropriate independent learning environment. No school activity, including sports, music, club or others will be allowed on the day of in-school suspension.

During in-school suspension, students will be isolated from their class for a minimum of one day, but will complete assigned lessons and homework for that day. Students will also complete a behavioral contract which documents needed improvement and expectations for behavior change. Parents must agree to follow behavioral contract.

4. Suspension Out of School - Denying a student permission to attend school and participate in school activities. Make up work will be given and graded at the discretion of the teacher(s). Grounds for suspension (In-school or out of school) may include, but not limited to:

- a. Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities or on public school buses. Please see Appendix for the full policy.
- b. Profanity or obscene language, written, oral or pictorial directed to school personnel/students. This includes obscene gestures or signs.
- c. Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- d. Theft of school property, personal property of another student or school personnel.
- e. Falsifying by using, in writing, the name of another, or changing records of school data, including report cards.
- f. False alarm < fire or false 911 call
- g. Bringing any weapons, fireworks, smoke bombs, stink bombs, lighters or matches to school
- h. Fighting
- i. Misconduct after an in-school suspension
- j. Bullying of another student or adult

5. Emergency Removal - If a student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process, the student will be denied permission to attend school and participate in any school activity.

6. Expulsion - Expulsion of a student from school is a serious matter. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of

the principal and/or pastor. If expulsion is contemplated, notification will be provided to parent(s). A conference may be held with the student, parent, pastor and principal.

Expulsions include but are not limited to the following cases:

1. Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
2. Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia. See Appendix for the full policy.
3. Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school sponsored activity.
4. Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total retribution is required for any repairs or replacement costs.
5. Failure to comply with behavioral contract.
6. Repeated violation of school or classroom rules after disciplinary actions have been attempted.

Please see the Appendix for school policy regarding

- | | |
|--------------------|------------------|
| -youth gangs | -sexual violence |
| -weapons | -harassment |
| -sexual harassment | -student threat |

Specific Procedures

Suspension (In-school and out of school)

1. Parents or guardian will be notified of the suspension and the reasons. The student will remain at school until the close of regular classes that day.
2. All work done by the student during an in-school suspension will be graded and averaged.
3. Make up work after an out of school suspension will be graded at the teacher's discretion.

Removal

1. The student is removed from the classroom or activity and placed in the principal.
2. Parent or guardian will be notified of the action and reason(s).
3. The student can explain his/her actions in regard to the disciplinary removal.
4. Disciplinary action will be made based on the facts of each individual case.

Other Disciplinary Actions

No corporal punishment will ever be administered as a disciplinary action.

Lunch Time Behavior

1. Talk in a low tone or voice. NO YELLING.
2. Remain seated at your table until dismissed
3. Clean up table and dispose of trash.
4. Follow the directions of the lunchtime monitors.

Consequences for breaking above rules include but are not limited to:

1. Clean tables and sweep the floors in the cafeteria
2. Loss of recess
3. After school detention
4. Removal from lunchroom
5. Parent Conference

Playground/Lunchroom Policy

Lunchroom Rules:

1. Grades K-8 will have assigned tables
2. Students that need to use the bathroom will need to get a pass and use the bathrooms by the school office.
3. No students may leave the cafeteria to return to the classroom without a note from his or her teacher or a lunchroom pass.
4. At the end of each lunch, a signal will be given to quiet the children. Anyone still in a line (food or bathroom, except for emergency) will be seated
5. Once the room is quiet, the students will be directed to clean off tables and put their lunch box in the crates. After completing these tasks, the students will be dismissed.

Playground Rules:

1. Play in designated areas only
2. Follow the directions of playground supervisors
3. Use only authorized playground materials in a safe manner
4. Allow others to play without disruption
5. No contact sports
6. No hanging on any of the basketball rims and/or hanging from the walkway railings

Consequences for Violating Playground Rules include but are not limited to:

1. Recess detention-loss of playground privileges for one day
2. After school detention determined by administrators
3. Loss of playground privileges for one week plus parent conference
4. In-school suspension

5. Out-of-school suspension

DAMAGE TO TEXTBOOKS

Students are responsible for all textbooks loaned to them. Writing in, mishandling, or destruction of textbooks is not permitted. Students are obligated to pay a fine for lost, damaged, or defaced books. Failure to meet this financial obligation will result in withholding of report cards, transcripts, and diplomas. Amount of the fine will depend upon the book and the amount of damage. Which maybe the following: broken spine, ripped pages, and writing in the book.

STUDENT LOCKERS

All lockers and desks are the property of Holy Family Catholic School and may be searched by the school administration.

CHEATING/PLAGIARISM POLICY

Cheating is defined as talking during a test or quiz, looking at others work, copying from another student, using cheat sheets, giving another student answers during a test, quiz or assignment.

Plagiarism is defined as:

- 1. taking someone's words or ideas as if they were your own**
- 2. a piece of writing that has been copied from someone else and is presented as being your own work**

If cheating/plagiarism occurs the following actions may take place in K - 8:

1. No credit will be given to the student for the assignment.
2. A detention may be issued. (Although in some circumstances, more serious disciplinary action will be taken.)

DRESS CODE - Grades 1 - 8

Holy Family Catholic School is a private institution, and all students who attend our school are required to adhere to the school dress code. If at any time a student cannot wear the correct school or gym uniforms (for example, due to medical reasons), a written explanation signed by the parent/guardian must be presented to the teacher. All variations or additions should be avoided. Decision on any discrepancies between the code and students dress will be made by the administration.

Boys School Dress Uniform

Dress Pants

Colors must be black or khaki. These must be properly fitting, traditional dress or Docker-style pants. Pants must be worn at the waist and with a belt if there are loops. Cargo pants (i.e., pants with pockets on the outside.) are NOT permitted.

Shirts

Hunter green polo shirts with the school monogram. These can be purchased at *Schoolbelles*.

Shoes

Tennis shoes and dress school shoes (i.e., oxford style tie or slip on loafer) are permitted. Shoes must be tied at all times. No boots may be worn during the school day.

Jewelry

A watch is permitted. Students may also wear a single religious article on a chain inside of the shirt. **No earrings. No bracelets, rubber bands, or strings are to be worn.**

Hair

No unusual, non-traditional, contemporary hairstyles are permitted. Hair length may not exceed the top of the collar and must be above the eyebrows. Hair may not cover more than ½ of the ear. **Hair may not be cut extremely short on the sides and long on the top.** Hair may not be dyed any unnatural, odd or bright color. **Must be cut and neatly kept.**

Older boys must be clean-shaven.

Girls School Dress Uniform

Jumper, Skirt, Dress Slacks

Grades 1-8: Dress slacks must be black or khaki. They may be worn all year round.

Grades 1-3: Girls may wear the Schoolbelles green plaid jumper.

Grades 4-8: Girls may wear Schoolbelles green plaid skirt. Skirts must be of an appropriate length (i.e., No more than two inches above the floor when kneeling). No rolling of the skirts at the waist. Skirts must also be the correct size.

NOTE: plan to buy a new, appropriately sized skirt after sixth grade that can be worn the next two years.

Blouse

Blouses worn by the girls must be plain white, rounded or pointed or buttoned down collar, with long or short sleeves. They must be tucked in at all times.

Shirts

Hunter green polo shirts with the school monogram. These can be purchased at *Schoolbelles*.

Socks or Tights

These must be **solid** white, gray, black, or hunter green. They can wear knee highs or ankle length, however, they **MUST** be visible above the shoe line. Solid opaque tights may be worn in the above uniform colors.

Shoes

Tennis shoes and dress school shoes (i.e., oxford style tie or slip on loafer) are permitted. Shoes must be tied at all times. No boots may be worn during the school day.

Jewelry

A watch may be worn. A single religious article may also be worn on a chain on the inside of the shirt. One matching set of small post earrings are permitted to be worn in the lower earlobes.

Hair

No highly unusual contemporary hairstyles are permitted. Unusual lines, shavings, "tail", steps, beads attached to hair, hair wraps, or hanging bangs are not permitted. Hair may not be cut short underneath and long on top. Hair may not be dyed any unnatural, odd or bright color.

NO make-up, colored nail polish, fake nails, etc. are permitted

Consequences for Hair dress code violations for both boys and girls may be the following:

- 1) A detention will be given the day of and the student will have one day to change their hair back to an appropriate style.**
- 2) The child will not be allowed back to school until hair is changed. The days missed will be counted as unexcused absence.**

Optional Warm Weather Uniform (May be worn in August, September, May and June)

All Students in Grades 1-8 may wear khaki or black Schoolbelles-style walking shorts. Shoelaces must be tied. Socks must be visible above the shoe line. A belt must be worn with the shorts as well as the hunter green polo shirt with the school monogram. These may be purchased from Schoolbelles.

Cold Weather Uniform

Sweaters may be worn during the fall and winter months. They must be in the uniform colors, cardigan or pullover. They CANNOT be oversized or too long. Official Holy Family Catholic School pullover sweatshirts may be substituted for sweaters. A shirt, blouse, or uniform-color turtleneck must be worn under the sweater or sweatshirt with its collar showing. NO HOODIES ARE PERMITTED. No jackets may be worn in the classroom. Please plan to have a uniform sweater or school sweatshirt handy for cool mornings and cold days.

Other Uniform Notes

Final decisions about hair and clothing lie with the administration. Students will need to call home for a change of clothes if theirs is not acceptable. They will still receive a dress code violation.

Physical Education Uniform (All Boys and Girls K-8)

Physical education uniforms MUST be purchased through the school. Students MUST wear their P.E. uniforms to school on their gym day. During late fall and winter months, students must the cold weather P.E. uniform. This consists of the Holy Family black sweatpants and the Holy Family Catholic School forest green crew neck sweatshirt. Tennis shoes should have "no marking" soles.

Dress Down Days

Appropriate t-shirts and jeans that match the theme. These must not be too tight, too long, or too baggy. They cannot have any offensive language or pictures. There is to be no references to drugs, alcohol, or cigarette advertisements or encourage use of these items. No holes or rips are permitted in the clothing. Shirts must have sleeves and cover the “midriff.” Shorts, which must come to the mid-thigh when sitting, may be worn only during August, September, May, and June.

Spirt Wear Days

On specially announced Spirt Days, children may wear tennis shoes, tied shoelaces, socks showing above the shoe line, jeans, and a Holy Family t-shirt or sweatshirt.

Kindergarten Dress Code

Kindergarteners should wear comfortable clothing that they can put on and take off on their own. Slacks or sweatpants that a child can handle by himself or herself at lavatory time, plain t-shirts, socks, oxford style or tennis shoes are examples of this type of clothing. NO sandals, heels, boots, clogs, or crocs.

IF A STUDENT DOES NOT FOLLOW THE DRESS CODE, A DRESS CODE VIOLATION WILL BE ISSUED TO THE STUDENT.

Dress Code Violations will accumulate throughout the school year.

3 DRESS CODE VIOLATIONS = AN AFTER-SCHOOL DETENTION

Special Programs / Extra Curricular Activities

Extracurricular Activities:

Sports: CYO sports program for boys and girls grades 3-8. Intramural programs are available in basketball in grades 1-3.

Cheerleaders: Grades 4-8

Student Council Executive Officers: Grades 6-8, Classroom Representatives 4-8

Instrumental Lessons Band: Grades 4-8

Drama Club: Grades 6-8

Choir: Grades 2-8

Liturgical Program:

We are privileged to be part of a vibrant, Catholic community of faith that is present in Holy Family Parish. We share this faith with our children and one another in many different ways through our example, our service, and our shared prayers. Following are some of the ways in which we actively participate in our life of faith at Holy Family Catholic School:

Altar Servers: Serving at Mass is a privilege. Servers are able to deepen their own faith life through this ministry, while assisting others at prayer. Interested, Catholic students in grades 4-8 are trained in the fall.

School Liturgies: The students, faculty and staff celebrate Mass once every week on Mondays and on Holy Days as a school family. Generally, the all-school liturgies take place at the 8:30 a.m. mass. Please watch the bulletin for information concerning liturgies on Holy Days. Parents and parishioners are encouraged to come and celebrate with us. Students assist in planning the Mass and take active roles during the celebration.

Reconciliation: Children will have the opportunity to celebrate reconciliation during the school year. Times are selected according to the availability of priests. Parents are encouraged to celebrate this important sacrament regularly with their children.

Sacramental Program and Preparation: Parents are privileged to take an active role in preparing their child to receive the sacraments. Parents are the first and most important educators of their children, who learn so well by their example. As Catholic families, it is so important to make prayer and weekly attendance at Sunday mass a priority. Today, more than ever, our children need our guidance in a faith community. What is important to us as Catholic adults will become important to our children.

First Reconciliation: In second grade, children will celebrate the Sacrament of Reconciliation before their First Communion.

First Holy Communion: Ordinarily, children will celebrate First Holy Communion in the second semester of Grade 2.

Confirmation: Eighth grade students will be confirmed by the Bishop some time during Lent and become fully initiated in the Catholic Church.

AMENDMENTS TO PARENT/STUDENT HANDBOOK

The principal has the right to amend or add to this handbook as situations warrant it. Any changes will be published on the school website.

APPENDIX

AIDS POLICY

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome; ARC (AIDS related complex) or other illness caused by HIV (human immune deficiency virus, the virus that causes AIDS, also known as HTLV III or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities may limit the child's participation in school activities.

Family/Custodial Matters

Holy Family Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason it is necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Holy Family Catholic School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Our school personnel cannot proceed on hearsay, rumors or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. We will, unless instructed by a Court Order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these

activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

Tobacco, Alcohol and Drugs Policy

Holy Family Catholic School recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, social, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well being of all.

Holy Family Catholic School recognizes that the problem of drug and alcohol abuse does not respect any group or age and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the prime responsibility for assisting their children with such problems.

As educators in the Church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the community as well as the individual welfare of student and educator, and that a safe environment for learning must be

provided. Alcohol and other drug-related activity endangers the ability to learn and teach, disrupts classrooms, threatens safety, contributes to a climate of fear and disregard for authority and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, disperse, possess, use, transmit or be under the influence of in the school setting, any alcoholic substance, any intoxicating or auditory, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by Federal or Ohio law or rule, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises, school related or school sponsored activities, any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance, and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Holy Family Catholic School will promote, enhance, and maintain a drug-free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention, administrative (enforcement) procedures, and recovery support.

POLICY ON YOUTH GANGS

Youth Gangs

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assaulting, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and/or other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effort of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the School Handbook.
2. Discipline policies and consequences as defined in the School Handbook.
3. The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal.

HOLY FAMILY CATHOLIC SCHOOL WEAPONS POLICY

In furtherance of the over-all philosophy, goals and objectives of the Catholic educational experience, HFCS school policy that expressly prohibits the use, transmission, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in the school or parish.

This policy includes, but is not limited to, any weapon, object used as a weapon, dangerous or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities and any other conditions deemed appropriate by the administration of the school or parish program.

HOLY FAMILY CATHOLIC SCHOOL
Sexual Harassment and Sexual Violence Policy

Purpose

Holy Family Catholic School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Holy Family Catholic School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment

For the purposes of this policy, sexual harassment includes but not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing an unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirt, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. Those will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include the following:

- verbal warning/reprimand and apology to the victim
- a parent/student/principal conference
- written warning/reprimand & parent notification, entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention
- suspension
- expulsion

Sexual Violence

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, pastor or any other school authority is required under state law to report the incident. The Department of Children Services and the police will be contacted immediately if there is any "knowledge or suspicion" that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C.2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O. R. C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, The Department of Human Services and the police will be contacted immediately.

SEXUAL HARASSMENT INVESTIGATION PROCEDURE

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witness or other evidence during the investigation. Information regarding an investigation of sexual harassment shall be confidential to the extent possible and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the local police department shall immediately be notified by the designated administrator. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s).

Appropriate disciplinary action shall be taken when harassment has

occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

**PROCEDURES TO FILE A
SEXUAL HARASSMENT COMPLAINT**

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment.
4. The need for confidentiality shall be stressed.
5. No reprisals will be tolerated against complainant(s), witness (es), or individual(s) involved in the investigation.
6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

**STUDENT THREATS
POLICIES AND PROCEDURES ***

- A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- B. Whoever hears the threat should report it immediately to the principal.
- C. Police should be notified immediately.

D. The student should be kept in the principal's office under supervision until the police arrive.

E. The parent/guardian of the student who has made the threat shall be notified immediately.

F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

I. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/ disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

* Threat policy will be handled differently in the primary grades

* The pastor reserves the right to amend this policy as he deems necessary.

Acceptable use Policy

Each year, students are given a copy of the Holy Family Catholic School Acceptable Use Policy. Students and parents are required to review the policy and sign an agreement stating that they will comply with the rules concerning use of technology use.

Anti-Harassment, Intimidation, and Bullying Policy

Holy Family Catholic School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in Holy Family Catholic School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Holy Family Catholic School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:

Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);

Sending abusive or threatening instant messages;

Using camera phones to take embarrassing photographs of students and posting them online; and,

Using Web sites to circulate gossip and rumors to other students;

Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

Tell a teacher, counselor or principal; and

Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when and where it happened;

- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Complaint Procedure

Holy Family Catholic School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal/assistant principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

Holy Family Catholic School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted

with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Holy Family School Wellness, Food, and Beverage Policy

Rationale

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community, and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical, and social development of the individual as well as the community.

A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential

and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Holy Family School has a responsibility to help students, learn, establish, and maintain lifelong, healthy eating and activity patterns.

Statement of Policy

Holy Family School is committed to providing a school environment that promotes and protects children's health and well-being. It is our policy that:

- All students in grades PK-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, Holy Family School will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic, and cultural diversity of the student body in clean, safe, and pleasant surroundings with adequate time to eat;
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations as well as, to the maximum extent possible, incorporate the Dietary Guidelines for Americans;
- Holy Family School will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

Commitment to Nutrition

General

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available federal child nutrition programs (e.g. school lunch and milk program).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items, whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.

- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.
- Ensure water is available to students during mealtimes at no charge by permitting them to use the water fountains in the hallways near the Costello Family Hall.
- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e., vending, school stores, and fundraising efforts) by school administration to ensure compliance with all local, state, and federal statutes and regulations.

Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch Program will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free white milk, fat-free flavored milk, and nutritionally-equivalent non-dairy alternatives; and
- Ensure that half of the served grains are whole grain.

Foods and Beverages Sold Individually (i.e., all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)

Holy Family School will ensure that student access to foods and beverages meet federal, state, and local policies and guidelines, including Ohio Senate Bill 210 requirements for evaluating food and beverage items to sell a la carte. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la carte food items. Additionally, Senate Bill 210 includes specific guidelines and restrictions on beverages that must be followed:

A food item sold individually (See Appendix A):

- Will have no more than 150 calories for elementary students and 180 calories for middle school students.
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% or its calories from saturated fats with zero trans-fat:
- Will have no more than 35% of its weight from added sugars:
- Will contain no more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

A beverage item sold individually (See Appendix B):

- K-4:

Limited to water milk, and eight ounces or less of 100% fruit juice (or fruit/water blend with no added sweeteners) with no more than 160 calories per eight ounces.

- 5-8

Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces.

Commitment to Comprehensive Health Education

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices: nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

Commitment to Physical Activity

- Provide physical education opportunities for all students in grades PK-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- Promote school wide challenges in conjunction with charitable events such as the Elizabeth Wright Walk.

Commitment to Healthy School Environment

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages by all school personnel, both verbal and non-verbal about healthy lifestyle practices throughout the school setting.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, eg., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends that is at least 10 minutes from the time the students sit down until the end of the period to consume lunch.
- Schedule lunch times between 11 a.m. and 1 p.m.
- Permit students to use the drinking fountains on the first floor during lunch periods.
- Build physical activities during recess especially during the winter months by utilizing the gym when there is no physical education class.
- Encourage teachers to use additional recess time as an incentive rather than as a reward.
- Avoid scheduling tutoring, club/organization meetings, and other activities that

interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.

- Prior to the beginning of each school year, review with the staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks annually to reflect health and safety concerns.

Commitment to Implementation

- Annually conduct a review of the progress of the Health and Wellness Policy goals to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.