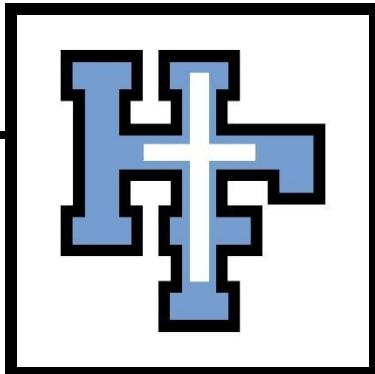


HOLY FAMILY SCHOOL

Student - Parent Handbook



**Your child's success or lack of success
in school does NOT
indicate what kind of parent you are.**

**But having a student
who is curious, respectful, wants to learn,
arrives on time, and completes all their work to the best
of their God given ability
IS a direct reflection of your parenting.**

56407 Mayflower Road
South Bend, Indiana, 46619

Phone: (574) 289-7375

Office Hours M-F 7:20 a.m. to 3:00 p.m.
Website: www.holyfamilysouthbend.org



Holy Family School
56407 Mayflower Road · South Bend, Indiana 46619
(574) 289-7375

A Message to Our Parents

Dear Parents/Guardians:

Welcome to a new school year at Holy Family School. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's education. We strongly encourage you to participate in our Parent-Teacher Conferences, HASA Meetings, and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact the school office at (574) 289-7375.

Our hope is that the partnership you develop with your children's teacher and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

Mrs. Brittany Cains
Holy Family School, Principal

Holy Family School Quick Facts:

School Colors	White and Columbia Blue
Holy Family Morning Promise	
Jesus, I believe in Your tender love for me and I love You. Whatever You ask of me today I will do with Your grace, Amen.	
Background of School Name	
The Holy Family consists of the Child Jesus, the Virgin Mary, and Saint Joseph. The Holy Family serves as a model of holiness for families because of their virtuous lives. We can learn much about how they exude love in the face of sacrifice. Their devotion serves as a counterpoint to the breakdown of the family.	
Holy Family, Pray for Us!	



Holy Family Catholic Church & School

Church Administration & Staff

Fr. Luke Okoye, Pastor
Sue Cencelewski, Parish Adm Asst.
Lori Andrezjewski, Business Manager

frluke@hfssb.org
scencelewski@hfssb.org
landrezjewski@hfssb.org

School Administration & Staff

Brittany Cains, Principal
Cheryl Meyer, Assistant Principal
Marianne Decker, Counselor
Lori Hester, Secretary
Diane Fischer, Food Services Manager
Roy Olivarez, Athletic Director

bcains@hfssb.org
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Second Grade	Emma Kovach	ekovach@hfssb.org
Second Grade	Megan Reed	mreed@hfssb.org
Third Grade	Betzabe Madrigal	bmadrigal@hfssb.org
Third Grade	Teresa R. Liu	tliu@hfssb.org
Fourth Grade	Christian Mireles	cmireles@hfssb.org
Fourth Grade	Jacob Pinter	jpinter@hfssb.org
Fifth Grade	Nichole Morse	nmorse@hfssb.org
Fifth Grade	Natalie Christiana	nchristiana@hfssb.org
Sixth Grade	Rogelio Rodela	rrodel@hfssb.org
Sixth Grade	Marierose Amadi	mamadi@hfssb.org
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Seventh Grade	Riley Coleman	rcoleman@hfssb.org
Eighth Grade	Jonelle Lesniak	jlesniak@hfssb.org
Eighth Grade	Susan Sernau	ssernau@hfssb.org
Resource Teacher	Joan Pingel	jpingel@hfssb.org
Literacy Coach	Nicole Fender	nfender@hfssb.org

Specials

Art	Emily Farris	efarris@hfssb.org
Physical Education	Jeremiah Stone	jstone@hfssb.org
Music	Juan Alarcon	jalarcon@hfssb.org
Technology	Melissa Murawski	mmurawski@hfssb.org
Religion/Catechesis	Jackie Thornburg	jthornburg@hfssb.org
Librarian/Translator	Elizabeth Monnier	emonnier@hfssb.org

Teacher Aides

Pre-Kindergarten	Gabriela Pereira	gpereira@hfssb.org
Kindergarten	Pam Dials	pdials@hfssb.org
First Grade	Amber Wilson	awilson@hfssb.org
Second/Third Grade	Donna Bella	dbella@hfssb.org
Fourth/Fifth Grade	Chelsey Hagan	chagan@hfssb.org

<u>Building Substitute</u>	Cathy Kazmierczak	ckazmierczak@hfssb.org
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Cafeteria Staff

Maria Miramontes
Eunice Robles
Diana Tozan

<u>Custodial Staff</u>	Quentin White	
	Bryan Phoutpanha	

<u>Choir Director</u>	Juan Alarcon
-----------------------	--------------

Title I

Reading Intervention Specialist	Julie Robbins	jrobbins@hfssb.org
Math Intervention Specialist	Jenny Matchett	jmatchet@hfssb.org

SPED (Special Education)

Spec Ed Paraprofessional	Christine Ferrara	cferrara@hfssb.org
Paraprofessional/Aide	Mary Dornbos	mdornbos@hfssb.org

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****THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER**

*****Administration always reserves the right to amend this Handbook at any time without advance notice. Parents shall be given prompt notice of amendments.***

I. INTRODUCTORY REMARKS

Welcome to Holy Family School. The policies and procedures contained in this handbook have been carefully prepared and presented to spell out exactly what Holy Family is about and how we go about being who we are. Please read carefully through the handbook. It is imperative that all members of the school community are familiar with this document. The handbook contains both information that is diocesan policy for all schools, and information that is particular to Holy Family School. With God's grace and the guidance of the Holy Spirit, we will have a wonderful year.

MISSION STATEMENT

Holy Family School participates as a ministry of education within Holy Family Parish. As such, the school shares in the mission of the parish: "***Guiding Families to Pursue the Truth and Live it.***"

VISION STATEMENT

Holy Family School participates in the mission of Holy Family Parish as a ministry of education. As such, our vision is the same: "***Holy Family Parish, following the example of Jesus, Mary, and Joseph, will create a welcoming environment to foster a deeper understanding of our mission as followers of Christ, where we gather to worship God, aspire to learn all that is true, and share it through our interaction with our local community, our world, our students and all members of our parish.***"

PHILOSOPHY OF EDUCATION

Holy Family School is an educational institution that seeks to meet the spiritual, intellectual, physical, emotional, and social needs of its students. The Catholic School exists to work with parents in guiding their children to responsible Christian adulthood and the realization of the purpose for which God created each child.

Holy Family School strives to provide a nurturing Christian environment which affords opportunities for success to our students by emphasizing regular religious instruction and experience, mastery of basic academic skills, and growth of individual responsibility and Christian values. Through information and experiences which foster a knowledge of and appreciation for cultural diversity, students gain an understanding of themselves and others in the world around them.

To properly develop and nurture this basic philosophy, it is necessary that the parents, teachers, and students assume their portion of the responsibilities which are listed as follows.

PARENTAL ROLES IN THE EDUCATIONAL PROCESS

We invite you to fulfill your role as primary educator of your children by being a true partner with the school in your child's education. We will work in partnership with you by providing professional expertise, information on child development, and constructive communication regarding your child's academic and social needs and progress. Your support in this endeavor will result in more Christian, well-rounded, and better-educated students.

- It is the parent's responsibility to provide the basic needs for their children, such as food, shelter, clothing, safety (physical and psychological), and love. Until the child has these, he/she will not be ready to learn.
- Take your child to church on Sundays and Holy Days; pray with your family on a regular basis (i.e. mealtimes, bedtimes, etc.).
- Encourage wholesome personal relationships between your child and others. Model good interpersonal relationships in your own family life.
- Show interest in each of your children. Develop regular, meaningful communication early so you will be in touch when they need you most – during adolescence.
- Set your standards high, but be honest and realistic about your child's potential. Expect only what your child can give.
- Provide positive feedback to your child. Praise achievements or progress made first; then suggest areas for improvement.
- Provide proper educational materials for your child both at home and at school. Provide a quiet place and time for your child to do homework. Be available to offer support, guidance, and direction.
- Drop off students on time every day.
- Insist on regular and punctual attendance at school. Instill within your child the importance of being present in school and punctual on arrival.
- Be sure your child's school attire is appropriate and conforms to the school uniform code.
- Hold the teacher's and school's rules in high regard. Your child will imitate your attitude.
- Cooperate with the teacher and the school as you expect them to do with you. Welcome their suggestions and advice; they are trained professionals dedicated to your child's success.
- Never criticize the teacher in front of your child. If you have a question or complaint, take it up with the school through proper channels: set up an appointment to discuss it with the teacher, then the principal, then the pastor. Investigate all facts before passing judgment.

TEACHER ROLES IN THE EDUCATIONAL PROCESS

All teachers strive to provide a well-rounded education in order to prepare students for the future. They shall provide an educational atmosphere which will utilize encouragement and implement self-confidence in order to help students gain personal, spiritual, emotional, and social growth. Teachers will assist the child in the development of his/her potential through guidance, instruction, and good example.

- Each teacher is dedicated to the teaching and formation of the Catholic/Christian youth. In order to achieve these goals, the teacher must keep abreast of current educational methods and Church teachings.
- Classroom teachers are in the best position to help children learn discipline at school. Since the best discipline is preventive, teachers will provide strong leadership, good organization, and consistent enforcement of the rules. They will spend time at the beginning of the school year discussing rules and expectations with students.
- Teachers will maintain adequate supervision at all times in classrooms and halls. Teachers will attempt to resolve each discipline problem with the student involved, primarily through discussion, sanctions, or parent contact. They will contact parents and seek their support in dealing satisfactorily with persistent discipline problems.

CONFIDENTIALITY

One of the most important aspects of teacher professionalism is confidentiality. It is vital that the privacy of the student and his/her family be safeguarded. Teachers should NEVER share information with anyone other than the administration and those faculty members who are directly involved.

- Behavioral issues, disciplinary consequences, grades, etc... should be kept confidential.
- Personal information about colleagues should not be shared among faculty, parents or any other stakeholder. It is inappropriate and could lead to termination.

STUDENT ROLES IN THE EDUCATIONAL PROCESS

Each child is an individual created by God, and is endowed with his/her own potentialities and talents which should always be used to the best of his/her ability.

- Students will be expected to obey the rules of the classroom and school at all times. Infractions of these rules will result in consequences consistent with the infraction and the age of the student.
- Students are expected to be respectful of themselves, teachers, monitors, and other students at all times. They are to use all school property in a careful and responsible manner.
- Students should study diligently and maintain the best possible level of academic achievement. Complete homework and make-up work on time. Students are expected to complete their own work. Plagiarism or cheating is against the Commandments and is unacceptable.
- Students are to refrain from slanderous and obscene remarks in verbal and written communication.
- Students are to dress in a manner consistent with the school's uniform code. Students are to carefully maintain school facilities and books.
- Student desks are to remain the property of the school and may be searched for any reason consistent with diocesan policy.

SCHOOL PARTNERSHIP

Enrollment in Holy Family School is subject to the approval of the Diocese of Fort Wayne-South Bend and the Holy Family School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the School, or the fulfillment of the School's mission.

II. ADMISSIONS & ENROLLMENT

(Diocese of Fort Wayne/South Bend Policy P4010)

Students - Enrollment

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

- Schools shall follow state law guidelines in enrolling Kindergarten students.
- A child entering kindergarten must be five years old prior to August 1, or date set by the State.
- A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

- Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.
- Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial

enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and

E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

See "Special Needs Students – Release of Information" form in the School Administrative Handbook and "Special Needs Students – Admission Form" in the [School Administrative Handbook](#).

ADDITIONAL REGISTRATION AND ADMISSIONS GUIDELINES

REGISTRATION INFORMATION

Registration for all current Holy Family students will begin no later than February 15th yearly. Open registration for new students, including siblings of current students, will begin in March, yearly. Registration will remain open as long as space exists per class level as determined by the administration.

PRE-K ENTRANCE REQUIREMENTS

Any child who attains the age of 4 by August 1 will be eligible to enter the Pre-K program at Holy Family School. Children must be potty-trained and independent. A teacher interview may be completed to determine the child's readiness to enter Pre-K.

ENROLLMENT REQUIREMENTS

Priority admission to Holy Family School will be granted to current students and their siblings beginning each February. Class placement for students is not final until all registration and financial obligations are satisfied. The principal may also select or deny admission of students based upon one or more of the following considerations: demonstrated parental commitment to Holy Family School, and the candidate's educational and behavioral background. The admission of any child will be based on his/her effect on current student population and educational resources.

Students must have their immunization records current for the first day of school or upon admission when transferring to Holy Family School from another school. Failure to comply will result in exclusion from school until records are received and reviewed by the School Office.

VACCINATIONS

The Indiana State Department of Health and the Indiana Department of Education require students to be immunized according to specific grades:

- **Preschool-Pre-Kindergarten:** 4 DTaP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Kindergarten-Third Grade:** 5DTap, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Hepatitis A and 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Grades Fourth-Fifth:** 5DTaP, 4 Polio, 3 Hepatitis B, 2MMR, 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year.
- **Grades Sixth-Eleventh:** 5 DTap, 4 Polio, 3 Hepatitis B, 2 MMR, 1 Meningitis, 1 Pertussis and 2 Varicella or a physician written documentation of history of the Chicken Pox Disease including month and year for sixth and seventh graders, a history of the Chicken Pox disease with a written statement from the parent/guardian including the month and year for grades 8-11.

ADMISSION LOTTERY PROCESS

Students will be enrolled on a priority basis of parishioners, siblings of current students, and non-parishioners. Once a class has reached capacity as determined by the School Board and the Administration, the following lottery process occurs:

- School Choice Scholarship students who are interested in enrolling at Holy Family School will be divided into three groups:
 - a. Children of active parishioners.
 - b. Children with siblings already enrolled in Holy Family School.
 - c. Children who are neither active parishioners nor have a sibling enrolled at Holy Family School.
- Each student in each grade on the waiting list is assigned a number and students and their families are informed of the student's number the day of the lottery.
- Each student's lottery number is placed in a lottery bin. Numbers are chosen from the parishioners' bin first and then we go to the lottery bin containing lottery numbers for those students who have a sibling already enrolled at Holy Family School. Then we will continue to draw numbers until all numbers are drawn from all three bins.
- As numbers are chosen, a list is established.
- We will publish both the list of School Choice Scholarship students who will be able to enroll, as well as the list of students who will be placed on a waiting list.

After the lottery date, anyone else who comes in for admission for the upcoming school year, goes on a waiting list (separated into three groups as above). Parish families are always given first preference.

PROSPECTIVE STUDENT TESTING

Prospective students' records will be requested from the last school attended. If records are not provided by the school, parents/guardians are required to submit any previous standardized test scores (i.e. ILEARN, IREAD-3, WiDA) and two previous years' cumulative report cards at the time of school registration. Students applying for admission will be required to take a placement test to measure language, English proficiency, and Math. The school administration is

responsible for the administration of all admission tests and reporting test result data to teachers and parents. Upon review of test data, the school administration will make a determination regarding the school's ability to meet the needs of the student tested.

ACCEPTING EXPELLED OR SUSPENDED TRANSFER STUDENTS (P4020)

The school administration may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (P4560).

Discovery that any information provided was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled. All unpaid bills must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal in consultation with the pastor.

8TH GRADE STUDENT ACCEPTANCE

The success of students is our utmost priority. It can be difficult for students to experience success in our school if they have only one year in our system. Therefore, we reserve the right to deny incoming 8th grade students enrollment without cause. New eighth grade applicants will be handled on a case by case basis, with particular focus placed on the likelihood that a student can experience success both academically and socially.

III. ACADEMICS

CERTIFICATION

Holy Family School is a certified school commissioned by the State of Indiana to teach Grades Pre-K through 8. Teachers are licensed by the State. The school is accredited as a "quality" school by Lumen.

CURRICULUM

Holy Family School provides for a well-rounded curriculum 100% aligned with the Indiana Academic Standards as established by the Indiana Department of Education and in accordance with the guidelines set forth by the Diocese of Fort Wayne-South Bend. The following subjects are required of all students attending Holy Family School:

Religion	Language Arts	Mathematics
Music	Science/Health	Social Studies
Art	Physical Education	Technology/Digital Literacy

SCHOOL SPONSORED OPPORTUNITIES FOR LEARNING

Several additional opportunities are afforded our older students during their Homeroom periods and through after school clubs. Whether during the school day or after regular school hours students work together in mixed grade level groups to complete service projects, participate in career readiness pathways, and support and promote Holy Family School in the following capacities: Stewardship Club, Media Club, Art Club, Drama Club, School Yearbook, Robotics, Girls on the Run, and the Glam Project.

RELIGIOUS PARTICIPATION (P4060)

In keeping with the philosophy and mission of the Catholic schools, it is the policy of Holy Family School that all students shall participate in a complete religion program – including religion class – and attend liturgical functions.

Holy Family students attend Mass weekly with their class, normally on Fridays with the entire school, and on special feast days. Students may not “opt-out” of the religion class or going to mass or any other activity that serves to underscore the very mission of the school as Catholic.

HOMEWORK

With the vast amount of material that students are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction. Holy Family School will assign homework based upon the age and the needs of the student. Parents are expected to supervise study at home and students are expected to turn in the appropriate homework at the appointed time.

- When a child is absent for an excused absence, parents may make arrangements to pick up a child's homework assignments at the end of the school day.
- If students in grades 3rd-8th have any missing homework assignments, they will be required to call home to notify their parent/guardian and will then miss recess and/or stay after school from 3:00-3:20 to complete those tasks.
- If missing homework becomes persistent, the administrative team has the right to call an academic conference with the parents, student, and teacher(s) involved.

Each student in Kdg-8th grade will receive a homework planner for free at the beginning of the school year. Teachers will instruct the students on how to best use their planner to keep themselves organized and up to date on all deadlines. *Should the planner be lost before the school year ends, the student or parent / guardian will purchase a replacement for \$6.00 each.*

PLAGIARISM

Plagiarism, the taking of another's ideas or words, from whatever source, without giving credit, is morally wrong and illegal. AI sources including, but not limited to, Chat GPT, Assistant and Co-Pilot should not be used to complete any assignments. All submitted work should always be the student's original thoughts, words, and ideas. Students who intentionally engage in plagiarism will receive a detention and zero credit.

GRADING SCALE

The grading scale detailed below is mandated for all Catholic grade schools in the diocese by the Catholic Schools Office.

A+ 97-100	C+ 77-79
A 93-96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-86
B- 80-82	D- 60-62
	F 59 & below

GRADES AND REPORT CARDS

Report Cards are distributed after each quarter. Parent-Teacher Conferences will be held at the end of the first quarter. If conferences are needed at other times, parents should contact the teacher(s) to arrange an appointment.

Parents should be mindful that an equally important portion of the report card is the section indicating the child's work habits and school behavior. These categories are represented in the Homeroom and Conduct grades.

Homeroom grades will be given to students in grades 4-8. Grades will indicate student growth and development in areas of responsibility and work habits. Points will be earned for maintaining student planners, submitting homework on time, completing morning bellwork assignments, and returning weekly communication items as requested by teachers and/or parents. Below average Homeroom grades will NOT cause a student to be ineligible for extra curricular activities, but WILL prevent a student from earning Honor Roll status even when all other grades meet requirements for this recognition.

Conduct grades reflect poor behavior that resulted in disciplinary action. Conduct grades below a C in any given grading period WILL cause a student to become ineligible for participation in extra curricular activities.

POWERSCHOOL DIGITAL GRADEBOOK ACCESS

In order to avoid surprises when report cards are issued, parents are highly encouraged to remain informed of their child's progress through PowerSchool access. It is the parents' responsibility to access their child's grades and to keep current on their child's progress. Student grades for 1st-8th grade may be accessed at any time through PowerSchool login.

At the beginning of each school year, new families will be given access codes to PowerSchool.

Returning parents will utilize individual permanent passwords set up during the previous school year to access their child's grades. School personnel do not have access to passwords. If forgotten, it is the parent's responsibility to request their password be reset.

HONOR ROLL

Honor Roll status is determined based on grades earned at the end of each quarter.

- Highest Honors = Students with A's in all classes
- High Honors= Students with A's and B's in all classes
- Honorable Mention= Students with A's, B's, and no more than one C

* In order to earn Honor Roll status the grades described above must be true for ALL subjects and categories, including Conduct, Related Arts, and Homeroom. Students with a letter grade below a C- in any class will not be named to the Honor Roll.

The only grade level for which a Grade Point Average will be calculated is 8th grade. This calculation is made halfway through the 4th quarter to determine the top academic achievements. The top student(s) based on GPA in the six core classes, will be named as the Valedictorian(s) and Salutatorian(s) of their graduating class.

EXTRACURRICULAR ELIGIBILITY

Participation in Extracurricular activities is a privilege, not a right. In order for a student in grades 4th through 8th to participate in any extracurricular activities including ICCL athletics, choir, Drama Club, or any other school sponsored clubs, the student may not have a failing grade in any class at the mid-term progress report or the quarterly report card, and must maintain an A or B in conduct.

Students that are serving an in school or out of school suspension may not participate in any extracurricular activity, after which a determination of eligibility will be made by the principal.

A student classified as ineligible will receive a letter to be signed by both parent and student and will be suspended from participation in all games, practices and meetings. It is the responsibility of the student to meet with the principal to come to an agreement on the conditions for becoming eligible for extracurricular activities again.

Students who are diagnosed as learning disabled or at – risk, may be exempt from the above academic requirements. Such requests will be reviewed on an individual basis and then approved or denied by the principal after consultation with the student's teacher and parents.

STANDARDIZED TESTING

ILEARN checkpoints and Spring testing is administered to all students in 3rd-8th as mandated by the State of Indiana.

IREAD-3 determines reading readiness. 3rd grade students take the test in March. Those who do not pass the first time will retest in May. If they fail a second time, they can attend Summer School in June and take the IREAD-3 one additional time. Beginning with the 2025/2026 school year, Indiana state law requires that the student be retained in 3rd grade if they miss the passing threshold in June.

WIDA testing will be administered to all students who are bilingual and have not been deemed language proficient.

NWEA testing will be administered to students in Kdg.-2nd grade at the beginning, middle and end of the school year. The data provided from NWEA testing is crucial for monitoring individual student progress and differentiating instruction.

PROMOTION AND RETENTION (P4130)

At the end of each school year a decision is made whether to ***promote, place, or retain*** each student for the next year. When determining whether a student will be promoted, placed, or retained, we carefully examine each of our student's needs. Consideration for grade promotion, placement, or retention consists of academic progress, social/emotional development, physical development, attendance, any intervention strategies that have been attempted, teacher input, report card grades, NWEA scores, ILEARN, I-READ 3 and WiDA scores to carefully determine which of the following will best suit the student's needs:

- **Promotion:** The student has met all grade level requirements. Student has full understanding of grade level standards and are ready for the next grade level.
- **Placement:** The student has shown some evidence of grade level standards, but has not completely mastered the content. Students will be placed into the next grade level and be heavily monitored for mastering of skills. Students will be evaluated at the end of the first quarter.
- **Retention:** The student is performing significantly lower than grade level requirements. The student may have demonstrated social/emotional immaturity. There may be evidence of poor work habits, incomplete work and/or excessive absenteeism that affects achievement. Students may not be retained more than once. If, after having been retained one time (whether at Holy Family or a previous school), it is determined that a student may not be promoted or placed to the next grade level, that student will not be able to return to Holy Family School.

In addition to the ongoing regular communication between teacher, student and parent, parents of any student whose progress is strongly pointing toward possible retention will be informed by the middle of the 3rd quarter. This does not imply that retention will take place but that it is a distinct possibility.

CLASS ASSIGNMENT OF STUDENTS (P4180)

The principal/faculty shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, and student- teacher rapport, peer relationships – in determining teacher and class assignments of students.

In exceptional cases, parents/guardians are welcome to provide special insights as to which learning environment may be best for their children. However, the school administration shall make the final determination with regard to the assignment of students to teachers and classes.

FIELD TRIPS (P4320)

School-sponsored field trips shall be limited to activities that promote the educational philosophy and goals of the school and facilitate the attainment of specific educational objectives in the particular course. Field trips, which coincide with the curriculum being taught, play a valuable role in the curriculum. Permission slips must be signed by parents or guardians and returned prior to the trip. Unless there is a good cause for a rare exception, for insurance and legal purposes, students travel to field trips on school buses provided by South Bend Community School Corporation.

COMPUTERS

We are blessed to have an excellent computer lab, iPads, and one-to-one technology for every student in individual classrooms from Pre-K to 8th Grade. Students are expected to treat these devices with the care and respect required to maintain good working conditions. Should a computer break as a result of student misuse, parents / guardians are expected to pay the cost to replace the device. **Replacement cost is \$300.00 for student chromebook and \$1,000.00 for the Computer Lab devices.** All computers will be used in compliance with the Diocesan Internet Policy (**P4620 – found in the back of this Handbook**).

PARENT/LEGAL GUARDIAN CONCERNs PROCEDURE (P2310):

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

1. Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
2. Address the issue with the department chair.
3. Address the issue with the Principal.
4. Address the issue with the Pastor (elementary schools only).
5. If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
6. Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth above except where a situation is specifically covered under another school or diocesan policy which provides for a different reporting procedure (e.g., harassment).

IV. ATTENDANCE

REGULAR SCHOOL DAY SCHEDULE

Monday, Tuesday, Wednesday, Thursday, Friday	
Doors Open	7:20 a.m.
Classes Begin	7:45 a.m.
Grades K-5 dismissed	2:50 p.m.
Grades 6-8 dismissed	2:55 p.m.

BEFORE/AFTER-SCHOOL CARE

Holy Family does not provide supervision on school grounds before 7:20 a.m.

Students should be picked up by 3:00 pm. - If students are not picked up by 3:05 pm, a late fee of \$25 will be issued each time a student is picked up late.

After school care (Kids Club) is provided at Holy Family for a fee. Registration is required to participate in the after school program and also includes a Registration Fee.

Parents must notify the office as soon as possible if there is a change in transportation in regards to pickup. Students must be picked up no later than 5:00pm. If students are not picked up on time from After-School Care, late fees will be issued.

- Please view the After-Care Enrollment Form for more details.

DIOCESE OF FORT WAYNE-SOUTH BEND (P4040)

Students Attendance IC § 20-33-2-6

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. PARENT/LEGAL GUARDIAN RESPONSIBILITY

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

A. Graduates; or

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years whichever occurs first.

II. ABSENCES FROM SCHOOL

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present.

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

B. Excused Absences

1. Illness of the student (with written statement by parent/ guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

****Holy Family School highly discourages vacations and family trips which take children out of school, because of the importance of in-class instruction time to our educational program.*** When such trips are unavoidable the Principal must be notified prior to the absence in writing. It is the student's (and parent's) responsibility to obtain and make up any school

work missed. Teachers are NOT responsible to provide school work ahead of time for family vacations scheduled during class time. The student will be given extra time (at the discretion of the teacher) to make up the missed work. Gaps in instruction resulting in a child's regression may have to be remedied in the future at the discretion of the principal in consultation with the child's teacher(s).

III. TRUANCY

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures: The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

IV. REPORTING AN ABSENCE

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed. A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Holy Family families have two options to report an absence.

- 1. Call the school office no later than 8:30 a.m.**
- 2. Send an email to: attendance@hfssb.org**

*****At Holy Family, a student who does not attend school on a given day or who goes home during the day due to illness may not take part in any school related extracurricular activities on that day.***

V. FREQUENT OR PROLONGED ILLNESS

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. RESPONSE TO IRREGULAR ATTENDANCE

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.

- B. After a student is absent for six (6) days per school year, a school administrator, The attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. HABITUAL TRUANCY REPORT TO BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

UNEXCUSED LATE ARRIVAL

Punctuality is an important life skill for our students to learn. Late arrivals to school disrupt the classroom environment; and, keep the late arriving students from hearing important announcements and instructions at the beginning of the day. It is the parent's responsibility to ensure students arrive at school on time on a daily basis.

Tardiness to school is handled in the School Office. All students are to be in the classroom ready to begin class at 7:45 a.m. If a student is going to arrive later than 7:45 a.m., parents/legal guardians must call the office to advise school officials. A note explaining the late arrival should accompany the child to school on the date that the child arrives late. If a student does not provide a note, the late arrival will be automatically designated unexcused.

After the fourth tardy within a quarter, parents will be contacted by the administrative team to discuss the issue and agree to a solution for punctual arrival.

Any tardy beyond seven will be considered chronic tardiness. (A meeting will be scheduled with Mrs. Cains, the homeroom teacher, and parent). Chronic tardiness is considered a serious violation of parental responsibility to support the educational mission of the school and may be cause for a student to be referred to local agencies (DCS, CASIE Center) and possibly not be able to continue at Holy Family School.

EARLY DISMISSAL FROM SCHOOL

A student will be released from school only into the custody of his/her parent(s), legal guardian, or authorized person as listed in the school's records. In case of illness or emergency which necessitates sending a child home, the parent/legal guardian will be advised by telephone as to the reason and manner of getting the child home. Children will wait in the School Office if they are being dismissed early. Whenever children leave the school before dismissal time, the parent, legal guardian, or authorized person (as specified above) must come into the School Office to sign the child out in the log provided for that purpose. If children are returned to school, they must be signed in. Children will not be allowed to wait by the door to be picked up.

Although it may be inconvenient at times, these procedures are implemented for the child's safety.

SCHOOL CANCELLATION AND DELAYED START

On occasion (typically winter storms) there may be a need for classes to be delayed or canceled. Delays and cancellations will be announced in the following places:

1. Emergency Text Alert
 - a. PreK-4th Grade (to subscribe text: @79f8ab to 81010)
 - b. 5th-8th Grade (to subscribe text @44823d to 81010)
2. Local news, WSBT and WNDU.

*Parental prerogative. If the parent/guardian feels that road conditions are unsafe to drive they should NOT attempt to come to school. Absence or late arrival in such cases will be considered excused. However, you must notify the office via phone call.

ELEARNING/ REMOTE LEARNING

In the event of a school cancellation due to inclement weather, Holy Family will utilize an eLearning / Remote Learning day. The purpose of eLearning is to provide real time assignments that are relevant to the current coursework. However, we will not use any more than three eLearning days a year (per Indiana Law), and no more than 2 consecutive eLearning days in a row.

- I. ELearning/ Remote Learning Work Window Opens by 9:00 a.m. Day of School Closing**
 - A. In the event that virtual eLearning is used when school must close due to weather or other emergency, teachers will post active assignments to Google Classroom by 9:00 a.m. on the day of the closing.**
 - B. On these virtual learning days, to best support student learning, teacher office hours for school closing days will be from 9:00 a.m. to 3:00 p.m.**
 - C. Teachers will have open virtual hours from 10:00-1:00 on all eLearning/Remote Learning days.**
 - D. All eLearning assignments are due no later than 3 days after the eLearning day has been called.**
- II. eLearning/ Remote Learning Assignment Links Accessed Through Google Suite-Google Classroom**
 - A. Each grade level will have its own eLearning page. These pages can be found by clicking the classroom tab then clicking on the child's classroom link. Once at the classroom page, on eLearning days and for 5 school days following, you will be able to access the "eLearning" tab for that classroom.**
 - B. These links will be activated by 9:00am.**
- III. eLearning/Remote Learning Folders Coming Home for Students in Grades K-8**
 - A. Students in K-8 will keep their eLearning folders in a safe place at home to assist with any make-up days.**

- B.** The folder will provide general materials (graphic organizers, paper, reference charts, etc.) and information for parents (directions, support contact information, etc.) for reference to help assist your children in working through the eLearning make-up lessons.
- C.** All student usernames and passwords will be stored in these folders.

IV. eLearning/ Remote Learning Support Services & Computer Access

- A.** We know that most of our families have internet capability in the home, but we are ready to assist with other options for those who do not have internet access, or who encounter issues on the actual eLearning day.
- B.** We will have computers available for student use in the computer lab after school on the days immediately following an eLearning day.

Bilingual Students and eLearning

Parents and students needing bilingual assistance with the completion of eLearning assignments are to first email the teacher directly. If further assistance is needed, please contact Mrs. Decker via email: mdecker@hfssb.org.

Students with IEP's and CAP plans

Parents and students needing assistance with the completion of eLearning assignments are to first email the teacher directly. If further assistance is needed, please contact our resource teacher--Miss Pingel via email: ipingel@hfssb.org.

Digital Office Hours (Technical Support)

Digital Office Hour Times: 9:00 a.m.-3:00 p.m. on eLearning Days

Contact-- Melissa Murawski

Email – mmurawski@hfssb.org

EASTER TRIDUUM EXTRA-CURRICULAR ACTIVITIES

In recognition of the Catholic identity of Holy Family School and the important role that the solemnity of Holy Week plays in that identity, there shall be no school-affiliated extra-curricular activities scheduled, either on or off school premises, on Holy Thursday through and including Easter Sunday without prior approval of either the diocese or the pastor.

SPORTS/CLUBS AND SCHOOL ATTENDANCE

If a student is absent from school on the day of a sports/club practice/meeting, the student is **NOT permitted to attend** unless they have administrative authorization. **No exceptions.** If the student is absent during the school week, and has an event on the weekend, it is at the coach and parent's discretion to allow the student to participate in the scheduled event.

V. Dress Code

GIRLS GRADES K-8:

- Navy or Khaki slacks:
 - No “cargo” slacks allowed

- No jeggings, leggings, bike shorts, or joggers
- No knit pants of any kind except as allowed for PE days.
- Sweatpants and athletic shorts are NOT allowed except on scheduled PE days.
- Navy or Khaki skorts or shorts:
 - Until Nov. 1 and after April 1
 - May not rise any higher than 2" above knee (bermuda shorts)
- Navy or light blue Holy Family polo shirt:
 - Short sleeve only
 - Must have HF logo - order from our online store through the Dugout
- Spirit Day T-shirt:
 - **Optional** for designated "Spirit Days" only (most typically on Friday)
- Tennis Shoes - Shoes MUST tie; no slip ons.

BOYS GRADES K-8

- Navy or Khaki pants:
 - No "cargo" pants or joggers allowed
 - Athletic pants are NOT allowed except on scheduled PE days.
 - Pants are to be worn no lower than the waist. Belts are not required but MUST be used when needed to keep the pants at waistline.
- Navy or Khaki shorts
 - Until Nov. 1 and after April 1.
 - No zipper pockets or cargo shorts
- Navy or light blue Holy Family Polo shirts
 - Short sleeve
 - Must have HF logo - order from our online store
- Spirit Day T-shirt:
 - **Optional** for designated "Spirit Days" only (most typically on Friday)
- Tennis Shoes - Shoes MUST tie; no slip ons.

PLEASE NOTE:

- If undershirts are worn, they must be plain white, plain light blue or plain navy.
- All shirts must be purchased from the school's online store and have the new HF logo.
 - [Online Uniform Store](#)
- Holy Family Spiritwear sweatshirts or Holy Family hoodies may only be worn on Fridays.
- Socks can be any color to provide students with individualism. However, socks should NEVER distract from the learning environment, or have inappropriate words or images on them. **All socks should be worn under the pant leg when wearing long pants.**
- **Girls** must wear their hair clean and neatly groomed. Hair should not be styled to cover the eyes. Extreme and faddish hairstyles, excessive jewelry and excessive make-up are not permitted for girls.
- **Boys** must wear their hair clean and neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair should not

be styled to cover the eyes. Extreme and faddish hairstyles are not permitted. **Boys must also maintain clean shaven faces.**

- Hats and head coverings must be removed when indoors whether inside the school building or at Church.
- Only ear piercing is allowed. No dangling earrings; studs only.
- No other body piercing is allowed; **this includes nose rings.**
- Fingernails (whether real or fake) must be kept to a sensible length; preferably no longer than just past the fingertips.
- Students may dye their hair, but colors are to be a natural hair color.
- Tattoos (either washable or permanent) are not allowed, nor is writing on one's body.
- Distracting jewelry may not be worn.

PHYSICAL EDUCATION (P.E.) DRESS CODE

- May only be worn on regularly scheduled P.E. days (differ for each homeroom):
 - Holy Family P.E. t-shirt
 - Holy Family P.E. shorts **OR** Holy Family sweats
 - PE shorts must still be no more than 2" above the knee - **No Biker Shorts!**
 - PE shorts or **sweatpants** must be **solid colored navy blue or gray (no large logos or stripes)**. Nylon and spandex pants are not permissible.
 - Students may also wear the regular Holy Family uniform if they prefer

DRESS DOWN DAY FOR A CAUSE DRESS CODE

Announced periodically as a fundraiser for charitable causes that arise

- Blue jeans, school uniform shorts, school uniform pants, sweatpants may be worn and must be free of any rips, holes or tears.
- Nothing too tight fitting or provocative - no leggings or bike shorts
- Blue jeans must be blue in color.
- All clothing must be in good repair – no holes, cuts or tears.
- **Jeans are to be worn no lower than the waist. Jeans are not allowed to have rips or holes of any kind.**
- Clothing may not contain inappropriate symbols or language
- Shoes must ALWAYS be athletic shoes that tie.

SPECIAL OCCASIONS

- Dresses at or below the knee
- Shoulders covered at all times
- Collared shirt and Navy, Khaki, or Black dress pants for Boys
- Nothing too tight or provocative

N.U.T. COUPON (No Uniform Today)

Students may earn NUT coupons for various tasks. However, students must adhere to the following guidelines:

- Students must present the NUT coupon to the office the morning they choose to use it. **NO EXCUSES**

- Shoes must always be athletic shoes (No open-toed or backless shoes)
- No clothing with rips, holes or tears - includes jeans!
- Shorts and/or dresses must be no shorter than 2 inches above the knee.
- Nothing too revealing or too tight - no leggings or bike shorts
- Shoulders covered
- Refrain from wearing clothing that represents unacceptable music, movies, etc...

Remember that we have children as young as 4 years old in our building and we are a Catholic School.

SPIRIT DAY

On Spirit Days (Friday unless announced otherwise) students have three options:

1. Regular Uniform
2. Spirit T-Shirt with rest of regular uniform
3. Holy Family sport's team game jersey or other team Spiritwear, or HF club T-Shirts

DRESS CODE VIOLATION POLICY

Teachers will record Dress Code Violations as they occur. Violations will be communicated to parents in the following manner.

1st Offense - Call Home/Written Slip - correct uniform to be dropped off at school

2nd Offense - Call Home/Written Slip - correct uniform to be dropped off at school

3rd Offense - Call home to bring the correct uniform and a Detention Slip will be issued.

Every third violation thereafter will result in a detention. Chronic dress code violations are considered a serious lack of respect for school rules and decorum. Administration has the right to contact parents to schedule a dress code violation hearing if prolonged violations occur.

VI. BEHAVIOR AND DISCIPLINE

PURPOSE

It is the purpose of the "Disciplinary Code" to help provide an atmosphere which is conducive to an orderly process of education in an environment which provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

GENERAL CONDUCT AND STANDARDS OF BEHAVIOR

Students of Holy Family are expected to be good citizens and to act in accordance with their own dignity and the dignity of all others in the school community. Standards of behavior reflecting good citizenship are expected and all administrative procedures and school rules are established to ensure such standards. All policies, procedures, and rules may be applicable in the school, on the grounds, and at all school activities both at and away from school (e.g. field trips, sporting events, and other extracurricular events).

PARENT RESPONSIBILITY

Parents are requested to provide the school with pertinent information regarding health disorders which could affect the student during the school day or have a long-range effect on his/her educational progress. The school expects that parents will work with the school to bring about changes in the behavior of students who violate the standards of normal conduct.

Parents will be held responsible for financial loss suffered by the school and their employees when their children, through malicious or careless conduct, cause damage to the school buildings, equipment, parish or personal property. To ensure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive social attitude are more prone to having a successful and rewarding school experience.

Parent/School Partnership - The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

PARENT/GUARDIAN CONCERN WITH DISCIPLINARY MATTERS

The principle of subsidiarity calls for issues to be addressed at the most local level possible. As with matters related to academic issues, parents/guardians with particular concerns over disciplinary matters should follow the principle of subsidiarity by taking the following steps in order:

1. Consult the teacher/staff member most immediately involved in the disciplinary issue
2. If the issue is not resolved consult the principal
3. If the matter is not resolved consult the pastor

ADMINISTRATION AND FACULTY RESPONSIBILITY

The principal of Holy Family School shall have the overall responsibility and authority for the orderly administration of discipline policies within the framework of school policy. The teacher's primary responsibility and authority shall be to maintain order and control within the classroom, and general responsibility and authority for maintaining order and control on school property.

SCHOOL REGULATIONS

Students will be expected to govern their conduct in a way that they will be a source of pride to themselves, their classmates, and the parish. Attending Holy Family School is a privilege not a right. At the beginning of each year, classroom teachers will communicate clearly the rules and expectations for behavior. These rules are the same in each classroom according to building level (K-2, 3-5, 6-8). Consequences for breaking rules are also consistent across the same building levels.

GENERAL RULES AT HOLY FAMILY

1. Always use your manners.
2. Always be honest.
3. Call all adults by their full names.
4. Keep your hands to yourself at all times.
5. Turn towards and keep eyes on the speaker during instruction (student or teacher).

6. Transitions between activities or class periods will be swift, quiet, and orderly.
7. Walk on the right side of the hallways and staircases in a single file line.
8. All adults in the building will be shown the same level of respect - this includes substitute teachers, volunteers, and visitors.
9. Surprise others by performing random acts of kindness without expectation of reward.

SHINE

In addition to particular rules in each classroom, all students will SHINE in their behavior in larger common areas such as hallways, stairwells, cafeteria, bathroom, playground, and gym.

Soft Feet

Hallway Ready (Teachers will explain; Silent, in a line, hands to side)

In Your Own Space

No Noise

Eyes Forward

PLAYGROUND GUIDELINES

Students are expected to interact on the playground in such a manner as to not cause harm or injury to themselves or others or disturb other students in the building.

1. Play only in the designated areas of the school grounds.
 - a. remain on school grounds at all times
 - b. stay within sight of your teacher (applies to groups on the rectory or barn fields)
2. Follow the directions of supervisors.
3. Speak and act in a respectful manner toward the supervisors and your classmates.
 - a. Act in an appropriate manner; fighting or contributing to fighting is not acceptable;
 - b. Refrain from using vulgar or obscene language;
4. Use approved playground materials and equipment properly:
 - a. do not climb on the slides
 - b. keep balls in the grassy area - do not kick them out of the playground
 - c. no climbing trees
 - d. Play games that are not dangerous;
5. Take care of your school
 - a. clean up the playground after your recess time
 - i. throw away trash
 - ii. put toys in designated containers
6. During the winter, no throwing or kicking of snow or playing on snow piles;
7. Wear proper attire in cold weather.
8. Violations of a rule may result in suspension from playground use. Determination of consequences will be made by the supervisors and principal.

Cold Weather Guidelines: Children need fresh air, sunshine, and exercise. Therefore, they will be expected to go outdoors when the weather is clear. If the wind chill is 20 degrees Fahrenheit or below, we will not have outdoor recess.

STUDENT LOCKER AND BELONGINGS INSPECTION (P4590)

All students who enroll in Holy Family School must consent to the search of their person and personal belongings, backpacks, lockers, school desks, etc. at any time and for any reason consistent with diocesan policy.

STUDENT PERSONAL CARE DURING THE SCHOOL DAY

The following personal care / hygiene items should NEVER be in use during the school day; either in the classroom or a bathroom.

- aerosol or spray items such as, but not limited to, perfume, cologne, deodorant
- heavily scented hand / body lotion, deodorant, or hand sanitizers
- nail polish or remover
- makeup or accessories such as hand mirrors and eye lash curlers
- electric appliances like hair dryers, curlers, or straighteners

If any staff member finds personal care items in use during the school day they may be confiscated and sent to the office until a parent is able to pick them up.

When a student needs to have a travel bag at school due to plans outside of school, these items are to remain in backpacks in the coatroom at all times!

HYDRATION (WATER BOTTLE POLICY)

Students may bring a water bottle to school for use in the classroom throughout the day.

WATER is the ONLY beverage allowed outside of the cafeteria.

- Bottles must have a tight fitting lid to prevent spills; no straws!
- Bottles should be labeled with the student's name and classroom number.
 - Reusable bottles are encouraged but not required.
 - Glass bottles should NOT be used.

GUM / CANDY / CLASSROOM TREATS

Gum is NOT allowed at school. Students chewing gum will receive a Silent Lunch and be required to spit their gum out into the trash.

- Eating in the classroom is not allowed UNLESS approved by the teacher ahead of time.
- Open food containers should never be put inside student desks or left out in the room.
- Food brought from home for lunch or after school activities should be in sealed containers / bags and kept in the child's backpack at all times.
- All treats brought to school for birthday celebrations, classroom parties, or special lessons must be pre-approved by classroom teachers and administration.
- Outside food can not be shared in the cafeteria due to School Lunch Program Guidelines.
- Students are discouraged from sharing food for health reasons.

ELECTRONICS/CELL PHONE USAGE

Students are highly encouraged NOT to bring cellphones to school. Any emergency can be communicated to students and parents through the school office.

Holy Family has implemented the following regarding cell phone storage during the school day.

- All student cell phones **MUST** be turned into the office upon arrival at school.
 - Phones will be returned at dismissal, but must stay in backpacks until students are in their car. This rule applies even when students stay for after school activities such as tutoring, clubs, or sports practices.
 - Club Moderators have the right to collect student cell phones out and/or in use during meetings or practices.
- Contacting parents will be done using school phones.
- Students are prohibited from accessing social media while on Holy Family's campus.
 - This rule applies even when students are at school activities such as tutoring, clubs, sports practices, and games.
- If a student does not turn in their cell phone at the start of the school day, they will be issued a detention.
 - The parent or guardian must pick the cell phone in person from the office.
 - If persistent problems arise, students will face suspension.

REWARDING STUDENTS FOR DOING THE RIGHT THING

While students should not expect extra rewards for meeting school expectations, any staff member may choose to reward a student for growth or accomplishments.

Examples of accomplishments include being at school ready to learn and on time; no missing assignments, no tardies, no absences, no behavior infractions, improvement in academics, etc.

- Students **may** receive a N.U.T. coupon, Homework Pass, Snacks, small prizes such as bookmarks, pencils, or extra recess.

CONSEQUENCES FOR NORMAL INAPPROPRIATE BEHAVIOR

All teachers and other adults in the building will apply the same consequences, as outlined below, for normal inappropriate student behavior and / or violation of the SHINE guidelines.

1. At the first violation the student will write their name.
2. A second violation will result in a check next to student's name
 - a. This is the final verbal warning.
3. A third infraction during the same class period will be punished with a "Silent Lunch" during which the student will have the opportunity to seriously contemplate their behavior choices
 - a. Silent Lunches will be logged by the homeroom teacher and communicated to Parents / Guardians via email or phone call on the same day as the occurrence.
 - b. Students serving "Silent Lunch" will take their lunch in the office. There will be no talking.
 - i. When the office is not available, students will silently eat in their classroom monitored by an adult staff member.

Students begin each class with a clean slate.

1. In the Junior High a clean slate begins each time students change classes
2. In the primary and lower elementary grades where students are with the same teacher for the majority of the day, the slate is wiped clean each time a new subject is begun in class or whenever the students go to their Related Arts classes, lunch or recess.

DETENTIONS

In the primary grades teachers will determine when a detention is warranted for repeated instances of inappropriate behavior. If a student has obtained 3 detentions in one quarter, a disciplinary hearing will occur with the homeroom teacher, principal, parents and student.

For grades 3-8 the following guidelines apply.

1. Two Silent Lunches during the same day will result in a detention being assigned.
2. Three Silent Lunches within the same quarter will result in a detention being assigned.
3. Any serious violation of school rules will result in a detention as determined by the Principal.

Regardless of grade level, any student who has been assigned a detention will receive a copy of the detention slip to be signed and returned to school.

The teacher issuing the detention will communicate with Parents / Guardians via email or phone call, regarding the reason for an assigned detention **on the day the behavior occurs.**

- Detentions for students in grades 3-5 will be served in the office during two consecutive recess periods **to equal the one hour detention consequence.**
- Detentions for students in 6-8 grade will be served for one hour after school from 3:00-4:00 p.m. as scheduled by the administration. **At the discretion of the Administration detentions will be served during 3 consecutive recess periods rather than after school.**

Each detention issued as a result of inappropriate behavior results in a deduction of one full letter grade in Conduct.

GROUNDS FOR SUSPENSION AND EXPULSION (P4520)

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event;
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530. *This listing is not intended to be exhaustive of all types of conduct:*
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.

- B. Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

DISCIPLINARY REVIEW FOR SUSPENSION AND EXPULSION (P4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters, and the decision shall be final and binding on all parties.

FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING

“The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student’s improper behavior may be considered educational neglect and the child may be considered a “child in need of services” in accordance with I.C.31-34.1-7, and, in that case, the matter shall be referred to the Child Protective Services.

See Appendix for multiple Diocesan policies related to specific behavior and disciplinary matters.

HEALTH AND SAFETY

Parking Lot Safety

- There will be a crossing guard from 7:20 to 8:00 a.m. and 2:45 to 3:00 p.m. everyday along Mayflower Road.
- Our school also has organized groups of student crossing guards. These students help to cross students to the parking area and to manage traffic in the pick-up zone.
- Teachers have designated posts during pick-up and drop-off times that help facilitate the flow of students and their safety.
- Maps are provided to parents at the beginning of each year illustrating traffic patterns in our lots.

CRISIS RESPONSE PROCEDURES (P1510)

Each school shall meet State guidelines for school safety (plans and procedures).

I. Annually, each school shall establish, update, and implement an individual School Crisis Plan, an individual School Reunification Plan, an individual School Indoor Air Quality Plan, and an individual Seclusion and Restraint Plan.

II. Evacuation and Reunification Procedures

It is the responsibility of the principal to see that all school personnel know what to do in an emergency. In case of a crisis, emergency procedures for evacuating the school building and reunifying students with parents/guardians should be clearly written and available to all personnel.

III. Communication Management

In times of emergency or crisis, the school principal shall immediately notify the Catholic Schools Office as soon as possible. Emergency or crisis includes, but is not limited to, life-threatening situations, matters of health and safety of students and/or staff, and matters of potential lawsuit. The principal, in consultation with the Catholic Schools Office, shall communicate the situation to the Diocesan Office of Communications. Additionally, all plans relating to school safety shall contain responsibilities and procedures for communicating, in time of crisis, to all additional stakeholders as needed (parents, media, etc.)

See School Crisis Response Handbook.

SECLUSION AND RESTRAINT (IC 20-20-40-13)

I. Use of Restraint

- A. Every effort shall be made to avoid the need for the use of restraint of a student.
- B. Physical restraint shall not be used except when used as a last resort and only when:
 - 1. The student's behavior poses imminent risk of injury to self or others; and,
 - 2. Other less restrictive interventions are ineffective.
- C. A student shall never be physically restrained by a school employee who has not received appropriate training in the restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Physical restraint of a student, may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- E. Every incident in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- F. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be physically restrained and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the restraint of the student.
- G. Seclusion or restraint shall never be used in a manner that restricts a student's breathing or harms the student.

II. When Restraint Procedures Shall NOT Be Employed

- A. Physical restraint shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- D. When known medical or physical condition of the student would make physical restraint dangerous for that student, physical restraint shall not be used.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.

III. Use Of Seclusion

- A. Every effort shall be made to avoid the need for the use of seclusion of a student.
- B. Seclusion shall not be used except when used as a last resort and only when:
 - 1. The student's behavior poses imminent risk of injury to self or others; and,
 - 2. Other less restrictive interventions are ineffective.
- C. A student shall never be secluded by a school employee who has not received appropriate training in the restraint procedures except in rare and clearly

unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.

- D. Seclusion of a student, may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- E. Every incident in which seclusion is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- F. All seclusion environments shall be inspected and shall:
 - 1. Be of reasonable size to accommodate the student and at least one adult;
 - 2. Have adequate lighting and ventilation (heat and AC) as appropriate.
 - 3. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
 - 4. Permit direct continuous visual and auditory monitoring of the student.
 - 5. Shall meet current fire and safety codes and permit automatic release of any locking device after five minutes or with any building wide alarm such as fire, tornado, or other emergency.
- G. Time out does not constitute seclusion.

IV. When Seclusion Procedures Shall NOT Be Used

- A. Seclusion shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in seclusion.
- C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- D. When known medical or physical condition of the student would make seclusion dangerous for that student, seclusion shall not be used.
- E. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
- F. Seclusion shall never be used unless a school employee can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.

V. Time-Out - Time-Out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

VI. Debriefing

As soon as practical and after every incident in which seclusion or restraint is used on a student the Principal shall do the following:

- A. Meet with school employees who participated in the implementation, monitoring, and supervision of the seclusion or restraint to discuss whether proper seclusion

or restraint procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion;

- B. Direct a staff member, who was not part of the seclusion or restraint of the student, to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s) that precipitated the use of restraint and seclusion; and,
- C. Provide a copy of an incident report to the parent(s) or guardian(s) and offer the opportunity to request a meeting regarding the incident.

VII. Incident Documentation and Reporting

- A. Every incident in which seclusion or restraint is used on a student shall be documented.
- B. Documentation must be made on the form prescribed by the school and shall include the following:
 - 1. student's name
 - 2. date and time of the incident
 - 3. duration of any seclusion or restraint with beginning and ending times
 - 4. description of relevant events leading up to the incident
 - 5. description of the incident or student behavior including the danger of injury which resulted in the seclusion or restraint
 - 6. description of relevant interventions used immediately prior to the implementation of seclusion or restraint
 - 7. summary of the student's behavior during seclusion or restraint and technique(s) used and any other interaction between the student and staff
 - 8. description of any injuries to students, staff, or others or property damage
 - 9. list of school employees who participated in the seclusion or restraint and,
 - 10. if applicable, a statement that intervention used was consistent with the student's most current behavioral intervention plan or IEP.
- C. The Principal shall verbally report every incident in which seclusion or restraint is used on a student to the student's parent or guardian no later than the end of the school day or as soon as practical.
- D. The Principal shall send written notification as soon as practical to the student's parent or guardian after every incident in which seclusion or restraint is used on a student.

VIII. Training

- A. Holy Family School will school employees with training on:
 - 1. Appropriate use of effective alternatives to seclusion and restraint focusing on conflict deescalation procedures and the use of positive supports and behavioral intervention techniques as well as the dangers of seclusion and restraint.
 - 2. Procedures for contacting fully trained and certified staff when behavioral crises occur.
 - 3. The safe use of seclusion and restraint, steps to avoid the use of seclusion or restraint, and debriefing practices and procedures.
- B. This training will be recurrent and will be provided to new school employees annually.

C. A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint procedures.

VISITORS

Anyone not employed by Holy Family is a guest, including parents, and as such is asked to report to the School Office prior to visiting any school premises (including classrooms, gymnasium, library, or other school areas). This regulation is imposed for the safety of our students.

MEDIA PERMISSION

Holy Family School is proud to share the good news about our students, school programs, and other events, while protecting learning time and being sensitive to our student's privacy.

Permission to photograph and videotape students is requested in writing through a form sent home at the beginning of the school year.

MEDICAL SCREENINGS

- A registered nurse provides supervision for medical issues. Vision, hearing, and scoliosis screenings are provided in accordance with state guidelines.

MEDICATION (P4210)

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school (and must be given during school hours) shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

Parents who wish Holy Family employees to administer any medication to their child must provide written instructions and must complete a Student Medication Administration form available in the office. All medications must be kept in the office and will be administered by the office staff.

- All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- In specific cases, the school may require the parent/guardian to come to school to administer medication for his/her child.
- Over-the-counter (OTC - non-prescription) medication may be given at school with the parent's written permission. The principal, administrative assistant, and child's teacher must be aware of the purpose for which a student is to receive the medication.
- OTC products shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.
- The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent

does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

PARENT INVOLVEMENT

COMMUNICATION

The information flow between home and school is a very important one.

- An envelope will be sent home each Tuesday with any printed communication.
 - Parents / guardians are asked to sign the envelope and return it the next day.
 - Should this envelope be lost before the school year ends parents will need to purchase a replacement for \$3.00.
- Mrs. Cains also sends a weekly email via MailChimp.
 - Contents may include any information, including field trip information, and details of classroom activities from the teachers.
 - A letter from the principal will also normally be included.
- Parents are encouraged to keep current by visiting the school's website and its links to the parish and other parish organizations (www.holyfamilysouthbend.org).
- Parents should consistently encourage responsibility from their children by having them review their backpacks, folders, planners, and PowerSchool together. (***This is part of a student's Homeroom grade in 4th-8th grades.***)

EMERGENCY CONTACT INFORMATION

Parents/Guardians must notify the school when a change has occurred in any pertinent student and family information - especially emergency contact information.

HOME and SCHOOL ASSOCIATION (HASA)

Parental involvement is obviously critical to the success of the school.

Please consider becoming active in the initiatives of our Home and School Association.

President, Mrs. Bridget Oltman. Contact the school office or: hasa@hfssb.org

CLASSROOM VISITATION

The education of the students is a team effort. Parents may observe their child in the classroom environment during the year. ***Please contact the office to arrange.***

SCHOOL BOARD

The Holy Family School Board acts in a support and advisory manner for the betterment of the school. Meetings are open (with occasional closed sessions) and normally meet the third Thursday of each month at 6:00 p.m. in the school building. Information about meetings and proceedings can be found at the school website, the church bulletin, and by calling the school office when applicable.

VIII. CONCLUSION

DIOCESAN POLICY AND THE CATHOLIC SCHOOLS OFFICE

In addition to the policies and procedures enumerated in this handbook, Holy Family School adheres to all other officially promulgated diocesan policies and procedures. Copies of the Diocesan Policies are available for review in the principal's office. Diocesan policies are granted precedent over any conflicting school policy. The administration reserves the right to review and interpret these policies which are also subject to change or revision at the discretion of the school administration and/or the diocese.

It is our hope and prayer that the directives as well as the information outlined in this handbook will be helpful in the establishment of a satisfying relationship between the home and the school. The child needs to know that his/her parents and teachers are working in the same direction. If a question should arise, parents should consult with the teacher. With close communication, we can work together for the child's best interest.

Holy Family, Pray for Us!!

APPENDIX OF PERTINENT SCHOOL AND/OR DIOCESAN POLICY

SAFE ENVIRONMENT & CHILD ABUSE REPORTING (P3610)

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests; deacons; and other personnel, lay and religious, paid and volunteer; must adhere to the diocese various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

ENVIRONMENTAL TOBACCO SMOKE (P5430)

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings, including vaping, e-cigarettes, or chewing tobacco.

SURVEYS, ANALYSES, EXAMINATIONS (P4610)

Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

INTERNET ACCEPTABLE USE POLICY/PROCEDURES (P4620)

The use of the Internet and related technologies must be in support of acceptable education and research and consistent with the educational objectives, purposes, and mission of Holy Family School. Individual users of the computer networks are responsible for their behavior and communications over those networks and must conform to proper Internet rules of behavior, as well as Christian moral values. Acceptable and unacceptable Internet usage will be determined according to Diocesan Policy (P4620) on Internet Usage as ratified August 9, 2022.

Inappropriate use of the Internet will result in a cancellation of those privileges, as well as other appropriate disciplinary action as deemed by the administration.

Before being granted Internet access, students will be advised of the rules of proper Internet usage and Christian moral usage of the Internet; they will be required to sign an Internet usage agreement whereby they promise to use the Internet only in accordance with these rules and moral values. A student's parent or legal guardian must also sign an Internet Usage permission form provided by the school. THEREFORE, students and parents agree to the following:

1. Students have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information-gathering skills, and communication skills.
2. Students have the right to use the following in a responsible manner: electronic mail, web searching, and FTP (File Transfer Protocol).
3. Internet accounts are to be used only by the authorized owner of the account for the intended purpose(s).
4. Students may access the local area network and/or the Internet while at school only with permission from a teacher or administrator and under their supervision.
5. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
6. Students will accept the responsibility of keeping copyrighted software of any kind from entering the local area network or wide area network via the Internet.
7. Students may not use the Internet to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network, wide area network, or the Internet.
8. Students are responsible for maintaining the integrity of the private electronic mail system and to report all violations of privacy. E-mail files must be monitored periodically and deleted from the personal mail directory to avoid excessive use of file server space.
9. Students are responsible for making only those contacts on the Internet which lead to some justifiable educational growth.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the local area network, wide area network, and the Internet by students or parents.
11. Holy Family School network administrators reserve the right to define inappropriate behavior, pornographic material, anti-social behavior, and/or malicious use of the local area network, wide area network, and the Internet.

12. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.
13. The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).
14. One on one electronic communication between an adult and a minor student is prohibited. Parents should remind their students to copy them on all electronic messages that their students send to a teacher, coach or another adult. If parents are aware that a school employee or volunteer is not following this policy, see contact with the principal.
15. Do not post harmful comments or complaints about the school or personnel on any social media site. It hurts everyone in the school. From the policy.... "Any communication that includes defamatory or harmful comments regarding the diocese, its personnel, parishes, schools, institutions or those it serves may result in disciplinary action up to and including termination. All church personnel and students of the diocese are required to adhere to the information provided in this policy when using electronic communication." If you have important feedback to offer, please see the appropriate staff member or principal.
16. In order to maintain the integrity of our school (parish) accounts, no student or parent may create a Facebook, X formerly Twitter, or other social media online account under the name of the school (parish) or any sponsored organization of the school (parish) without written approval of the school (parish) administration. Disciplinary action may be necessary if unauthorized creations occur. Defamatory or derogatory engagement in any social media regarding Holy Family school (parish), any of the school (parish) administration, the faculty, other students, or other students' parents may also result in disciplinary action.

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

POLICY REGARDING CYBER-BULLYING:

Every student attending Holy Family School is afforded the right to participate in their educational experience without fear of harassment or intimidation. The school specifically recognizes that bullying and harassment can have a severely detrimental effect on a student's ability to enjoy this school experience and work towards their personal and academic potential.

The school recognizes that bullying and harassment do not always occur on school grounds or during school hours. Bullying and harassment that occur outside of school but impact the lives of students in school will be addressed by the school administration. This includes any bullying or harassment that occurs online or through social media. The school will look at specific state and diocesan guidelines to determine if behavior is bullying or harassment. Indiana Code 20-33-8-0.2 defines bullying as such: "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

If it is determined that behaviors fit any of the definitions spoken to in the above, then those behaviors will be considered bullying.

The school will address cyber-bullying if it becomes aware of the bullying and the behavior can be appropriately substantiated. The school will not engage in purposeful searching of the Internet to discover incidents of bullying or harassment. Any behavior that impacts a student's mental or physical health, impedes their ability to perform their required academic functions, or restricts their access to school services will be considered as having a negative impact on their ability to be a successful student at Holy Family School. The school affords protection of these rights for its students regardless of where or how the behavior occurs, or what mechanism is used.

If the administration becomes aware of student harassment or bullying on the internet, the principal will make every effort to appropriately substantiate the claim. If the claim is found to be substantiated, then the general course of action by the administrator will be to contact the parents and students involved. The principal will include the pastor in this communication and seek his guidance in any disciplinary actions that are taken. Disciplinary action will be based on the severity of the behavior and may include but is not restricted to the following measures:

1. Loss of internet privileges at school
2. Detention
3. In-school suspension
4. Out-of-school suspension
5. Expulsion

Students should be aware that this policy applies to any material that is posted on the Internet. Students will be held accountable for material on the Internet that is not current, but is found to negatively impact a student's ability to perform at school, as stated in the language of this policy.

Any behavior or action that negatively affects the learning environment of Holy Family School is subject to school discipline, regardless of the time or place the behavior or action occurs.

POLICY CONSEQUENCES FOR DISTRIBUTION OF IMMORAL, OBSCENE, SEXUALLY EXPLICIT, OR PORNOGRAPHIC MATERIAL

As of the 2025/2026 school year, Bishop Rhoades has added the following specific statements regarding disciplinary actions taken for certain criminal issues that "strike at the very essence of the dignity of our young people." Effective immediately, it shall be the policy of this Diocese, for all of our schools, both elementary schools and high schools that:

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.
6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

Full letter from Bishop Rhoades can be obtained [HERE](#)

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT

When a student is accused of a non-school related criminal act, Holy Family School shall follow Diocesan Policy (P4550). Such a student is presumed innocent and no academic or disciplinary penalties will necessarily be imposed until guilt is admitted or proven. If circumstances

necessitate removal from the academic setting, parent's/guardian's wishes will be considered, but the final decision will remain with the principal in consultation with the pastor and Superintendent of Schools. Should such removal be deemed necessary, a program of home study will be developed and implemented for the student.

GOD'S GIFT OF HUMAN SEXUALITY

The Catholic School upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents in carrying out this responsibility of family life education.

HANDBOOK ADDENDUM for CLARIFICATION ON CHURCH TEACHINGS -

[Document on Gender Incongruence or Same Sex Attraction](#) - 9/12/2024

[Document on Gender Incongruence or Same Sex Attraction \(Spanish\)](#)

RELIGIOUS ISSUES (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled at Holy Family School.

Every human being is created in the image and likeness of God; his/her life must be respected and protected from the moment of conception until natural death. If a student becomes involved in a pregnancy, the school will provide assistance and support for the student and his/her family. The pastor and principal will meet with the family and provide the opportunity for the students to complete their education. Students will be referred for pastoral counseling which must emphasize the sanctity of human life. The pastor and principal reserve the right to undertake whatever additional actions seem appropriate for the well-being of the students involved and for the school.

A student who obtains an abortion or who aids another person in obtaining an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

SEXUAL/RACIAL HARASSMENT AND ANY HARASSMENT (P4580)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to

maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church. The Diocese prohibits harassment and retains the right to address harassing behavior through reasonable and appropriate means.

Harassment is inconsistent with God's law of love of neighbor and is against the law. Holy Family School will follow diocesan guidelines in cases involving harassment.

WEAPONS

State law (I.C. 20-8.1-5-4(b)(1)) and Diocesan Policy (P4560) prohibit students from bringing firearms, destructive devices, or deadly weapons to school or school functions. Further, students are prohibited from possessing firearms, destructive devices or deadly weapons while en route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school.

For purposes of Diocesan Policy P4560, the term "firearm" means:

- a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any such weapon;
- c. any firearm muffler or firearm silencer.

ILLEGAL SUBSTANCES (P4570)

Possession and/or use of tobacco, alcohol, or any other illegal substance on school property will be considered a serious offense. The school shall assist students experiencing substance abuse problems in accordance with diocesan policy: requiring counseling, evaluation, and treatment. Appropriate consequences, which may include expulsion and notification to police authorities, will also be taken. Failure of the student and/or parents/guardians to cooperate will result in expulsion from school.

ACCESS TO RECORDS (P4170)

In accordance with the Family Educational Rights and Privacy Act of 1975, any natural parent, guardian, or individual acting in the absence of a parent or guardian of a student has the right of access to official student records. Any natural parent, guardian, or individual acting as a parent in the absence of a parent or a guardian has the following rights (unless the school has been provided with evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

1. Inspect and review the student's education records (must be reviewed in the School Office);
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent;

4. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the diocesan policy (P4170) and procedure for access to student's records. Copies of this policy are maintained in the principal's office.

Custodial parents, guardians, and students may request, in writing, changes or deletions to their file. If the principal does not honor the request, the parent/guardian/student's written statement should be added to the file.

Requests for access to files must be made in writing to the principal. Files must be studied in the School Office. A notice concerning parental access to education records is available in the School Office which any parent or eligible student may review during regular office hours.

STUDENT/PARENT HANDBOOK ADDENDUM DUE TO COVID-19

General Statement – Public Health and Safety

During public health and safety emergencies, our school will follow all Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather and other events. As an example, the COVID-19 pandemic led to the closure of Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools may experience closures for an extended period of time. When this occurs, Holy Family will transition to an extended learning format designed to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body. (See handbook page 21)

Because of public and health emergencies, each Catholic school creates health and safety plans. We plan for a constant state of readiness addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. Expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner.

School grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and/or staff returning to school after an illness depend on symptoms and exposure as outlined below:

Symptom-based strategy.

- At least 48 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath, vomiting, etc..)
- On day 8, Holy Family can test a student using the BINAXNow. If negative, student may return, and must mask (If optional at that time.)
- If a positive test is determined, student will quarantine for 14 days, or more if symptoms persist.

Confirmed Symptomatic Case

- No fever without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms OR a negative test.

Confirmed Asymptomatic Case

- ≥ 10 calendar days passed without symptoms, and
- Released by a healthcare provider

Presumed Case of COVID 19

- 48 Hours Fever free without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms
-

Exposure to a person with presumed or confirmed Case of COVID 19

- Quarantine when applicable

(We will adhere to the updated CDC guidelines)

HOLY FAMILY GRADE SCHOOL

“Guiding Families to Pursue the Truth and Live it.”

HANDBOOK RECEIPT ACKNOWLEDGMENT

Signed form due to Principal's Office by August 27, 2025

By signing below we acknowledge that we have received a copy of the Holy Family School Student Parent Handbook. We understand that the handbook contains important information about the school, the administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. **However, the failure to read the handbook or to sign or return this acknowledgement shall not relieve us of the obligation to follow all rules and guidelines that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.**

Parent Signature _____ Date _____

Parent Printed Name _____

Parent Email _____

Parent Email _____

Student Signature _____ Room # _____

HOLY FAMILY GRADE SCHOOL

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USE OF STUDENT IMAGE PERMISSION

Signed form due to Principal's Office by August 27, 2025

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Holy Family School. I realize that the photo or video may possibly be published in the Diocesan and local newspaper, the Holy Family website, the Holy Family Facebook page, the Holy Family twitter feed, in advertisements for Holy Family School, on television or other publications. I realize that all photos and videos will only be used in strict adherence to the *Social Media Policy of the Diocese of Fort Wayne-South Bend* (January, 2020).

Yes, my signature below allows permission for the use of student images.

No, I do not wish for my child to be photographed.

Parent/Guardian Signature: _____ Date: _____

Student Grade _____ Homeroom Teacher _____

**A separate permission slip is REQUIRED for each child in a family.