

Holy Family Catholic School

Family/Student Handbook



Holy Family Catholic School

2400 South Franklin Street

Decatur, Illinois 62521

217.423.7049

hfcschool.org



Holy Family Catholic School inspires young minds to grow in their Catholic Faith and to live the message of the Gospel through education, life experiences and service to others.

Enriching Souls. Enlightening Minds.

Dear Holy Family Catholic School Families,

This handbook contains pertinent school information for the 2025-2026 school year. The pastor, principal, staff, and school board have worked in a collaborative manner on the contents and support all information found within this document. In addition, all policies contained in the handbook follow those established by the Diocese of Springfield. Updates will be provided as needed throughout the year to ensure compliance with all regulations of the Diocese as required to reflect those revisions.

We strive to provide an environment which will enable students to attain a mature understanding of Catholic doctrine, realize Christian values, promote social justice, and actively participate in a faith-filled life. We recognize the individuality and abilities of students and provide opportunities for the whole-child and developmental growth by providing a curriculum where academic excellence can be achieved by all. Adherence to the policies stated will result in the achievement of these objectives and benefit of all stakeholders.

We sincerely appreciate your family's decision to choose Holy Family Catholic School to provide the educational foundation for your child. We will work together in partnership to ensure that our students achieve the highest levels both personally and academically. We will look forward to serving you and your family! We know the year ahead will be full of experiences that will enrich the lives of everyone at Holy Family Catholic School. Thank you for your willingness to be active, involved and dedicated to doing what is best for our students, staff, families and parish.

God Bless,

Father Bruce Scott
Father Charles Delano
Mr. Bryan Kenney
Mr. Nick Blackburn

Administration Contacts:

Father Mark Tracy, Pastor
Mr. Bryan Kenney, Principal
Mr. Nick Blackburn, Assistant Principal
Ms. Roddis, Secretary

School Advisory Board

President – Melissa Staples
Vice President – Jim Matusin
Secretary – Laura Evans
Matt Beck, Erin Hargrove, Becky McCoy, Michelle Peitz, Kelli Runyon and Melissa Staples

Father Bruce Scott
Father Charles Delano
Mr. Bryan Kenney
Mr. Nick Blackburn

Parent Teacher Group (PTG)

Co-Chairs – Akie Ferguson and Becky McCoy

Holy Family Catholic School Student and Family Handbook

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MISSION & EDUCATIONAL PHILOSOPHY

Mission Statement :

To partner with parents in their primary role of Catholic Formation and Education of their children through worship, faith formation, family oriented environment and discipleship/stewardship.

Vision Statement:

To lead students, staff, and families to a life-long relationship with Jesus Christ in His Church.

Values Statement:

Worship

- We worship the Holy Trinity as revealed by Jesus and professed in the Nicene Creed.
- We believe the Eucharist is the source and summit of our faith, so our families are expected to attend Sunday Mass weekly, and students attend daily Mass every week at school.
- We believe in the power of the other six Sacraments to strengthen our faith in Christ.
- We believe in the power of prayer as community and nourish students to grow in their own prayer life.

Catholic Formation

- We believe that Scripture and Tradition form the deposit of faith that Jesus has given us to pass onto our students.
- We believe in academic excellence that shapes students for building up the Kingdom of God.
- We believe in a Catholic culture of virtues that shapes the whole person – body, soul, and mind.

Family Oriented Environment

- We believe in promoting a Catholic-Christian environment where the human dignity of each person is respected and promoted.
- We believe that discipline fosters self-discipline so that students accept responsibility for their choices.
- We believe in a family environment where parents are involved in living out the vision and mission of our school at home and within the school by volunteering.

Discipleship and Stewardship

- We believe our formation, academic and non-academic, is aimed at forming disciples of Jesus Christ in His Church.
- We believe in empowering students to discover and use their unique gifts for God's glory.
- We believe in actively serving our parish and broader community through service projects.

Philosophy, Objectives, and Purpose of Program

Philosophy of Holy Family Catholic School

WE BELIEVE that Catholic Education has been entrusted to us by Jesus Himself. This education ministry seeks to communicate religious truths and gospel values, provide for a vital experience of faith within a Christian community, and inspire apostolic action.

WE BELIEVE Holy Family Catholic School is a community of faith where parents, the primary educators of children, work together with teachers in a spirit of mutual respect and commitment. We strive together to help the child integrate Catholic truths and values with all of life.

WE BELIEVE that the specific commitment of the Catholic school to the student is the Christian development of the whole person. Therefore, the child's total religious, moral, intellectual, physical, emotional, and social potential is accepted, developed, and strengthened. We strive to provide a school environment of caring, loving, sharing, trusting, and mutual respect between teachers, parents and students. Within this environment each child is encouraged to recognize and develop his/her individual abilities.

WE BELIEVE discipline that leads to self-discipline is an essential part of the Christian environment. Each child is encouraged to accept responsibility for his/her choices. Religious truths, Christian values, and service projects direct these choices.

WE BELIEVE that Holy Family's educational programs are in accordance with diocesan policies and state regulations. The instruction is authentic in doctrine and contemporary in presentation.

WE BELIEVE that Holy Family Catholic School educates through faith and life experiences in addition to academic programs. Catholic teachings will be imparted to all students. All students are expected to actively participate in and contribute to the Catholic mission, culture, and identity of the school and to take part in faith formation and service events. We strive to prepare the child to be a vital member of a changing world and to participate actively in the local and parish community. We challenge each child to live a life of prayer, personal responsibility, and freedom reflective of gospel values.

Objectives for Holy Family Catholic School:

There is a fourfold dimension to the educational ministry of the Catholic School: message, community and service. In meeting the educational needs of the students, we strive to:

Message:

Recognize the individuality and abilities of students and provide opportunities for their total growth and well-being.

Develop a love and understanding of the liturgy by enabling students to take an active part.

Provide an environment which will enable students to attain a mature understanding of Catholic doctrine, realize Christian values, promote social justice, and actively participate in their faith-life.
Instill a knowledge and love of God as he reveals Himself through His word, His sacraments, and His Church.

Provide various prayer experiences for the faculty and students to deepen their faith.

Provide a curriculum whereby students can achieve academic excellence.

Community

Create an atmosphere whereby students experience community and learn to build community in all areas of life.

Instill self-discipline which will promote mutual respect and acceptance of self and others.

Service

Involve the students in a variety of service projects within the school, parish, local and global communities whereby they share the gifts of their time, talent, treasure, and their love with others.

Worship

Promote reverent celebration proclaiming the Word of God and an ever deepening understanding of its place in the liturgy.

Celebrate the Eucharist and proclaim the gospel—in worship through our love of God and for each other.

Promote a liturgical catechesis proclaiming and developing both a personal and a communal relationship with Jesus Christ the Lord that is animated by a living faith.

ADMISSION & ATTENDANCE POLICIES

Non-discrimination Policy

“Holy Family Catholic School admits students of any race, creed, gender, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Holy Family Catholic School does not discriminate on the basis of race, creed, gender, and national and ethnic origin in administration of its educational policies, admission policies, scholarships, loan programs and athletic and school administration programs.

Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS35/”

Holy Family Catholic School does not discriminate against immigrant students lacking legal documentation/status via Pylar vs Doe. Any conflicts or disputes on interpretation of this policy will be resolved by the Pastor and/or Principals.

Admissions

New families moving into the parish must register with the pastor before enrolling their children in Holy Family Catholic School. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholic children living with parents or guardians within the boundaries of Holy Family Parish. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

Holy Family follows the guidelines of the Illinois State Board of Education (ISBE) for admission to school.

Admission age requirements as set by the ISBE are as follows. A child must be:

3 years old by September 1st to enter 3 Yr. Pre-kindergarten

4 years old by September 1st to enter 4 Yr. Pre-kindergarten

5 years old by September 1st to enter Kindergarten

All other requirements must also be met. *Birth certificates, baptismal certificates, physical and immunization records are required for all new students when submitting admissions application. Students will not be admitted until all these documents are on file.*

Holy Family School complies with the State of Illinois and the Department of Public Health in requiring proof by Oct. 15 of a physical examination, dental exam, eye exam and immunization record for each pupil upon entering kindergarten and sixth grade or into any grade if a student has not previously been examined as required by the State Code of Illinois. Students who transfer to Holy Family Catholic School should have their academic and health records forwarded from their previous schools. New students who have had a physical examination and dental examination in compliance with the State of Illinois will not be required to have another examination if Holy Family Catholic School receives the health records from the school previously attended by the student. By May 15, students in second grade must provide proof of a dental exam.

Children enrolled in PK3 and PK4 must be toilet trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups isn't considered being toilet trained. Students that are not toilet trained will be unable to remain in our preschool classes. We realize that toilet trained students may infrequently have an accident. In these instances, staff will help the child to change clothes while encouraging as much independence as possible.

Admission of Students with Special Educational Needs

Students with special educational needs may be admitted to Holy Family Catholic School as long as adequate adjustments in the educational setting can be provided to meet the educational needs of the student. The decisions for admission of a student will be made on a case-by-case basis. Parents/guardians MUST disclose special educational needs and if a student has an Individualized Education Plan (IEP), documentation must be provided to the principal prior to an admission or enrollment decision to ensure the program is able to meet the needs of the student/family. Failure to make this disclosure may result in termination of admission.

Holy Family Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

Registration/Enrollment - Currently Enrolled Students

Currently enrolled students will use an abbreviated registration form and pay a non-refundable, non-deductible registration fee to secure their enrollment and place on the class list for the next year.

Priority of Enrollment for New Students

The priority of enrollment for new students who have been accepted for admission as per the above shall be based on the following categories in numerical order:

1. Children of active parishioner families with children already enrolled in Holy Family Catholic School.
2. Children of active parishioner families.
3. Children of non-parishioner families with students already enrolled in Holy Family Catholic School.
4. Transfer students from other Catholic schools.
5. Transfer students from public schools whose families are parishioners of other parishes.
6. Transfer students from public schools whose families are non-Catholic.

These priority categories are for new students only. All students currently enrolled have first priority. For example, when a class size reaches the maximum, a currently enrolled non-Catholic student will not be dismissed to admit a Catholic student.

Registration/Enrollment – New and Transfer Students

Specific registration periods will be established by the principal, and the dates for such periods will be publicly announced. All prospective students for preschool through eighth grade must fill out an application for admission. The application for admission must be obtained by the parents from the principal at the school office. After completion of the application for admission, the prospective student and the parents/guardians

will meet with the principal to discuss each student's individual needs and screen for proper grade placement. If in the opinion of the pastor and/or principal, the applicant's character, personality, emotional stability, or scholastic record indicates that the applicant should require special training or counseling not currently available, the application for admission could be denied.

Once a student has been accepted for admission, his/her enrollment will be prioritized based on the categories below.

A student is not considered as enrolled until the application and non-refundable registration fee is received. Parents and students agree to cooperate with and follow all policies and procedures of Holy Family Catholic School as a condition for enrollment and continued attendance.

New Students who enter are Required to Begin with a Probationary Period

New students will be evaluated by the principal and/or pastor at 3 weeks, 6 weeks and 9 weeks. This probationary period provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with Holy Family's standards. In the event that a student does not demonstrate satisfactory academic commitment and responsible behavior during this probationary time, the student may be required to withdraw from the school.

Waiting List

For the purposes of the waiting list, all applications for admission received during a registration period will be considered to have been received on the same day. If a class reaches the enrollment limit, a waiting list shall be established with all future completed admission applications based on the date of receipt, by the principal. If more than one application for admission is received on the same day, the priority for those students for that day will be based on the categories above. A new waiting list will be established each year at the time of registration for the subsequent school year and will remain open until the end of the school year for which it was established. A waiting list will terminate at the end of the school year for which it was established. All students who are on a waiting list which has or will terminate must reapply for admission for the next school year as per this policy.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

Attendance

Students are required to be in attendance daily during the school year. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

Since even an occasional absence impacts the student's progress, parents/families are asked to cooperate in keeping absences at a minimum. There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a

military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal. Pursuant to Illinois House Bill 5488 any public middle or high school student will be permitted at least one "day-long excused absence from school to engage in a civic event." A "civic event" is defined by an "event sponsored by a non-profit organization or government entity that is open to the public," and can include "an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization."

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to send a message via Teacher Ease or call the school at **217-423-7049** before **8:30 am** to explain the reason for the absence. **Please do not allow students to make these calls.** If a call has not been made to the school by **9:00 am** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

No student may be excused from school during school hours without the permission of the principal. If possible, parents/families are asked to schedule vacations and other long trips during the summer months. Parents/families must notify the principal of any such trips that occur during the school year. In such cases, students and parents/families must take responsibility for a student's work during their absence.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. When the student returns to school, the missed work will be given to the student to complete at home. One day's grace will be given for each day's absence for class work/homework. Students in grades 6-8 should check Google Classroom for missed assignments.

Students who are unexcused from school will not be allowed to make up missed work.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Any student who has been absent for more than 30 days in one school year is liable for retention. When a student has been absent for 10 unexcused days, a conference will be held with the principal, parent/family, and student to determine the reason for unexcused absences. A plan for regular daily attendance will be created and will include school counseling and community resources.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, and cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACADEMICS & RECORDS

Books

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage. Textbook updates occur as part of a 7-year plan. This allows for a curriculum and textbook update in a core area each year.

Flagging Records of Missing Children

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Catholic Instruction

Holy Family Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Holy Family Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Curriculum

It is the goal of Holy Family Catholic School to live out our mission and philosophy by providing the best possible Catholic education. Our priority is to teach and uphold the basic tenets, doctrine, and beliefs of the Roman Catholic faith while providing a well-rounded academic curriculum to meet the academic needs and abilities of every student. Curriculum standards are available for review in a binder in the office and on our website.

The Pledge is recited daily. All subject areas are taught in English. Students receive daily instruction in religion, math, reading or literature, writing, spelling, vocabulary, English/grammar, science, social studies (K-5), history (6-8), and Spanish (K-5). Students receive weekly instruction in music (Grades K – 5), band (for grades 4-8), art, physical education, health and computer. Our diocesan- approved technology plan for integrating computer education into the curriculum is available in the school office. Internet access is available for limited student use at the discretion of each teacher provided parents and students have signed the Acceptable Use Policy Agreement. Students entering 6th grade receive a Chrome book provided by the school to be used as an educational tool and resource in grades 6-8. Junior high science and history classes use both hard copy and digital texts.

Daily Schedule

7:00 am Extended care program begins, 7:40 am Students enter via the parish center doors to wait
7:45 am PreK3 and 4-year-old students may enter through parish center doors or main door
7:55 am First bell rings 8:00 am Tardy bell rings/classes begin, 11:10-12:30 Lunch and recess
3:00 pm Dismissal, 3:00-5:00 pm Extended care program

Field Trips

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Plans must be endorsed by the school principal. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

Parents/families that drive for field trips must give evidence of proper insurance coverage, must have seatbelts to accommodate each child and must have completed the online CMG safe environment training and have a completed background check **prior** to participation. Parents/guardians must also have proper child restraint seats for children under 40 pounds. Parents are permitted to attend a field trip as a driver or chaperone at the invitation of the teacher planning the trip. A list of drivers/chaperones will be submitted to the office prior to all field trips so that compliance with completion of the CMG online safe environment training and background checks may be verified. **Parents may not “drop in” on a field trip because during the trip, the teacher will be unable to confirm that a background check and the CMG online safe environment training have been completed.**

The permission slip for field trips is sent in the compliance form packet at the beginning of the school year. This form is to be completed, signed by a parent or guardian, and returned to the office. This form is filed in the office and is used for all field trips during the current school year. A sample of the permission document may be found at the end of this handbook.

In the event of any type of accident, the principal will be notified immediately, and appropriate action will be taken by the principal or the principal designee to notify parents/guardians.

Grading, Promotion, and Retention

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Grading Scale

100	A+	89	B+	79	C+	69	D+	59 F
99-92	A	88-82	B	78-72	C	68-62	D	
91-90	A-	81-80	B-	71-70	C-	61-60	D-	

Students must have passing grades in three of the four quarters to pass a given course. Failing grades for two quarters of the same major course constitutes failing half of the year's work and requires tutoring and documentation of improvement in that subject area before a student can advance to the next grade. (It is important to note that students do not receive failing grades based on low ability. They are most frequently the result of lack of effort or a considerable amount of late or missing work.) Students receiving a “D” in three or more subject areas will be strongly encouraged to have a tutor during the summer months.

Students must pass more than half of the courses for the year to advance to the next level. Those who do not have passing grades for two courses can often gather the missing skills for the next level with support. When a student fails a major course, a conference is held with the student, parent/family, teacher and principal to determine a remediation plan of instruction. A student may or may not advance to the next grade based on an evaluation of progress at the end of the summer.

Retention & Promotion of Students

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Any student who has been absent for more than 30 days in one school year is liable for retention in the same grade the following year.

A student who has not yet reached the maturity level needed to do the schoolwork required for a given grade level may be recommended for retention. Parents have the option of placing their child in the next grade if they disagree with the recommendation. However, the child will be *transferred*, not *promoted*, and may struggle in the following grade. When a student in Grades K-5 is transferred over the advice of the professional staff, parents must sign a statement acknowledging that the transfer occurred against the advice of the professional staff. If a child is recommended for retention for a second time, in a different grade, after the parents have insisted on a higher placement, the decision will rest with the principal.

A student in grade 6 or 7 who receives an F average in one or more major subjects will be retained at the same grade level for the following year. Parents will be notified by the principal when there is danger of failure so that remediation can be pursued, which could include tutoring and/or summer school. If a student fails one or more major subjects despite the warning and recommendations for remediation, the student will be retained in the same grade for the following year. Students will not be socially promoted.

Graduation Requirements

Eighth graders who fail two quarters of a major subject or receive three or more "D's" in a major subject must complete additional work during the summer before a certificate of completion can be given. Eighth graders must complete U.S. History with a passing grade and pass the United States Constitution Test and The Illinois Constitution Test to receive a diploma. The student(s) may participate in the graduation exercises with the class at the close of the year but will not receive a diploma until a passing report for summer work is presented. If an eighth grader does not receive passing marks in more than two subject areas, this means that he/she may not be advanced for high school placement.

MAJOR SUBJECTS INCLUDE: Religion, English, Spelling, Reading, Math, Science, and Social Studies.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

One of the means of feedback between the school and the parent/guardian is through homework. It provides the parents/families with an opportunity to follow what and how your students are doing in school. Your cooperation in supervising homework is a vital element in the learning process of the student. Homework may be checked online through the planner and calendar posted on Teacher Ease.

Homework assignments are the responsibility of the student and must be completed on the day they are due or the date expected. If a student routinely finds it necessary to spend unreasonable amounts of time on homework, the issue should be explored further for possible reasons. Please contact the teacher to discuss. **We are here to help!**

Grade K, 1	15 minutes
Grade 2, 3	20 minutes
Grade 4, 5	30 minutes
Grade 6, 7, 8	60 minutes

When a student has missed class, it is his/her responsibility to see the teacher of those classes missed about work which must be completed. If a friend, brother, or sister is going to ask for homework for someone who is absent, he/she is to see the homeroom teacher early in the morning so that there will be time to gather assignments and have the work ready at dismissal time.

Parents/guardians calling in to pick up homework for an absent student should likewise do so early in the morning so that the work can be ready. Missed work may be picked up after school on the second day of an absence. Students in grades 6-8 should check Google Classroom for assignments. Missed work due to vacation absence will be given to the student upon return from the trip.

Parents/Guardians of Junior High Students...

As parents/guardians of junior high students, please make a daily habit of checking your student's academic progress through the Teacher Ease grade book. A great start to the school year begins with an encouraging conversation between you and your son/daughter highlighting the responsibilities that come with his/her junior high status. You are encouraged to contact your son/daughter's teacher with any questions or concerns you have at any time. Teacher Ease is available to all faculty and parents/guardians and is our most efficient method of communication at Holy Family Catholic School. In addition to Teacher Ease, phone calls, emails and conferences can be scheduled outside of the academic periods. When there is an issue, concern, or a problem...that is the time to make contact! If there is a legitimate reason why students cannot complete assignments, parents/families are asked to contact the teacher regarding the situation. Phone calls may not be made for forgotten homework.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges **[\$.35]** per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. **[adapt if needed]**

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW

Flagging Records of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If your child is not to be taken from the school by a non-custodial parent or other relatives according to stipulation in a divorce decree, the school must be provided a copy of the portion of the divorce decree stating this. Custodial parents should always take time at the beginning of the school year to inform the principal and teachers of this circumstance. This will allow school representatives to support the court order and be aware of any situation to better support the needs of the family. The highest level of respect and confidentiality will always be maintained.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Standardized Testing

Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the following: MAPS Testing.

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;

5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Students with Disabilities

Holy Family Catholic School teachers apply differentiated instruction strategies for all students. Students whose assessment scores indicate the need for additional intervention may receive support from the Reading Bus program. Students with an IEP receive services provided by Decatur Public School #61 Special Education, Title I and Title II.

A Student who has a Service Plan or a 504 plan will receive the testing accommodations in accordance with his/her individual plan.

Student Service Requirements

Service/Jr. High Student hours

Student in grades 6-8 are required to complete 5 service hours per semester each year. Students will have 1 discipleship day per semester.

BUILDING OPERATIONS

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Appointments, Arrival Procedures, Dismissal, and Parking Instructions

Appointments

The office is to be notified prior to an appointment. Parents should make every effort to schedule medical or other appointments for after school hours. Students are to be picked up in the school office. **Appointments on Thursday afternoon during the school Mass time are strongly discouraged.** When a child leaves or returns to school, it is necessary that the parent or designated person log out and/or log in the student on the early dismissal/return form in the office.

Arrival Procedures

Students may arrive at school for before care beginning at 7:00 AM and are to report to the Parish Center where staff will be on duty. There is no registration fee for Before/After School Care. At 7:40 AM, all students are allowed to enter the building through the Parish Center door and be seated. When the bell rings at 7:55 AM, students will be dismissed to classrooms.

The bell rings at 7:55 a.m. to start our school day. A student will be marked tardy if he/she arrives after 8:00 AM. Students who are tardy must report to the office and check-in before going to their classroom.

Parking Lot Safety Rules

These rules are in place to ensure the safety of all of our students and their parents. Please abide by these rules at all times and alert anyone dropping off or picking up your children of the protocol in the parking lot.

Morning

- Refer to the **Vehicle Morning Entrance Procedure Map** at the end of this section.
- If you are dropping off your child through the Drop-off Line, follow the YELLOW arrows. Do not pull out and around the cars in front of you.
- If you are parking your car to attend Mass or to walk your child into school, follow the WHITE arrows into the parking zone. When you return to your car, exit to the WEST (towards the Church) and follow the WHITE arrows to leave the parking lot.
- From 7 to 7:55 a.m., all students, Pre-K through Grade 8, will enter through the Parish Center doors in the Drop off Zone.
- Parents walking their children into school should use the Main School Entrance.
- From 7:55 to 8 a.m., PK-8 students will enter through the main school entrance.
- **Important:** As you exit, please be aware of the traffic in the lot. When you park your car to come into the building, always turn the engine off and take your keys with you. NEVER leave ANY child unattended in a parked car in our parking lot for any reason.

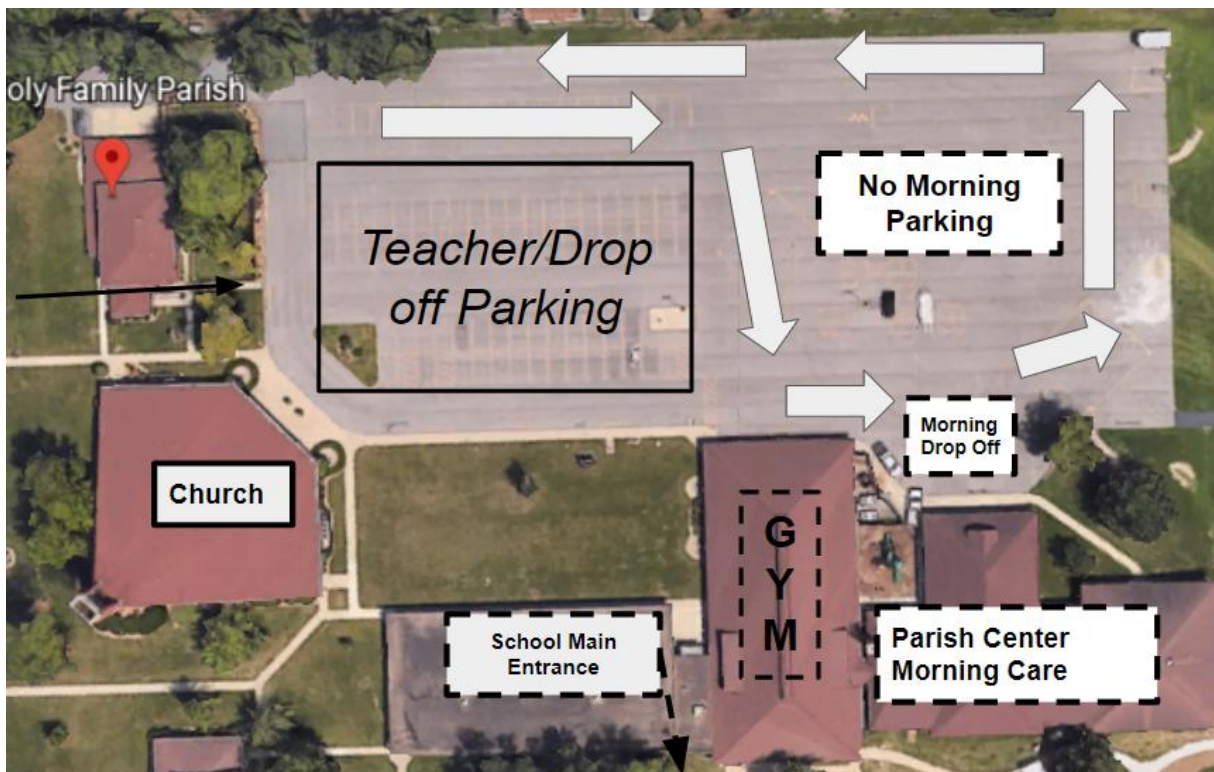
Dismissal

1. Only cars are to park in the first row of parking.
2. Trucks, vans, SUVs, etc., are to park in the second and third rows.
3. All drivers are to wait until a teacher directs them to leave.
4. All are to maintain caution while in our lot; this includes observing a safe speed and watching for our children in front, behind, and to the sides of their vehicle. **Please, no use of cell phones...it is illegal to use cell phones in a school zone.**
5. **Kindergarten** parents/guardians are to park and walk up to the door by the playground between the kitchen and the Parish Center to meet their children and escort them to their cars. **PreK3 full-day and PreK4 full-day** parents/guardians are to park and walk up to the Holy Family electronic sign board in front of the school to meet their children and escort them to their cars.
6. If parents/guardians are late arriving on the lot and dismissal of the students has begun, those parents must park in the fourth row, even if there are available spaces closer to the school.
7. If you must come into the school building, please park to the rear of the lot. Do not park in the first three rows.
8. If your child is not in your car by the time the patrols dismiss your line, you still must follow the exiting row of cars in the flow of traffic and park in the last row to wait for the lot to clear and for your child to find your car in the fourth row.

Thank you for making the safety of our children your first priority!

Holy Family Catholic School
Vehicle Morning Entrance Procedure Map

- If you are dropping off your child through the Drop-off Line, follow the YELLOW arrows
- If you are stopping your car to attend Mass or to walk your child into school, follow the WHITE arrows into the parking zone. When you return to your car, exit to the WEST and follow the WHITE arrows to leave the parking lot.
- From 7 to 7:55 a.m., all students will enter through the parish center doors in the Drop Off Zone.
- From 7:55 to 8 a.m., students will enter through the main school entrance. Preschool students will enter through exterior classroom doors.



Asbestos Abatement Plan

Holy Family Catholic School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy

Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Holy Family Catholic School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

Access to and Security of the School Building

On all school days provided by the academic calendar, the Holy Family Catholic School building shall be available for authorized access by parents and authorized visitors from 7:40 am until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot.

Access to and Security of the School Grounds

On all school days provided by the academic calendar, Holy Family Catholic School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from until 7:40 am thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45 am until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

Parishioners on School Grounds during School Hours

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Calls

Students may not be called from classes to the phone unless it is an emergency. Please call the office and staff will deliver a message. Parents/families are asked to leave forgotten lunches, etc. with the school secretary who will see that these are delivered to teachers and/or students. Students are not permitted to use their cell phone or the school phone without permission. Please do not try to message or call your student on the cell phone during the school day.

Compliance Forms

Back to school information and compliance forms are sent to all families. These important documents include: the Family School Agreement, Emergency contact information, Acceptance of Student Handbook, Statement of Indemnity, Parent Permission and Authorization, Personal Safety Notification and photo/video/text waiver. All of these documents must be completed and returned by the first day of school.

Confidentiality

Staff members are only permitted to discuss information about a student with the student's parent/guardian. **Please do not ask a staff member to comment about other students.**

Emergency School Closings

Holy Family Catholic School along with the other Catholic schools in Decatur, will observe the same weather-related closings as St. Teresa High School. Emergency school information will be broadcast on WAND, WSOY, WXFM, and WEJT and posted on Teacher Ease and via Teacher Ease email and text message. There will also be a Face Book post as soon as the decision has been made to close due to weather or another emergency. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically cancelled.

Invitations and Gifts

Invitations may not be passed out at school unless the entire class (or all boys or all girls) are invited to the party. Remember, we want others treated as we would wish to be treated! Please honor and respect this request. The office is unable to release addresses and phone numbers of students and families.

Unauthorized Items

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

DISCIPLINE & CONDUCT

Respect for Dignity of All

Parents, students, faculty, and staff make up the school community and are always representatives of Holy Family Catholic School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Holy Family Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Building Conduct

The following actions and attitudes should characterize everyone studying at Holy Family Catholic School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.

- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

Prohibited Student Conduct

Enrollment at Holy Family Catholic School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The

prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be

considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or

5. During periods of remote learning.

Disciplinary Measures

Holy Family Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Holy Family Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Suspension

A student in the Catholic school may be suspended per the disciplinary code. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent contact shall be kept on file.

Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the

problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word “misconduct” are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Bullying, Intimidation, and Harassment

Because Holy Catholic School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information,

even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Bullying, Intimidation, and Harassment

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

Holy Family Catholic School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student’s parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. **The pastor’s decision will be binding and final on all concerned.**

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; ; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Lunch and Cafeteria Rules

Students are to bring their own sack lunches or purchase a lunch at school. Milk is included with the student hot lunch. Additional milk may be purchased. **Delivery of lunches from restaurants and delivery services is strongly discouraged. If a family member will be joining a student in the cafeteria for lunch, please call to notify the school office on the day of your arrival. If bringing an outside lunch, please provide it only for your child/children unless you have spoken with the classroom teacher in advance and plan to provide lunch for the entire class.**

Students may not share food with others due to possible allergens.

Students are not allowed to leave the school grounds during lunch without the permission of the principal. Students are to be signed out in the school office if they leave the premises at any time throughout the school day and must sign in on their return.

The cafeteria will be calm and orderly. Students will be seated during lunch. Prior to dismissal from the cafeteria, students will remove trays or lunchboxes and all trash from the table.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance

The dress code for Holy Family Catholic School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Holy Family Catholic School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Uniform Dress Code

Students are expected to be in complete uniform every day. The Uniform Policy is posted on the school website and can be found on the last page of the handbook.

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting (tight or baggy), showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Tennis shoes must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses during field trips and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Athletic Programs

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

Basketball will be offered for boys and girls in grades 5, 6, 7, and 8. Students in grade 4 will be taught basketball skills. They do not play as a member of a team. Volleyball is offered for girls in grades 5-8. Registration dates will be announced before the beginning of each of the sports programs. Students must register on these dates. All students participating in sports must give evidence of insurance coverage and physical examination. All students must maintain IESA levels of academic excellence in order to participate in sports. Once a student commits to a particular sports program, the student is expected to stay with the team until the season is completed.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Eligibility for most athletics is also governed by the rules of the Illinois High School Association or Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA or IESA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. Students are to meet all academic and disciplinary requirements to maintain eligibility for all extra-curricular school sponsored activities as determined by the Illinois Elementary School Association (IESA), Holy Family Catholic School and the Decatur Catholic Schools Co-Op.

Holy Family Catholic School will abide by the Decatur Catholic Athletics Eligibility policy as stated in the Decatur Catholic Athletics Handbook developed in cooperation with representatives from each Catholic elementary school on the Decatur Catholic Athletics Board. Eligibility reports are printed every Monday beginning 2 weeks after the start of a new quarter.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Violating the Code of Conduct

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

First Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Clubs

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the host school or invited schools may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school’s return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school’s interscholastic athletic participation.

The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

FINANCIAL MATTERS

Tuition

The tuition reflects the new 2-rate-tuition structure per our new Family Agreement. The base rate is not the full cost of education. The 3 criteria for practicing parishioner rate are attending Mass at least 51% in your home parish, children baptized in the Catholic faith, and parish/school engagement. The gap between the base rate and practicing parishioner rate will eventually over the next few years go up to \$1,500. Each year in May, your family will receive your tuition rate based on the 3 criteria above.

Tuition for 2024-2025:

K-8 Base rate		Volunteer hours not completed
One child	\$4,400	\$4,900
Two children	\$6,800	\$7,300
Three children	\$8,700	\$9,200
Four children	\$8,700	\$9,200

Tuition for 2024-2025:

K-8 Practicing Parishioner Rate		Volunteer hours not completed
One child	\$3,200	\$3,700
Two children	\$5,700	\$6,700
Three children	\$7,600	\$8,100
Four children	\$7,600	\$8,100

Pre-School

3 and 4-year-old 1/2 day \$2,925

3 and 4 year All Day \$5,730

The payment policies for all tuition are as follows:

1. Tuition may be paid in the following ways:
 - a. If paid through the FACTS tuition plan:

Ten equal payments commencing on July 1 through April 1.

FACTS is an electronic withdrawal from a checking or savings account.

More information is available through the parish office.
 - b. If paid semi-annually: Equal payments are due on July 1, and December 1, are paid directly to the school.
 - c. If paid annually: Direct payments to the school are due in full on July 1.
2. Quarterly report cards and official transfer records will be withheld until all past due tuition late charges and fees are paid in full.

Book/Computer Fee

The book/computer fee is used to cover the cost of workbooks, textbooks, digital texts, apps, art supplies, supplementary materials, computer supplies and testing program.

Per Child (K-8)	\$ 350
PreK3	\$ 100
PreK4	\$ 100

Registration Fee ---\$50 per family

PTG Family Fee---- \$40 per family (Please issue a separate check made payable to Holy Family PTG)

Late Enrollment

\$350.00 Book/Computer Fee

Aug	100%	Jan 1-31	65%
Sep 1-30	100%	Feb 1-28	50%
Oct 1-31	90%	Mar 1-31	40%
Nov 1-30	85%	Apr 1-30	30%

Dec 1-31	75%	May 1-31	25%
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Withdrawal Refund*

% of Tuition Only

Until Aug 31	90%	Jan 1-31	35%
Sep 1-30	80%	Feb 1-28	25%
Oct 1-31	70%	Mar 1-31	15%
Nov 1-30	60%	Apr 1-30	5%
Dec 1-31	50%	May 1-31	0%

*Percentage of refund if full tuition paid up. If not fully paid, deduct amount calculated from total annual tuition. Subtract this amount from tuition paid to date to determine refund. No refund of book fee.

Extended Care

When school is in session, before school care is available beginning at 7:00 a.m. in the Parish Center. **Students who arrive at school prior to 7:40 a.m. will be charged for before care.**

After school care is available daily on full days of school and 2:00 pm dismissal days but is not provided on the days students are dismissed early (11:00 am). Extended care officially ends at 5:00 PM. Staff will be on site cleaning and closing until 5:15 PM. Please realize this period is a grace period and not part of the program, and use it respectfully. All students must be picked up and out of the building no later than 5:15 PM. Being on time is crucial, and penalties could result from late pickups. Please refer to the extended care document for additional information and rules.

Students are not allowed on their cell phones in morning or after care.

Extended Care Daily Rates

7:00 a.m.-7:20 a.m.	3:00-4:00	3:00-5:00
\$6 per family per day	1 Child-\$5	1 Child-\$11
7:21 a.m.-7:40 a.m.	2 Children \$7	2 Children \$15
\$3.50 per family per day	Family \$9	Family \$19

The fees for extended care, lunch and milk are evaluated annually. Incurred charges may be paid by sending cash or check to the school office or paying online. The front of the envelope should include the student(s)

names and the charges being paid. Extended care and lunch/milk charges must be kept current. A late fee will be charged for accounts that are 30 days past due.

Financial Assistance

If you have been an active member of Holy Family Parish for at least one year, you may be eligible for financial consideration. Those families who wish to be considered for financial aid may request a financial aid form from the Pastor. This form must be returned to the Pastor by the announced deadline each year. Financial consideration forms must be completed each year. If there is a financial difficulty, please contact the Pastor. All information shared is kept confidential.

HEALTH & SAFETY

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Holy Family Catholic School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselor is available to those students who require additional assistance.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Head Lice and Nits

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office or nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Illness

Students who become ill at school must be picked up as soon as possible after the school notifies the parent or emergency contact person. Students who are sent to school too early after being ill will be sent back home. It is the parents'/guardians' responsibility to keep children home when they are ill.

These are the symptoms that should tell you to keep your child at home (depending upon the severity and frequency, your family physician should be consulted): temperature/fever, sore throat, nausea/vomiting, swollen glands, skin rash/lesion, chills/headache, acute cold/earache, dizziness/fainting, diarrhea, excessive sneezing/coughing, severe pain, watery discharge from nostrils or eyes.

If the principal, school secretary, or nurse decides a student is not well enough to remain in school, the parent/guardian will be contacted and will be expected to make immediate arrangements to have the student picked up from school.

When a child is sent home with a fever, vomiting, or diarrhea, he or she may not return to school the following day. Students may return on the third day if they have been fever-free without a fever reducer (Tylenol, Ibuprofen, etc.) for 24 hours.

Injuries

If injury occurs, we will use ice, soap and water to clean any wound and inform the parent/family if the student needs further treatment or needs to be sent home. Injuries will be reported to the parent or guardian immediately for determination of response and action.

All reported injuries will be documented by the school office.

School personnel will use rubber gloves when treating nose bleeds or cuts.

School personnel will follow proper procedures as related to Blood-borne pathogens.

Immunization and Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any

prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school maintains the following undesignated prescription medications for emergency use: (1) Epinephrine injectors; and (2) Opioid antagonists. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

Non-Prescription Medication

It is only due to extraordinary circumstances that exception to the following policy will be made. If a student requires non-prescription medication for a specified time period, a doctor's written instruction or request will be necessary to justify allowing the school office to dispense the non-prescription medicine.

Except in the above-mentioned circumstances, non-prescription medication **will not** be dispensed in our school. The non-prescription medication includes aspirin, Tylenol, antacid, cough drops, antihistamine, and other medication. Parents of children with a persistent cough are advised to consult with their physician for an appropriate medication treatment which can be given before or after school.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Personal Safety Notification

Students will be participating in the Springfield Diocese Safe Environment Virtus Program concerning bullying and sexual abuse. To find out more about these programs, go to www.virtus.org. Parents receive this information and an opt- in/out sheet as part of the Parent and Student Annual Compliance forms in the family folders. In accordance with Federal and State requirements, our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act in health class during their eighth-grade year.

Pregnancy

Holy Family Catholic School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life and equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to a student facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/parenting in a sensitive and faith-filled manner on an individual basis. A conference will be held with the student, parents, principal, and pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. Crisis Management plans have been developed for the school. Messages would be sent via Teacher Ease text and email and on Face Book in the event of a crisis. Plans have been developed with community resources and trained professionals to ensure the safety of our students and staff.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any

metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

Wellness Policy

Holy Family Catholic School follows the Student Wellness Policy of the Diocese of Springfield in Illinois. A copy of the policy may be requested from the school office.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies .

Acceptable Use of the School's Electronic Networks

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

Use of Email - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such

messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Student Use of Cell Phones and Other Electronic Devices [recommended; adapt the following as needed]

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®,

iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for PreK-8 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

Unauthorized Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a

teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

PARENT COMMUNICATIONS & INFORMATION

Change of Address and Communication Records for the School

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. A special file is kept in the school office which includes the names of persons to notify in case of emergency if parents cannot be reached. We must have parents'/guardians' phone numbers at work or the numbers of relatives or friends who will be available and responsible for children who become ill during the school day. This information should be updated throughout the year. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

Communications

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using Teacher Ease email and learning management system, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor.

The administration will also keep parents informed of school news through our "Knightly" newsletter that is emailed on Friday and in the Church bulletin during the school year. The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with the youngest child in the family upon request.

At Holy Family Catholic School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

Parent Organizations

All parents/guardians are members of our Parent Teacher Group (PTG). Stewardship is sharing our time, talent, and treasure with others. Stewardship is an important value to pass on to our children. Stewardship also helps us provide activities for our students that we otherwise could not support.

Parent Service Requirement

"It is the policy of Holy Family School to reward families who complete the required 25 hours of volunteer service with lower tuition. Tuition will be lowered by \$20 per documented hour up to 25 hours or \$500. Families may also purchase supplies for the school in exchange for volunteer hours with each \$20 spent being equivalent to 1 volunteer hour. It is the responsibility of each family to provide documentation of volunteer service to the school. The tuition credit will be applied to the balance for the following school year." **Service Hours for parents for PTG will begin August 1 and end July 31. Please make sure to submit all hours or contact the office for hours that will be completed over the Summer.**

Parent and Teacher Conferences

Parent-teacher conferences are scheduled in the fall for each family. Additional conferences may be requested by the teacher or parent/family throughout the year whenever needed.

Policy Making

The policies of the administration and educational mission of Holy Family Catholic School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

Responsibilities of School, Parents, and Students

Holy Family Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner

4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote Holy Family Catholic School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

School Advisory Board

The Holy Family Catholic School Advisory Board consists of 9 elected members as well as the pastor and the principal. Open positions and instructions for application submission will be announced in the spring in the parish bulletin and in the "Knightly News" which is emailed each week on Friday. The board members advise and assist the pastor and principal in an assessment of the overall needs of the school and act in a public relations role for the school.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student

- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

Employee Conduct Standards

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain

under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and diocese policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Volunteers

Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at Holy Family Catholic School should be addressed to the administration.

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination (please see Visitor policy).

Volunteers will exercise confidentiality by avoiding conversations about the students they interact with or meet while volunteering. All questions should be directed to the teacher. If a volunteer does not exercise confidentiality or is unprofessional in their communications, the principal may discuss this issue with the volunteer. If the problem continues or becomes a detriment to the mission and policy of Holy Family Catholic School, the principal has the authority to ask for the volunteer's resignation from school related activities. If the behavior continues, the result of permanent removal of the individual from Holy Family Catholic School will be a joint decision made by the pastor and principal.

Chaperones and volunteers must sign in and out at the office. Chaperones and volunteers are responsible for the safety and well-being of their assigned students and serve as monitors of appropriate behavior. Should a

discipline situation arise, chaperones and volunteers should report the incident to the teacher at the first available opportunity.

All chaperones and volunteers must have on file:

- Background check through DCFS (CANTS)
- Proof of completion of an approved Diocesan Child Abuse Prevention Program
 - CMG online safe environment training
- Prior to each trip, Chaperones must provide:
 - Driver Declaration/Information Sheet
 - Copy of current driver's license
 - Copy of current automobile insurance card

Addendum

Amendment of the Handbook

Holy Family Catholic School reserves the right to amend the policies of this handbook upon written notification of parents/families.

Pastor's Ratification

This Parent/Family Handbook for Holy Family Catholic School has been drafted and revised by the administration with input from the school staff. It also contains items of policy recommended to the pastor by Holy Family Catholic School Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield.

We hereby ratify its contents on June 3, 2025.

Fr. Bruce Scott, Pastor

Bryan Kenney, Principal

Nick Blackburn, Assistant Principal

Holy Family Catholic School
2400 South Franklin Street
Decatur, Illinois 62521

Holy Family Catholic School Uniform Policy

(Kindergarten – Grade 8)

General Uniform Rules:

- **Shirts (Short or Long Sleeves):** Polo shirts (White, Grey, Maroon, Navy) and dresses (Navy) must not have logos. Only plain white undershirts are allowed under polos. Shirts must always be tucked in. No turtlenecks.
- **Pants:** Must be standard fit—no tight, baggy, jogger, or gathered ankle pants.
 - K-8 Navy Blue or Khaki
- **Shorts:** Uniform shorts should be no more than 2 inches above the knee.
 - **Students may wear shorts year-round at parent's discretion.**
 - K-8 Navy Blue or Khaki
- **Skirts:** No more than 2 inches above the knee. Navy Blue or Khaki (K-8), Regulation Plaid Skirt (6-8).
- **Dresses:** Regulation Plaid and Navy Blue Polo Dresses (Short or Long Sleeves), No more than 2 inches above the knee.
- **Belts:** Required in grades **3 and up** (must be brown, black, or navy).
- **Sweatshirts:** Only solid gray or maroon sweatshirts are allowed. **Hoods are not allowed during school.** Spirit wear and team sweatshirts are only for dress-down or spirit days.
- **Sweaters:** Cardigan, V-neck or crew neck. (White, Grey, Maroon, Navy)
- **Jackets:** Only regulation Holy Family jackets or ¼ zip pullovers (gray/navy) from Luers or Petals may be worn during school. Other jackets can only be worn outside.
- **Shoes:** You must have a back. No lifts.
 - **Boots can be worn but must be changed to tennis shoes inside for PE classes.**
 - Crocs are only allowed on dress-down days.

Dress Down & Field Trips:

- Students will be allowed to “Dress Down” on special occasions.
 - Please see attached “Dress Down” policy for rules
 - Field trips may be dress-down with principal approval.

Grooming Expectations:

- **Students should come to school clean, well-groomed, and free from strong odors. Clothing must be clean and not ripped or torn.**
- **Shirts must be tucked in.**
- **Hair:** It must be clean, neat, and out of the eyes. Boys’ hair must not go past the shirt collar or be pulled up. There must be no dyed or highlighted hair. The school follows IL SB 0817 and does not restrict hairstyles tied to race, ethnicity, or texture.
- **Makeup (Junior High Only):** Use light foundation only. **Do not use mascara, eyeshadow, eyeliner, fake lashes, or lip color.** No makeup for PreK – Grade 5.
- **Jewelry:** Single stud earrings are allowed. No distracting jewelry or smartwatches.

Preschool has no uniform requirements but clothing must be school appropriate.

Uniform Violations:

- Parents will be notified if a student is out of uniform to bring the correct uniform.
- **Repeated violations** will be considered defiance and may result in detention, suspension, or a parent meeting.

Dress Down Day Policy

Students May Wear:

- **Jeans** (must fit appropriately—not too tight, baggy, overly long, or low-rise)
- **Athletic shoes**
- **Uniform shorts or other shorts** (must be no shorter than two inches above the knee)
- **Skirts/skorts** (must be no shorter than two inches above the knee)
- **Sweatshirts**
- **Sweatpants**

Students May Not Wear:

- Clothing that is excessively tight or overly loose
- **Flip-flop sandals** or open-back shoes
- **Crop tops**
- **Tank tops**
- **T-shirts with inappropriate images or wording**
- **Pajama pants**
- **Low-cut blouses/tops**
- **Hats** (unless it is an approved hat day)

Make-up, jewelry, and hairstyle expectations remain the same as regular uniform days.

Guiding Rule: *If you have to question whether it's appropriate, it probably isn't.*



Holy Family Catholic School

Field Trip Permission Form

We request that our child _____ be allowed to go on field trips to various locations with Holy Family Catholic School (hereafter the "Organization") scheduled throughout the year because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization, will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations, including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois and all those acting on their behalf from all liability for damages to or caused by our child as a result of this trip, and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child.

Additionally, we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact/ Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: (____) _____

Mother/Guardian: _____ Daytime Phone: (____) _____

Address: _____ Home Phone: (____) _____

Other Contact Person: : _____ Phone: (____) _____

Medical Insurance Company: _____ Company Address: _____

Policy Number: _____ Medical Conditions/Allergies: _____

Family Doctor: _____ Phone: (____) _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

Student and Family Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Student Signature

Date

Parent or Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Parent or Guardian Signature

Date