

Parent - Student Handbook 2026-2027



Holy Family School

National Blue Ribbon School
Of Excellence



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www.holyfamilyschoolstow.org

August 2026

Dear Parents,

We are very excited to begin the 2026-2027 school year at Holy Family School! Our staff makes the spiritual, academic, and social development of every student our top priority. A successful working relationship between the home and school is necessary to reach our goals. We rely on our parents to ensure that school is a priority for our students. Please feel free to reach out to us if you have any questions or concerns.

The Holy Family School Handbook contains important information about our programs and policies. These policies were formed with the best interests of our students in mind to ensure that our school is run in a safe, orderly, productive manner that meets the spiritual, academic, and social needs of our students. Please take some time to review the handbook with your children to help them become familiar with these policies and procedures.

In addition, there will be some beginning-of-the-year forms that are required for you to sign in Grade Link. One of these signatures will be a form stating that you accept the policies and procedures covered in this handbook. Again, we are excited about the upcoming school year and working with you and your children to see that they succeed in school and develop a strong foundation in our Catholic faith.

Best wishes, and may Jesus, Mary, and Joseph Pray for us,

Mr. Dave Sovacool
Principal

Mrs. Mary Kay Tokash
Assistant Principal

Holy Family Catholic School.....

Centered in our love for Jesus,
Our passion for learning,,
Our *respect* for life,
Our *service to others*.

We are One Family
United in serving Christ.

Philosophy Statement

As a ministry of Holy Family Parish, Holy Family Catholic School strives to create a loving, supportive, and Christ-centered environment that is responsive to the individual needs of each student. We are committed to promoting the spiritual, academic, social, emotional, and physical development of our students. By providing positive and loving interactions, religious instruction, liturgical worship, carefully planned instruction and curriculum, and opportunities for socialization, we promote the growth of the whole child.

The Six Characteristics of a Catholic School Graduate strengthen our commitment to achieving this mission.

A Holy Family graduate is....

a **Christian Leader** who is a decision-maker whose conscience is formed by the teachings of the Catholic Church; a witness to the faith; a person of integrity; respectful; committed to justice; collaborative; a community builder; a steward of the environment; and active in parish life.

a **faith-filled disciple of Christ** who is called by baptism and nourished by the Eucharist; active in the sacramental life of the Church through weekly participation in the Eucharist and regular participation in Reconciliation; prayerful; and centered in Gospel values.

a **loving and compassionate person**; kind; forgiving; appreciative of diversity; welcoming; a peace-filled mediator; and respectful of the talents and abilities of others.

a **centered, well-rounded person** who is self-confident, self-disciplined, open to growth, responsible, and an active and productive citizen.

a **healthy person** who is respectful of life, practices good health habits, is committed to reaching one's full potential, and is a good sport.

A **lifelong learner** who is articulate, creative, technologically literate, academically and spiritually competent; a critical thinker; and a problem-solver.

Directory of Auxiliary Personnel

234-233-6250

Auxiliary Clerk - Becky Hennigan
Psychologist - Allison Robertson
Counselor - Aaron Carlton

Speech Pathologist - Julie Strand
Title Tutor - Faith Kyer

Holy Family School Daily Schedule

NOTE: Students should NOT be dropped off before 8:00 AM unless registered for morning care.

8:00 AM	Office Opens
8:00 AM	Entrance Bell (students report to classrooms)
8:25 AM	Tardy Bell/ Announcements
8:30 AM	School Day begins
11:30 AM	Pre-school Lunch
11:10 AM - 11:30 AM	Grades Kindergarten A, 1 & 2 Lunch Grades 3 & 4 Recess
11:30 AM - 11:50 AM	Grades Lunch Grades Kindergarten, 1 & 2 Recess
11:55 AM - 12:15 PM	Grades 7 & 8 Lunch Grades 5 & 6 Recess
12:15 PM - 12:35 PM	Grades 5 & 6 Lunch Grades 7 & 8 Recess
3:05 PM	Afternoon Announcements Afternoon Prayer
3:10 PM	Dismissal Bell
4:00 PM	Office Closes - No access to the classrooms Please refrain from asking our aftercare employees to grant access to classrooms

Admission Guidelines and Priority

Typically, registration is conducted in February for the next school year. Information concerning registration will be published in advance of the registration period in the Holy Family Parish Sunday Bulletin and on the website.

Holy Family School admits students of any race, color, national origin, or ethnic origin to all its rights, privileges, programs, and activities. In all cases, admission of students will be made only in those cases in which Holy Family School can meet the child's needs, and if class size is not at capacity. Admission to Holy Family School is contingent upon the full cooperation and support of parents in adhering to all policies as stated in the Parent-Teacher Handbook. All newly admitted students are on a six-month probationary period.

Students will be considered for admission to Holy Family School on a priority basis as follows:

1. Families who are members of Holy Family Parish (see notation below) who have registered when their children are ready to enter school, and
 - ⇒ have siblings in the school
 - ⇒ do not have siblings in the school

****Note: A family that is considered to be a member of Holy Family Parish when the family is formally registered at Holy Family Parish. The family regularly practices the Catholic faith, with an emphasis on attending Sunday Mass and receiving the Sacraments, as they contribute to the support of the parish through the regular use of offertory envelopes.**

2. Families from neighboring parishes (see notation below) that do not have a school who
 - ⇒ have siblings in the school
 - ⇒ do not have siblings in the school
3. Catholics from neighboring parishes (see notation below) that do have an elementary school and have written permission from the pastor who
 - ⇒ Have siblings in the school
 - ⇒ Do not have siblings in the school

NOTE: Families from neighboring parishes are expected to meet the membership criteria for Holy Family Parish within their own parish community. Non-parishioners must consult with their pastor regarding attendance at Holy Family School and become familiar with their parish's tuition support policy. It is understood that the full per-pupil cost must be covered for each student who is not a member of Holy Family Parish.

4. Non-catholic students will be considered for admission with the following provisions:

- ⇒ Space is available at the grade level requested
- ⇒ The parents understand the Catholic philosophy of education and are supportive of the school's policies. Parents are willing to support their child's participation in the regular school program, including daily religion classes, liturgies, prayer services, etc.

Admission of Transferring Students

Transferring students will be accepted up to the maximum class size after a thorough review of their scholastic achievement program, conduct, attendance at PSR classes (if applicable), and reason for transfer. Students entering grades 1 through 7 must submit an Admissions Teacher Recommendation Form before acceptance is considered. Under no circumstances will a student be admitted to avoid racial integration in another Catholic or public school. We do **not** accept 8th-grade admissions or transfers unless extenuating circumstances.

Waiting List

Students' names will be placed on the waiting list for the current registration year when the grade to which they are seeking admission is at enrollment capacity. Students are considered for placement on a waiting list according to the following priorities:

- *their family are members of Holy Family Parish and registered at the time they moved into the parish, but their children were unable to be admitted because of a lack of classroom space.
- *their family has moved into the parish, and their children are coming from other Catholic schools and/or with their first child entering school.
- *their family has been living in the area, but registered only at the time when Their children were ready to enter school.

Decisions regarding admission of students to Holy Family School will be based upon these guidelines, interviews with parents, and consultation with previous school administrators and teachers. The Pastor of Holy Family Parish and the school principal are responsible for applying these guidelines and making the final decision on the admission of any student.

Appointments, Conferences & Communications

In the development of children, the understanding between home and school is of great importance. To strengthen the relationship between home and school, we suggest that when in doubt about regulations or procedures, please contact the school for clarification. (300-688-3816)

Parents are asked not to interrupt a class to consult with a teacher. If you wish to schedule a conference with a teacher, please send a note or email directly to the person, or call the office to arrange an appointment. **Home phone numbers of teachers are not released. Please be considerate of our teachers' personal family time and refrain from calling their homes.** If you wish to speak to a teacher, please contact the office and leave a message for the teacher. Parents are not to go to the classrooms before school or at dismissal. Concerns regarding your child's progress in school should be shared with the teacher at a mutually agreed-upon time.

Communications from the school are sent home on **WEDNESDAYS** with the youngest/only child in each family. Upon receiving the folders, parents should read all the information provided.

Conferences are held yearly in November. Parents are encouraged to attend the Fall conferences.

Pandemic Policy

PANDEMIC definition: *A pandemic is an outbreak of disease that can spread easily from person to person. When people do not have natural immunity to a virus, serious illness or death is more likely to occur in any age group. This may be a local, regional, or global outbreak.*

Pandemic Procedures:

- The school will implement cleaning practices as directed by the Summit County Health Department.
- The school administration will close the school upon advice from the Summit County Health Department or the State of Ohio.
- Adjustment of school academic hours may be necessary to ensure that state academic hours are met for all affected students.
- If/When the state or county board of health mandates a school closure, the school will continue its academic offerings and support through a digital/online learning model.
- The school administration will continue to communicate updates through Smore, Google Classroom, and other communication platforms.
- It is also understood that, beyond the handbook, the school administration will share updated Acceptable Use and COPPA Policies, as well as the COVID Form/Waiver.

Hand Hygiene Protocol

Studies have shown that hand washing and personal hygiene are essential measures a person can use to prevent illness and communicable diseases. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also helpful in controlling the spread of germs.

Students and Staff will wash their hands with soap and water:

- After using the restroom
- If their hands are visibly soiled
- If the student or staff member has encountered chemicals or other items, such as soil, in a Science lab, art room, vocational facility, or other educational venue that soils hands.
- If students or staff members encounter chemicals during the cleaning of the school environment.
- After cleaning animal habitats or handling animals.
- Before and after each task, when preparing food in any class, such as family science or an integrated class.
- After athletic practices and games.
- If the student or staff member has encountered bodily fluids (e.g., blood, nasal discharge, Mucus from coughing, etc.)

Hand sanitizers may be used when the student's hands are not visibly soiled & cleaning is needed from:

- Sneezing and coughing
 - Before and after eating
 - After recess
 - Before or after using the computer or other items used by other students
 - In modular units, temporary classrooms, or where hand-washing facilities are not readily available
-
- ❖ Hand-washing signs will be posted throughout the school
 - ❖ Hand sanitizer dispensers will be located in all classrooms, in the cafeteria, and at all main school entrances
 - ❖ Soap, warm water, and towels or an air dryer will be located at all hand washing areas
 - ❖ The school will provide education in hand washing and hand hygiene at least once every school year.

AIDS Policy

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades 1-8 shall be permitted to attend school or parish religious education programs in a regular classroom setting if:

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

In Parish Elementary Schools, the Pastor and the Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and Guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLOVIII or LAV). To protect confidentiality when a child with AIDS is admitted to school, personnel who are made aware of the child's condition will be the minimum necessary to assure proper care of the child. Based on the child's condition and the expected type of interaction with others, the Principal, after consultation with the appropriate authorities, may limit the child's participation in school activities. A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

Attendance Policy

Academic progress demands daily, punctual attendance. In many cases, irregular attendance is the primary reason for poor school performance. Therefore, absence from school is discouraged. Parents are urged to make doctor appointments and vacations outside of school hours. If a student needs to leave the building during the day, a parent/legal guardian must sign the student out. **A written request must be sent to the school on the day of or the day before the appointment.**

Reasons for which absences may be **excused** include, but are not limited to: personal illness of the student, illness in the student's family, death in the family, or quarantine for contagious disease. Whenever a child is going to be absent from school, parents should notify the school (330-688-3816 Ext. 451) by 9:00 AM each day of the absence. Upon returning to school, parents must provide a signed, written note explaining the absence. IF a child is absent more than 5

days consecutively, a written physician's excuse is required for each absence thereafter, verifying the necessity of subsequent absences.

A child missing more than **12 days** during the school year is in academic jeopardy. A meeting of parents, teachers, and the principal may be required to determine the course of action to be taken regarding excessive absenteeism. It is understood that the child and parents are responsible for making up any missed work assignments. Students who are absent from school for reasons not permitted by State Law may or may not be permitted to make up work. Each case will be considered on its merits by the Administration and the respective teacher.

Students who are taken out of school for trips or vacations will **not** be permitted to do so by the school. The responsibility for this will rest with the parents. Teachers will not be expected to reteach missed academic work. Homework and classwork assignments will not be provided before or during an absence, whether excused or unexcused (i.e., suspensions, vacations, illness). However, all assignments are easily accessible on Google Classroom. Students may make up work upon return to school. If a student is denied the opportunity to make up the missed work due to an **unexcused** absence, the student will not be penalized for the missed assignments.

Students who arrive at school after 10:15 a.m. will be marked as half-day absent. If students leave school before 10:15 AM, they will be marked absent for a full day. If students leave school before 1:00 PM or are absent for two (2) hours or more during the school day, they are considered half-day absent.

Truancy (absenteeism & tardiness) can not be tolerated. Parents have the responsibility to ensure that their children attend school. If excessive truancy continues, the student and parents may be reported to the Juvenile Authorities.

Our school day begins promptly at 8:30 AM. Students are considered ***tardy if they are not in their seats at 8:25 AM. Parents should notify the school office (330.688.3816 Ext. 451) by 9:00 AM if students will be late to school for any reason.*** Students must report to the office for a tardy skip to present to the teacher. Bus riders will not be considered tardy. Excessive tardiness includes students who arrive and are not seated by the 8:25 AM bell more than **3 times per quarter**. Truancy includes excessive tardiness and will be dealt with accordingly. Students leaving school before 3:00 PM are considered tardy. Early departures should be kept to a minimum.

Pupils shall not assemble on or about the premises of the school before 8:00 AM except by permission of the principal. As a service to our families, we provide Extended Care for our school-age students. Visit our website at www.holyfamilyschoolstow.org for more information.

Student Transportation and Safety Measures

The safety of your children is of the utmost importance; therefore, we request that you indicate the method of transportation your child will be using for the school year. Forms will be filled out at the beginning of the school year. If your child regularly rides the bus, please indicate “bus rider,” etc. If your child will use a different method of transportation than the one you have stated, you **MUST** send a note to the school the morning of the change. **Parents are discouraged from calling the school to request a change of transportation.** If it is necessary to make a sudden change due to an **emergency** (i.e., your child typically rides the school bus, but you need to pick him/her up from school), you may call the school before 2:45 PM. However, you **must** come to the office and provide written notice of the change when you pick up your child.

Please aid our crossing guards by reminding your children to cross only at the crosswalks where a monitor is posted. Children are **NOT** to arrive at school before 8:00 AM. Supervision will not be available before that time. Our school day ends at 3:10 PM. All students are expected to be picked up **promptly**. We cannot be responsible for children who arrive before 8:00 AM or depart after 3:30 PM.

All cars should enter and exit the rear parking lot from Oak Street. Please let your children out of the car as close to the lobby doors as possible. This ensures safety from crossing the parking lot and allows other cars to enter the lot. If you must park in the mornings during drop-off, please be sure to cross the parking lot at the designated crosswalk. Parents who pick up their children must do so in the rear parking lot.

Students **will not** be allowed to walk to the street or the front of the building (Kent Road or Sycamore) to be picked up. Students are to remain on the patio area of the building until a parent walks up to get them. Once all students are safely in cars, drivers will be dismissed by the teachers on duty and leave in an orderly fashion. **Parents are to refrain from smoking on the school premises, specifically during school dismissal. Dogs or other pets/animals should not be brought to school.**

School policy prohibits vehicle idling on school property. Access to the School Bus/Vehicle/Gas-powered Equipment Idling Policy is found on our school website.

Safety Procedures/ Crisis Procedures

Upon arrival at our school, you will find that our building doors remain locked throughout the day. In the mornings when students are arriving, the rear lobby doors are unlocked; however, a faculty/staff member is posted at the door. Students who arrive by bus enter the building in the front parking lot. A faculty/staff member is posted at the front door to greet the students.

Parents or other adults may not enter the front doors of the school. **All visitors must report to the office at the rear of the school via the back lobby entrance.**

With the assistance of Emergency Response Teams, Holy Family School has established procedures for emergency/crisis situations. Throughout the year, our faculty, staff and students routinely practice the drills and procedures. In the event of an actual emergency situation, information will be provided to area television stations. In addition to these notices, the school-to-parent notification service will be initiated. **For these reasons, our emergency contact information for you must be accurate and current.** In the event of such an emergency, **please do not call the school.** Our phone lines should remain open for our use in notifying the appropriate emergency personnel. For instructions, please listen to:

TV Channels 3, 5, & 8

Bicycle Regulations

All students must have written permission to ride their bicycles to school (noted on the transportation form). Helmets **must** be worn. Students who ride bicycles to school will receive instruction on safety procedures and school guidelines. Students are to walk bicycles on school property. Upon arrival at school, bikes are to be placed in the bicycle rack located at the rear of the school. The school assumes no responsibility for stolen or damaged bicycles. All bicycle riders are to leave by way of crosswalks.

Bus Regulations

Bus regulations are set by the local public schools (Stow-Munroe Falls Public Schools, 330-689-5234; and Cuyahoga Falls Public Schools, 330-920-3610. Students must realize the importance of good conduct on school buses. In the event of misbehavior, the driver will turn in a written report. Parents are to sign the written report and return it to the principal/Assistant Principal on the following school day. Additional disciplinary measures may be taken by the Principal/Assistant Principal if necessary. Students may lose bus privileges should they choose to not abide by the rules that the local public school district has set. Students receive bus rules and safety procedures at the beginning of each school year.

Field Trips

Field trips are planned by the faculty with an educational purpose in mind. Permission slips are given to each student before the outing and must be returned with the parent's signature before the student is permitted to attend. While field trips are an extension of the classroom based on the curriculum they are also a privilege. On the occasion that a faculty member may have reason to believe a student cannot represent Holy Family School in the appropriate manner they may be excluded from the actual field trip. The faculty devised a list of criteria which would justify exclusion. The criteria are as follows:

1. **Students currently earning the letter F grade in two or more subject areas (Religion, Math, Reading, English, Science, Social Studies or Spelling) OR three or more across the curriculum (including Art, Music, Spanish, Computers, and Physical Education)**
2. **All assignments must be current.**
3. **Consideration of previous field trip, assembly, guest speaker behavior.**
4. **History of inappropriate behavior with no signs of improvement.**
5. **Three (3) or more detentions.**
6. **At the discretion of the Administration.**

Cell Phone Policy

Cell phone usage has become an increased problem (texting answers, contacting parents without school office knowledge, taking pictures of others without permission, etc.). Our cell phone policies designed to provide a learning environment that is conducive to teaching and learning without the interference and distraction of cell phone use during the course of the instructional day in areas such as, but not limited to, classrooms, hallways, cafeterias, bathrooms, recess grounds, and locker rooms. Parents are **NOT** to text students during the school day. Students are **NOT** allowed to text parents or each other during the school day.

Holy Family School students are not to use cell phones/smart watches on school property (with the exception of extra-curricular activities). If a cell phone is seen or heard it will be assumed that it is being used and it will be taken from the student and given to the front office. The excuse that it wasn't being used will not be accepted. The following protocol will take effect:

1st Offense - Cell phones will be turned into the principal or designees.
Parents may pick-up the phone after ONE (1) school day.

Parents may pick-up the cell phone between 3:10 PM to 3:40 PM.

2nd Offense - Student assigned an automatic detention.
Parents may pick-up the phone after THREE (3) school days.

3rd Offense - Students are assigned an automatic detention.
Parents may pick up the phone after FIVE (5) school days.
A mandatory parent conference is held.

4th Offense - Student will be suspended from school for two (2) days for each offense
Due to defiance. The parents may pick up the phone at the end of the school day.

Custody Policy

Holy Family Parish School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and reiterate the usual procedures followed by the administration and faculty in dealing with parents in such situations. A copy of the policy in its entirety is available online or by contacting the school office.

Computer/Technology

Our students are offered a wide range of technological services. One of our goal at Holy Family is to offer computer instruction and to provide software programs that will assist the academic development of our students. Our school offers internet accessibility. This technology program is designed to supplement and integrate the classroom instruction. Teachers will provide additional information on the programs and acceptance form provided at the beginning of each school year.

Acceptable Use Policy

We believe that technology is a vital means to assist those who carry out the educational ministry of Holy Family Parish School. We are pleased to offer students of Holy Family Parish School access to our computer network. Including access to the internet. To gain access to the internet all students under the age of 18 must obtain parental permission and must sign and return this form to the teacher. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Holy Family Parish School supports and respects each family's right to decide whether or not to apply for access.

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have email access for curriculum-related activities provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate

and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of Holy Family Parish School's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy right to any data received or disseminated on the network and by utilizing these Holy Family Parish School systems, they consent to the Holy Family Parish School's right to audit all communications, files, and documents. If a user acts inappropriately through communications systems, Holy Family Parish School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- ⇒ Sending or displaying offensive messages or pictures
- ⇒ Using violent, aggressive or obscene language
- ⇒ Harassing, insulting, or attacking others
- ⇒ Damaging computers, computer systems or computer networks
- ⇒ Hacking or other unlawful activities
- ⇒ Violating copyright laws
- ⇒ Downloading information and files not relevant to curriculum-related activities
- ⇒ Accessing inappropriate web sites that have escaped internet filtering
- ⇒ Attempting to or overriding internet filtering system
- ⇒ Violating privacy issues by -
 - Posting personal contact information about you or other people
 - Using another's password
 - Trespassing in another's folders, work or files
- ⇒ Intentionally wasting limited resources
- ⇒ Employing the network to commercial purposes
- ⇒ Accessing personal e-mail accounts during school hours
- ⇒ Using e-mail inappropriately to pass along chain e-mails or other communications not Related to classroom activities

AI Policy

Artificial Intelligence (AI) Policy

Diocese of Cleveland

Intent:

Students may, at the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

Student shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations Unless explicitly permitted and instructed and in such case students must follow the instructions for AI use.

Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.

Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

Note: The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access, as well as. Other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or internet. Proper school procedures will be followed for the enforcement of policy and determining the ramifications of infractions of this acceptable use policy.

Media & Electronic Communication

We recognize the value of audio-visual and other types of electronic communication in providing our students with an effective education. Parents are asked to grant permission for their child and/or his/her schoolwork projects to be photographed or videotaped as part of an education program produced by the school or a coalition of schools.

Furthermore, parents are asked to grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. These photographs may also be used in the print media, social media or on the school website including Gradelink. Parents should understand that their children's image, name, work product, school and grade may be revealed in the presentation(s), but that no other information about the students or his/her schoolwork will be revealed without prior parental consent.

Email Policy

To contact the Teachers or staff by e-mail use the following e-mail address listed in the school directory or via Gradelink. PLEASE NOTE: Teachers are not expected to check their e-mails during the school hours or on weekends. Their job is to teach the students that are here. E-mails will be checked after school. If something requires immediate attention, please contact the school office.

Gradelink/Google Classroom

We recognize the value of internet communication. ***Gradelink*** will allow families to monitor their child's progress through an online account. Parents will be able to view grades, email teachers, view school information - calendars of events, newsletters, policies, etc. through a secured connection and password, your child's grades will be available to you at your convenience. In addition, all teachers will post class work/homework assignments via Google Classroom.

Please contact Mrs. Franklin @ 330-688-3816 if you need account and password information.

Curriculum

The curriculum at Holy Family School follows the guidelines of the Cleveland Diocese, and is in compliance with all state requirements. At Holy Family, we are blessed to have a qualified and dedicated faculty to teach our students. For this reason, ***we will not accept requests for specific teachers.*** Your child(ren) are placed with teachers that will offer the best instruction for the school year.

Promotion/Retention Policy

Promotion is based on the satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion by the teacher, principal, and parents. Parents will be notified by the end of the first semester if a student is being considered for retention. Retention may be considered for the following reasons:

- Failure in three or more subjects, i.e., Reading, Math, English and Social Studies. (Failure in an individual subject is defined as receiving a grade of F average);
- Failure to master fundamental skills of reading in the primary grades;
- Determination that a student has been placed at a grade level that is not developmentally appropriate for the individual child.

If it is determined by Holy Family School administration that a retention is necessary, a parent/guardian cannot override this decision unless withdrawing the student from Holy Family School. Students who are being retained will not be readmitted to Holy Family School.

Homework Policy

Homework is a vital part of the learning process. Since homework is an extension of curriculum taught in the classroom and provides opportunity to develop skills, parents are responsible for:

- ♥ *providing a proper environment for the completion of assignments*
- ♥ *supporting the authority of the teacher assigning the work*
- ♥ *showing an interest in the child's work*
- ♥ *checking neatness and completeness*
- ♥ *giving individual help when necessary, always remaining patient and understanding*
- ♥ *encouraging the child, rather than doing the work for him/her*

Ordinarily, homework is not given over the weekends or holidays.

The Holy Family School office hours are from 8:00 AM - 4:00 PM. No access to classrooms will be granted after 4:00 PM. Please refrain from asking our aftercare employees to grant access to classrooms.

Report Cards and Student Progress

Report cards are posted digitally three times a year via Gradelink and printed at the end of the year. Student progress is reported on class participation, homework, and daily assignments, tests, effort to improve, and the ability level of the child. The reports are an indication of mastery and skill

development with the understanding that mastery is a developmental accomplishment. We expect our students to make their best efforts at accomplishing mastery.

Gradlink access will be suspended if tuition or other fees are in arrears at the end of the school year.

Assignments, absences/suspensions: Students who are taken out of school for trips or vacations will **not** be given permission to do so by the school. The responsibility for this will rest with the parents. Teachers will not be expected to reteach missed academic work. Homework and class work assignments will not be provided before and during an absence whether excused or unexcused (i.e. vacations, illness). Students may make up work upon return to school. If a student is absent due to an illness, students are granted a grace period of the number of days absent to complete and return their missed homework. Prolonged excused medical absences are subject to review. If a student is denied the opportunity to make up the missed work due to an **unexcused** absence, the student will not be penalized for the missed assignments. However, all assignments are easily accessible on Google Classroom.

Grading Scale

Note: This scale has been set by the Diocese of Cleveland

98 - 100	A+	82 - 84	C+
95 - 97	A	79 - 81	C
93 - 94	A-	77-78	C-
90 - 92	B+	75 - 76	D+
87 - 89	B	72 - 74	D
85 - 86	B-	70 - 71	D-
		69 - Below	F

Library & Media Center

Students have regularly scheduled Library periods, and are free to check out books and materials. Fines for overdue materials are \$0.05 per school day. Fines are not charged for weekends or days school is not in session. We ask that books be returned by the due date so that others have the opportunity to enjoy the materials. Charges for lost or damaged books will equal the replacement cost of the book. These assessments must be paid in a timely manner. Report cards will be held if library fines have not been paid.

Testing Services

Each year, our school administers tests in order to determine the needs of the students. The results are invaluable in providing services and determining curriculum. The Measures of Academic Progress test (MAP) will be administered in the Fall, Winter and Spring to all students in grades K-8. The results are reported to parents at the end of the academic year.

Auxiliary Services

The students at Holy Family School benefit from the following professional services of state and federally funded personnel: Title I (Federal program) Tutor, Speech & Language Therapist, School Nurse, Government Clerk, Counselor, and School Psychologist.

Health Services/ Medication Policy

As a part of the state funding, a nurse is available from 8:30 AM to 3:00 PM each school day. In order to ensure our nurse is able to provide appropriate care for your child(ren), emergency medical forms and authorization slips must be on file. It is imperative that all medical concerns and medications administered be listed on the appropriate forms. Forms must be completed with contact information. Any changes to the address or telephone number must be reported.

If your child is to be administered medications (prescribed or over-the-counter including Tums, Tylenol, etc.), a physician's form and parental consent form must be on file. Cough drops are the ***only*** exception to this requirement. While we do not require a physician's authorization form, we require a written permission form signed and dated by the parent for each day of administration. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and possible side effects. Medication must be in the original containers (Childproof) and have an affixed label including the student's name, name of the medication, dosage, route of administration and the time of administration. The medication and the signed permission forms must be **brought to the school office by the parent/guardian**. Request forms may be printed from our website - www.holyfamilyschoolstow.org.

Health screenings are conducted throughout the year. If concerns arise from the screenings, you will be notified.

Vision Screening: Grades K,1,3,5, & 7

Hearing Screenings: Grades K,1,3, & 5

Speech/Articulation Screenings: Grade 1 referrals and new students

Illness & Injuries.

In view of the number of students in the classrooms and for your own child's well-being, sick children must not be sent to school. In the event that your child is sick and cannot come to school, please call the school office attendance line at (330-618-3816 Ext.313) **before 9:00 AM** to report your child absent.

When a child becomes ill at school, (s)he may not leave school without the permission of the principal. The parent is responsible at the beginning of the school year for giving names of persons who can be reached in the event of a child's illness or injury and who will be able to take custody of the child. To ensure your child's safety, parents are to report to the office and sign out before taking a child home. No child will be sent home alone or sent to an unsupervised home.

Children should not return to school until they have been free from the following symptoms for a period of no less than 24 hours.

If your child is not well enough to go outside for recess, he or she needs to remain at home. Absences for PE class, a student will be excused from PE when a **physician states in writing that specific physical activities will jeopardize the student's health**. Parent notes will not be permitted for exemption from PE class. Without a physician's notice on the day of class, the student will receive an unexcused mark for the class. Notices will not be accepted after the actual PE class. In order to participate in PE class after an injury, students must have clearance from a health care provider.

Reporting Specific Illnesses: All communicable diseases should be reported to the school, even if students develop them over the weekend and are well enough to return to school on Monday. It is important for the school nurse to be able to track infectious disease occurrences throughout the school in order to better provide parents or staff with information about their prevalence and any necessary precautions.

Reporting Child Abuse

Since all school employees are mandated reporters under Ohio law (ORC 2151.42), they shall report all known or suspected child abuse. With the recent joint memorandum from Catholic Charities and the Office of Catholic Education of the Diocese of Cleveland, it is necessary to reconcile the mandated report law with the memorandum so that no violation of the law occurs.

Care of Students with Diabetes

Holy Family School is committed to ensuring that each student enrolled who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician.

The diabetes care to be provided includes the following:

- A. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. Responding to blood glucose levels that are outside of the student's target range
- C. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- D. Administering insulin, assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. Providing oral diabetes medications;
- F. Understanding the recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's physician's order;
- G. Following the physician's instructions regarding meals, snacks, and physical activity; and

H. Administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the school receives an order signed by the student's physician, the school will inform the student's parent or guardian that the student may be entitled to an Accommodation Plan regarding the student's diabetes.

Diabetes medication may be administered by the nurse.

A student's diabetes medication, snacks and necessary supplies will be kept with the student at all times.

A student with diabetes will be permitted to attend to his or her diabetes care and management, in accordance with the student's physician's order, during regular school hours and school sponsored activities only if:

- A. The student's parent or guardian provides a written request that the student be permitted to attend to his or her diabetes care and management while at school; and
- B. The student's physician has authorized such self-care and determined that the student is capable of performing diabetes care tasks.
- C. A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent or guardian makes such a request.

A student with diabetes is permitted to possess on the student's self at all time all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care the school will revoke the student's permission to attend to the care and management of the student's diabetes.

The school will provide training in the recognition of hypoglycemia and hyperglycemia, and actions to take in response to emergency situations involving these conditions, to a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day.

Immunization Requirements

Unless otherwise exempt, all students enrolled for the first time in public or private school in Ohio shall be immunized as follows:

Diphtheria/Tetanus/Pertussis (DTP, DTaP, DT, TD): A minimum of four doses is required. If the fourth dose was administered before the fourth birthday, a fifth dose is needed.

****Starting in the 2016-2017 school year, all incoming 7th grade students in Ohio schools must have proof that they have the age-appropriate meningococcal vaccines (serogroups A, C, W and Y). Students entering 7th grade are required to have at least one dose of meningococcal vaccine prior to entry.**

This is in addition to the previously required booster dose of TDaP for incoming 7th grade students. The law states that children who do have these immunizations MUST be excluded from school attendance. **

Poliomyelitis (OPV, IPV): Two schedules exist for the polio vaccine. The number of doses required for school attendance follows each schedule:

1. A sequential schedule consisting of two doses of IPV.
2. A schedule of three doses of all OPV;

A minimum of three doses is required. If the third dose was received before the fourth birthday, a fourth dose is required.

MMR (Measles, Mumps, Rubella): The three vaccines are usually administered as a combined MMR vaccine.

1. **Two doses of MMR vaccine are required for students in grades K-12.**

Hepatitis B Vaccine: **A minimum of three doses is required;** the second dose must have been administered 28 or more days after the first, and the third dose at least 3 months after the second, and not less than six months of age.

Varicella vaccine (chicken pox): Required for entry into Kindergarten effective 1/1/06.

Allergy Policy

Please inform the school clinic of any and all allergies. Proper techniques that are specific to the needs of your child should be in writing and on file in the school clinic. A confidential list is compiled and given to each faculty and staff member annually.

Wellness Policy

Adopted in 2014, Holy Family School is committed to the goal that all students and faculty/staff shall possess lifelong knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choice through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

Our policy declares our commitment to nutrition, comprehensive Health Education, physical activity and a healthy school environment. You will find the entire policy on our school website.

Lunch Program

The lunch/recess period is 40 minutes in length for each student. Students are provided 20 minutes to eat their lunches, as well as 20 minutes for recess. Lunch should be clearly marked with the child's name and room number. Our daily lunches are provided by the Diocese of Cleveland Department of Nutrition Services in the office of Catholic Education. Monthly menus and order forms will be sent home. Milk can be purchased separately. Students who are eligible may qualify for free or reduced-price lunches. Forms for these programs are included in the beginning of the school year packet provided to each student. Lunch must be paid monthly. Charging meals and milk will not be permitted.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

ABSOLUTELY no carbonated beverages, energy drinks, caffeine beverages or takeout (i.e. Swensons, Panera, Taco Bell, McDonald's, etc.) may be brought to school as part of a packed lunch or birthday treat. Please refrain from bringing birthday treats at lunch time or into the lunchroom.

Lunch/Recess Regulations

Playground and lunchroom responsibilities:

1. In the lunchroom, each student deserves a clean table and pleasant atmosphere. We will not tolerate the following:
 - *Throwing food, paper or other things
 - *Getting up from the table without permission
 - *Yelling
 - *Rude behavior
2. Playground supervision is provided and students are expected to follow the supervisor's instructions. The safety of the children on the playground is imperative. No game may jeopardize the safety of any person. We will not tolerate anything that is actually or potentially harmful, such as:
 - *Throwing of snowballs, stones, dirt, or other playground litter.
 - *Climbing or hanging on parts of the building, basketball hoops, fences, etc.
 - *Eating or drinking on the playground
 - *Students are expected to use the playground equipment properly
3. Once students have gone outside, they must stay outside. They may not come back for forgotten clothes or equipment.

4. During indoor recess children must exit the lunchroom quietly and proceed to their homeroom in an orderly manner. Students must use “indoor” voices.
5. It is expected that all students be polite and respectful in word and action toward each other and especially to the adults who are supervising.
6. Students may not use technology during indoor recess.
7. The school will not be responsible for torn or muddied clothing.
8. Any student who violates the playground or lunchroom rules will be given a behavior notice or detention as determined by the administration.

Mass/ Liturgical Programs

By celebration of the Eucharist, all members of the parish are made one in Christ. Encourage your child to participate in this celebration whenever possible. Each child's appreciation of the Mass grows from his/her participation.

Planning and participating in the Eucharist will be an integral part of your child's program at Holy Family School. Most Wednesdays during the month and Holy Days of Obligation are eucharistic celebrations. Parents are invited to join their children at the all-school masses. Please check the monthly calendar for scheduled liturgies and prayer services. Please plan to arrive by 9:00 AM for our 9:10 AM mass. For security reasons, the church doors will lock at 9:10 AM and not reopen until 10:00 AM. Those who arrive after the church doors are secured, will not be allowed entry. It is absolutely expected that our students attend Mass on the weekend with their parents and contribute to Holy Family Parish through the use of envelopes.

Sacrament of reconciliation is scheduled during the Advent & Lenten seasons. Stations of the Cross are scheduled during Lent. The Rosary and May Crowning are special Marian Devotions. Servers (4-8) and lectors (1-8) will be used for serving and reading. In Spring, 4th graders will be trained for altar serving.

Sacramental Policies

Each year Holy Family Parish invites a new group of young people to a fuller participation in the Sacramental life of our parish family. It is an event for which we all (children, parents, catechists and pastoral staff) prepare. It is an event in which the whole parish participates and rejoices.

Holy Family Parish recognizes the obligation and opportunity for parents to be the first and primary educators of their children (Declaration of Christian Education, Vatican II). We recognize parents as the foundation upon which Jesus builds his Church. We recognize that families build upon and continue the traditions of our Catholic heritage. To this end, the Sacramental Policy at Holy Family is as follows:

Baptism: A program for expectant parents is held to remind parents of the opportunity and obligation they have as first and primary educators of their children in presenting them for baptism. Parents will share an adult dimension of their faith which is renewed in the Sacrament of Baptism for their children and lived out in the Christian community of Holy Family Parish.

Penance/ Eucharist: Continuous preparation takes place throughout the years in our Religious Education programs with special emphasis in second grade. Preparation also includes a mandatory meeting for parents which provides necessary information.

First Communion: Is typically held in May. These parish sponsored programs and mandatory involvement is necessary for preparation.

Dress Code and Grooming Policy

2026-2027 School Year

This policy is provided as a guide to ensure uniformity. We reserve the right to determine the appropriateness/acceptability of any and all student attire.

The school uniform is an important part of the training and overall experience of life in a Catholic School. Parents understand once they enroll in Holy Family School that a school uniform is mandatory and is to be worn properly. When students wear clothing that does not meet the dress code or uniform regulations, parents will be contacted in writing with a uniform violation slip, and they may be required to provide regulation clothing immediately by bringing it to the school. Three uniform warnings will result in a detention. It is the responsibility of the parents to make sure their children are wearing the uniform and wearing it properly.

It is important for parents to monitor the length of the skirts for the girls. If a skirt is too short, it must be replaced before the student will be admitted back to class. Uniforms can be expensive; it is wise to purchase uniforms with hems that provide for future growth.

Dress Code For Mass Days

Girls in grades 6-8: Girls must wear a white blouse/oxford in long or short sleeves (no polo type shirts). Appropriate undergarments must be worn. The shirt must look neat and clean. Ruffles, puffed sleeves or lace are not permitted. Blouses are to be tucked in at all times. During the winter months, girls may layer shirts with a solid black or white cardigan, crew, or V-neck (no hoods); Holy Family sweatshirts are permitted. Girls must wear an official school skirt, skort or slacks.

Boys in grades 6-8: Boys must wear a white button-down oxford shirt in long or short sleeves (no polo style shirts), **AND** a tie is required. Shirts should look clean and neat. During the

winter months. Boys may layer the shirt with a solid black or white cardigan, crew or V-neck (no hoods); Holy Family sweatshirts are permitted. Boys must wear official school pants.

Girls and Boys in grades K-5: Regular dress code applies. However, students are invited to wear shirts with or without ties and blouses on Mass days.

Grooming

All students are expected to be neat, clean, and well-groomed.

Hairstyles: Hairstyles should be clean, neat, and conventional in style and should remain the student's natural color. Highlighting must be subtle and a natural shade of the student's hair color. Fad cuts like, shaved lines, tails, mullets, mohawks, or bi-level cuts are not permitted. If the length of the hair causes a visual impediment towards learning, a hair trim may be requested.

All hair length and styles are subject to the administration's approval.

Boys: Young men's hair should be above the eyebrow, off the collar, and at or above the opening of the ear. Hair must be neat and well-trimmed. No hairstyle may extend below the earlobe on the sides and must be tapered to no longer than the top of the collar in the back. Facial hair is not permitted for boys. No ponytails, man-buns, barrettes, headbands, and/or scrunchies for boys. Hair must be neat and clean in style.

Gang Clothing: Parents are urged to check into current information regarding the wearing of gang-related clothing or hairstyles.

Shoes for all Students

Dress Shoes:

All students are to wear a flat (heels and soles together, no higher than 1 ½ inches), below the ankle dress shoe with a non-marking sole. All school shoes must have closed heels and toes. Shoes should be leather or leather-like. No clogs or sandals. No skate shoes. No boots, booties, hiking boots, or hiking shoes or any shoe that could damage school property will be acceptable for classroom use. Laced shoes must be safely tied.

Shoe Option:

An ALL WHITE OR ALL BLACK (including the heel) canvas or leather athletic shoe may be worn, Contrasting laces or inserts, blinking light shoes and high tops are unacceptable. **This is not an option. If you are unable to purchase an all-white or all-black athletic shoe, a dress shoe must be worn.**

Dress Code for Girls

Uniform: Shirts, pants, PE uniforms and shoes should be clean, neat and in good condition. All skirts, skorts & jumpers must be of modest length not to exceed the height of a soda can when the bottom of the can is placed at the middle of the knee. **All girls grow throughout the year, be aware that skirts may need to be adjusted.** Girls are expected to sit in a ladylike manner while wearing skirts.

Jumper: Girls in grade levels K-4 may wear a uniform plaid (#225) jumper. All skirts, skorts and jumpers must be of modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee. The skirt of the jumper should be purchased at knee length to allow for growth.

Skirt: Girls in grade levels K-8 may wear a uniform plaid (#225) skirt. All skirts, skorts and jumpers must be of modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee.

Skort: Girls in grades K-8 may wear a uniform plaid (#225) skort. All skirts, skorts and jumpers must be of modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee.

Pants: **Uniform-style** pants/shorts must fit at the natural waist. The pants must fit properly. Only uniform-style pants are permitted. No extreme or fad styles such as: baggy, cargo, bell bottom, flares, no metal studs or jean style pants, no leggings or skinny pants. Girls in grades K-5 will wear solid, black, **uniform-style** or uniform plaid pants. Girls in grades 6-8 will wear solid, khaki, uniform-style pants.

Belts: A solid black or brown,unadorned uniform-style belt (not to exceed 1 ½ inches wide) is to be worn with pants or shorts by all students K-8.

Shirts: All students K-5 wear white shirts with collars. All students in 6-8 wear black shirts with collars. Grades 6-8 girls wear white blouses with appropriate undergarments on Mass days.

Sweaters: Solid black or solid white sweaters or vests may be worn over the uniform shirt. The style may be cardigan, crew, or V-neck **(No hoods)** - (Please see subtitle **OPTIONAL**)

Quarter Zip: This option can be worn, with a regulation school polo underneath. This is the official quarter zip ordered from RDP Uniform Wear ONLY. No athletic quarter zips are permitted, except on spiritwear days.

Socks: Girls must wear socks at all times. On uniform days students must wear either solid white or solid black socks (a small, discreet logo is acceptable(i.e., Small Nike swish). Solid white or solid black tights may be worn in place of socks with the jumper or skirt. No spandex or stirrup pants may be worn as part of the uniform.

Option: Girls in grades K-8 may wear all white or all black leggings under their uniforms in the 2nd and 3rd quarters.

Uniform Shorts: Uniform shorts may be worn **First Quarter** and **Fourth Quarter**. The hem of the shorts must be no higher than three (3) inches above the knee. Girls in grade levels K-5 may wear solid black, **uniform-style** shorts or uniform plaid shorts. Girls in grades 6-8 may wear solid Khaki, **uniform-style** shorts.

Dress Code for Boys

Uniform: Shirts, pants, PE uniforms and shoes should be clean, neat and in good condition.

Pants: **Uniform-style** pants/shorts must fit at the natural waist. The pants must fit properly. Only **uniform-style** pants are permitted. No extreme or fad styles such as: baggy, cargo, no metal studs or jean style pants, any skinny pants. Boys in grades K-5 will wear solid, black, **uniform-style** pants. Boys in grades 6-8 will wear solid, Khaki, **uniform-style** pants.

Belts: A solid black or brown, unadorned style belt (not to exceed 1 ½" wide) is to be worn with the pants or shorts by all students in grades 2-8.

Shirts: Boys will wear solid white shirts with collars as part of their uniform. The shirt may be tailored, oxford/polo, long or short sleeved. An option to the collared shirt is a solid white turtle neck shirt. No logo of a contrasting color may be displayed on shirt style. The only exception is the approved Holy Family insignia. A solid white short-sleeved undershirt may be worn under the uniform shirt. Grades 6-8 boys wear white collared shirts with ties on Mass days.

Socks: Boys must wear socks at all times. On uniform days students must wear either solid white or solid black socks. (A small discreet logo is acceptable ie: small Nike swish)

Sweaters: Solid black or solid white sweaters or vests may be worn over the shirt. The style may be cardigan, crew, or V-neck. **(No hoods) (Please see subtitle Optional Sweater Wear.)**

Quarter Zip: This is an option with a regulation school polo underneath. This is the official quarter zip ordered from **RDP** Uniform wear ONLY. No athletic quarter zips are permitted except on spirit day.

Uniform Shorts: Uniform shorts may be worn **First Quarter** and **Fourth Quarter**. All skirts, skorts, shorts and jumpers must be of modest length not to exceed the height of a soda pop can

when the bottom of the can is placed at the middle of the knee. Boys in grade levels K-5 may wear solid, black, **uniform-style** shorts . Boys in grade levels 6-8 may wear solid, khaki, **uniform-style** shorts.

Short Option: Boys in grades K-5 may wear solid traditional black golf shorts with **NO** visible logos. These shorts must be no higher than 3” above the knee. These shorts come in plain or pleated fronts. (Golf shorts are polyester shorts. They are made with a lighter material.) Boys in grades 6-8 may wear solid khaki, golf shorts.

MIDDLE SCHOOL GIRL DRESS CODE OPTIONS

Skirt Option: Girls in grades 6-8 may wear a solid, traditional khaki- skirt purchased at Kids Kloset.

Pants Option: Girls in grades 6-8 may wear solid, traditional khaki, **uniform-style** pants.

Shirt Option: Girls in grades 6-8 may wear a solid, black polo shirt with or without the Holy Family insignia. **Shirts are to be tucked in and buttoned at all times.**

Shorts Option: Girls in grades 6-8 may wear solid, traditional khaki, **uniform-style** shorts. All skirts, skorts, & shorts must be of modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee.

Quarter Zip: This is an option with a regulation school polo underneath. This is the official quarter zip ordered from RDP Uniform wear **ONLY**. No athletic quarter zips are permitted except on spirit days.

MIDDLE SCHOOL BOY DRESS CODE OPTIONS

Pants Option: Boys in grades 6-8 may wear solid, traditional khaki, **uniform-style** pants.

Shirt Option: Boys in grades 6-8 may wear a solid, black polo shirt with or without the Holy Family insignia. **Shirts are to be tucked in and buttoned at all times.**

Short Option: Boys in grades 6-8 may wear solid, traditional khaki, **uniform-style** shorts or a traditional khaki, golf shorts.

Quarter Zip: This is an option with a regulation school polo underneath. This is the official quarter zip ordered from RDP uniform wear **ONLY**. No athletic quarter zips are permitted except on spirit days.

OPTIONAL SWEATER WEAR FOR ALL STUDENTS

Sweatshirts: All students in grade levels K-8 will have the option of black sweatshirts.

The only approved uniform sweatshirts styles are:

- *HFS across the chest in uniform plaid (Plaid #225)
- *HFS on a crest over the heart.
- *Style 18000B embroidered black crewneck available through the Spirit Shop
- *The above sweatshirts must be worn with a white collared shirt or white turtleneck. They may not be altered in any way and cannot be oversized.
- *Style 995M-Cadet Collar (youth sizes), Style ST850 (Men adult sizes) or LST850 (Women adult sizes) ¼ zip available through the RDP Spirit Shop. The ¼ zip apparel must be worn with either a collared shirt or a black or white tee shirt.

- Hoodies are **NOT** acceptable as sweater wear within the campus buildings - church, school or school hallways. **This includes dress down days.**

UNIFORM ACCESSORIES

Jewelry: Earrings, watches and a **simple religious necklace may be worn.** No wearable electronics may be worn. No jewelry may be worn during PE class.

- Earrings - **only stud earrings- nothing extending below the earlobe.** One earring per ear. Boys may not wear earrings.

Make-up & Nail Polish:

Makeup, including nail polish and eye makeup, is not permitted in grades PreK-5. A minimal amount of natural-looking makeup will be acceptable for middle school girls. Excessive makeup is not permitted and must be removed. Fingernails must be natural in color and length. (Light pinks, Light Peach, Light Pastels or French tip nails are acceptable) Any type of fake nails (acrylic, dip, etc.) is not allowed. Continued violation of this middle school privilege will result in disciplinary action.

Tattoos: Tattoos are not acceptable, either permanent or temporary.

Smart Watches (i.e. any electronic that can receive text messages) may NOT be worn during the school day. These should be left at home so that nothing happens to them. If seen during the school day, students will be instructed to place these in their backpacks right away. If worn after that, consequences will be issued.

PE UNIFORM

Note:

- No student may call home for forgotten PE clothes.
- Students should wear PE uniforms all day on their class's designated PE day.
- Until further notice locker rooms will be closed.

PE Shorts: A option is to wear solid black shorts or the HFS shorts from the Online Spirit Shop found on our website. The shorts are black with the Holy Family approved logo. The shorts must be worn no shorter than 3” above the knee. Volleyball shorts are unacceptable.

PE Shirts: The only acceptable t-shirt that may be worn as part of the PE uniform is the one purchased through the school’s Panther Closet/Online Spirit Shop. The PE shirt is a sleeved t-shirt, gold in color bearing the Panther logo on the front.

Socks: must be worn for PE

PE Uniform Option: An option is to wear solid black sweatpants, a solid black sweatshirt or the Sweatshirt and sweatpants with the panter logo that is purchased through Panther Closet/Online Spirit Shop.

PE Shoes: Any non-marking soled athletic shoe (low, mid, or high cut) is acceptable for PE class. The soles must be clean so as not to mark the floor. No blinking light shoes Are acceptable. Laced shoes must be safely tied.

Jewelry: No jewelry may be worn during PE class.

****Only school approved items listed within this dress code are permitted to be worn inside the classrooms. All other outerwear may only be worn during recess or for outside activities.**

NON-UNIFORM DRESS DOWN DAYS

Periodically throughout the school year, non-uniform days are permitted. Parents are to ensure that clothing is modest and Holy Family appropriate. See accessories and grooming policies. Parents will be called to bring suitable clothing if out of uniform and standards are not met.

Dress Down Days: If a student chooses to dress down or dress up, please note this is not all-inclusive. We reserve the right to determine the appropriateness/acceptability of the student’s attire.

NOT PERMITTED:

- NO hoodies
- If wearing skinny jeans, a tunic-style shirt must be worn over the jeans, covering at minimum the top of the student’s thigh.
- **NO leggings can be worn as pants! (ALL GRADES)**
- Yoga pants, jeggings, or pajama pants are not permitted.
- Crop tops or bare midriffs
- All skirts, skorts, & jumpers must be of modest length not to exceed the height of a soda pop can when the bottom of the can is placed at the middle of the knee.

- Uncovered shoulders
- Sandals with no straps or backs, clogs, or heels exceeding 1 1/2 inches.
- Hats - unless worn on a designated hat day
- ALL skirts, dresses, shorts, and/or athletic shorts must fit length regulations.
- **No shorts 2nd and 3rd quarters**

The above Dress Code Apparel can be found at:

KIDS KLOSET UNIFORM

907 Portage Trail

Cuyahoga Falls

kidsklosetuniforms.net

(330) 929-1810

rdpsports - Uniform or Spiritwear

rdpsports.com/holy-family-gymwear/

The uniform-style slacks may also be found at various department stores which may include TARGET, J.C.PENNY, KOHL'S & LAND'S END.

Violations will be treated as an infraction of the grooming and dress code. Note: Dress Code Violation Notices will be issued to students for non-compliance with dress code policies. An accumulation of three (3) violation notices will result in a detention.

The education of your child is a partnership between you and the school. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

Code of Conduct

Holy Family School aims to teach self-discipline as the highest discipline. We are committed to providing a safe learning environment for all children. A discipline policy is designed to ensure every student the best possible learning environment for growth and academic achievement. Our goal is to instill in each child a sense of self-discipline and responsibility for self and for the learning environment of others. Each student must be willing to accept the results of behavior for which he/she is responsible.

At the beginning of the school year, each teacher will outline classroom rules which will provide the best learning environment for all students and consequences for positive and negative behavior. This Code of Conduct is applicable to all Holy Family students during school hours and any school activities outside of school hours. The Code of Conduct may be applied to situations outside of school in which a student's behavior affects Holy Family School or the welfare of Holy Family School students or personnel. Sharing the responsibility with parents for guiding and motivating our students in making appropriate choices is necessary in maintaining a partnership. We will continue to assist our students in their spiritual, academic, and emotional growth and development. We will work to ensure that policies are enforced fairly and justly.

As primary teachers and disciplinarians, parents should:

- Model and support your child's practice of the Catholic faith.
- Support all school rules and policies.
- Insist that your child obey school rules and policies.
- Communicate positive support for the school.
- Support administration and teachers in the discipline of your child, and respect their judgement as they apply the discipline code. ***If you have questions, reach out.***
- Inform your child's teacher of concerns or problems.
- Be aware of and monitor external influences like TV programs, video games, internet access, etc.

Student Responsibilities - Safety & Violence Policy

The essence of Christian discipline is self-discipline. Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school environment. Students at Holy Family Catholic School have the responsibility to be ***respectful*** of our faith and the teachings of the Catholic church, the educational purpose of our school, themselves and fellow students, adults, and those in authority, and school property.

Because students respect the religious purpose and mission of Holy Family School, they will:

- Participate respectfully and prayerfully in all scheduled religious services, exercises and classes.
- Respect all religious personnel, objects and activities.

Because students respect the educational purpose of the school, they will:

- Arrive at school and class on time and with the required materials.
- Refrain from bringing items to school (e.g. trading cards, collectible figures, etc.)
- Refrain from using personal cell phones (see page 17), Ipods, Ipads, Iwatches, tablets, fitbits or any similar device with internet access, electronic games, beepers, laser devices, recording/listening devices and unauthorized software. These items will be confiscated.
- Complete assignments using their own answers, writing, and ideas, and not engage in any form of cheating or dishonesty.

Because students respect all policies and rules of the school, they will:

- Not violate the specific policies of this Code of Conduct.
- Not disrupt any school activities.
- Follow all school policies for arrival and dismissal
- Not leave the school premises or assigned classes without authorized permission.

Because students respect those in authority, they will:

- Respectfully comply with those in authority.
- Not challenge school rules and policies.

Because students respect themselves and others, they will:

- Refrain from bringing to school or having in their possession, any article or object judged to be harmful to themselves, others or the good order of the school.
- Refrain from using profane , vulgar, disrespectful, abusive or hurtful language or actions.
- Refrain from inappropriate and/or unwanted expressions of affection.

Because students care for and promote their own physical and spiritual health and growth, and that of others , they will:

- Not possess, sell, use, transmit or abuse any drugs or look-a-like drugs, alcohol, tobacco or any illegal substance, and will participate in the education and prevention programs provided or recommended by the school.
- Not endanger the well-being of themselves and others and avoid all forms of assault and violence.

Because students respect school property, they will:

- Not deface or destroy school property.
- Assist in maintaining a clean school environment.
- Not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
- Cover their books as requested and handle all books and supplies appropriately.

Because students respect their own property and the property of others, they will:

- Not damage or destroy any property.
- Not steal or abuse the property of others.

Because students accept and respect individual differences, they will:

- Attempt to resolve conflicts in a self-controlled manner or through mediation.
- Not tease, bully, harass or coerce others and report any knowledge of such to teachers or administration.
- Not threaten others.

Because students understand and accept the consequences of their behavior, they will:

- Not refuse to accept discipline and the consequences of their behavior.
- Make restitution as directed.

Please note that these expectations of student responsibilities are not intended to be final or all inclusive.

Enforcement of Code of Conduct

Corrective action taken when a rule is broken will be responsive to and in direct relation with the nature of the misconduct. **It is the right of the school to decide the consequences of misconduct. The faculty and administration have the authority to take disciplinary action for any behavior which violates the spirit and philosophy of Holy Family School, even if it is not specified in the Code of Conduct.** A variety of measures are available: reprimand, loss of privilege, behavioral or academic notice, detention, parent contact or conference, restitution for damages, suspension or expulsion. Certain matters may fall under the jurisdiction of the legal system. If legally required, those incidents will be reported to law enforcement officials without notification to parents.

Holy Family employees will do their best to supervise children's behavior toward each other. The following behaviors -- when observed or reported with reliable verification-- will not be tolerated. Appropriate Staff will intervene and appropriate discipline will be initiated:

- ☐ Physical altercations such as: fighting, pushing, shoving, tripping, etc.
- ☐ Display of weapons-- even if done surreptitiously.
- ☐ Passing of notes of a threatening/hurtful nature with appropriate proof of evidence.
- ☐ Use of the Internet to send messages that are of threatening/hurtful nature.
- ☐ Keeping a "victims list" or similar material on school grounds with appropriate proof of evidence.

In serving **Detention**, students are required to stay after regular dismissal. Many teachers use an accumulation of behavioral and academic slips to equal a detention. Detentions are served on Thursday afternoons. A late fee of \$7.00 will be assessed if a child is not picked up by 3:50 PM (grades K-5) or 4:10 PM (grades 6-8). An additional \$7.00 will be assessed for each additional 15 minute interval. Transportation is the parents' responsibility. Missed detention will result in an additional detention. Again, teachers send home their discipline plans the first week of school explaining their rules pertaining to discipline and detentions. Dependent upon the infraction, teachers may need to forego behavioral or academic accumulation and directly issue a detention for discipline.

Probation may occur when a student has violated the discipline policy several times in one semester or has committed any other serious offense. The principal, teachers, pastor, parents and the student involved will meet for a conference and sign probation papers. Probation is formal notice that a student may be asked to transfer to another school if the behavior patterns do not change.

Suspension and Expulsion:

Some infractions are so violative of the mission of our school and the core values we seek to instill that they are grounds for suspension or expulsion whether they occur at school or outside of school. The following activities may be cause for suspension or expulsion.

- Vandalism: damage, defacement, destruction of school or personal property.
- Possession, transmission, sale or use of drugs, alcohol or look-alikes.
- Possession of paraphernalia related to drugs or alcohol.
- Transmitting or attempting to transmit prescription or non-prescription.
- Smoking or possession of tobacco products or cigarettes, e-cigarettes, nicotine, or other vaping inhalant.
- Weapons infractions
- Possession, use or threatened use of fireworks, smoke bombs, matches, lighters, or other incendiary devices or materials
- Setting a fire or attempting to set a fire.
- Theft or unauthorized possession of school or personal property.
- Fighting, assault or attempted assault, gang activity.
- Bullying, harassment, hazing
- Truancy, repeated tardiness
- Gambling, trespassing
- Violating the Internet Acceptable Use Policy (Appendix A) or Chromebook Policy (Appendix B & C)
- Cheating, academic dishonesty, plagiarism, use of chatbot/AI platforms to complete assignments or tests
- Impersonating another individual and using that individual's name or login credentials to share information or commit other violations of the policies contained in this handbook.
- Falsely reporting incidents/falsifying records.
- Bomb threats/false alarms
- Profane, indecent or obscene language, or language that could be construed as such given the context of the situation.
- Language or behavior that is racist, anti-semitic, homophobic, hateful or demeaning to human dignity, or could be construed as such given the context of the situation.
- Possession or dissemination of pornographic material
- Insubordination or disrespect
- Repeated disobedience, repeated and flagrant violation of the code of conduct, gross misconduct
- Any violation of any of the policies in this handbook.
- Any offense that constitutes a criminal violation of the law.

****Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action in a manner they deem appropriate for any behavior which violates the mission, spirit, or philosophy of Holy Family School regardless of whether such behavior is not specified in this handbook. In addition, steps taken in resolution of a disciplinary matter may or may not occur in the order listed in this handbook. Administration reserves the right to take steps in the order appropriate to the matter..**

ANTI-HARASSMENT, ANTI-INTIMIDATION AND ANTI-BULLYING POLICY

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

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

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

Definition:

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

1. Causes mental or physical harm to the other and,

2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive education environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

1. Repetitive physical violence and/or attacks.
2. Repetitive threats, taunts, intimidation through words and/or gestures.
3. Repetitive extortion, damage, or stealing of money and/or possessions.
4. Repetitive exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm other through the use of information and communication technologies and other Web-based online sites (also known as “cyber-bullying”), such as the following:
 - Posing slurs on websites where students congregate or on web logs.
 - Sending abusive or threatening instant messages.
 - Using camera phones to take embarrassing photographs of students and posting them online; and
 - Using websites to circulate gossip and rumors to other students.

Procedure for the Alleged Victim:

- a. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, assistant principal, or principal for help.
- b. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should go through the assistant principal:
 - i. Fill out a student/counselor form.
 - ii. Tell a teacher, counselor, assistant principal or principal.
 - iii. Write down exactly what happened, keep a copy and give a copy to the teacher, counselor, assistant principal or principal including:
 - *What, when and where it happened.
 - *Who was involved?
 - *Exactly what was said or what the harassment was;
 - *What the student said or did, either at the time or later;
 - *How the student felt; and
 - *How the harasser responded.

SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY

Holy Family Parish School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For that reason, and in keeping with the goals and objectives of Catholic education, Holy Family School expressly prohibits sexual harassment

and sexual violence in the school environment. This policy re-emphasizes the dignity of the individual and fosters positive sexual attitudes and respect for others.

SEXUAL HARASSMENT

For the purpose of this policy, sexual harassment includes, but not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing any unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats, or buttons; touching one's self sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the Student Code of Conduct.

PROCEDURES TO FILE A SEXUAL HARASSMENT COMPLAINT

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

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

Following the investigation, if the allegations are substantiated, disciplinary actions will be taken. These will depend upon the nature, frequency and severity of the action, the ages of the offender(s) and victim(s), the history of similar actions by this individual, and circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to victim
- A parent/student/principal conference
- Written warning/reprimand & parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention.
- Suspension
- Expulsion

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required under state law (**ORC 2151.421**) to report the incident. The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (**ORC2151.421**) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

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

WEAPONS POLICY

Holy Family School's Weapons Policy expressly prohibits the use, possession, attempted sale, transmission or discharge of any weapon or explosive devices in the school, on the school grounds or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in Holy Family Parish and School. This policy includes, but is not limited to or inclusive of, any weapon, dangerous object or object used as a weapon (e.g. firearm, look-alike weapon, knife, explosive, or incendiary devices). As defined by state law, a deadly weapon is “any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon (ORC 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that

uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion.

If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process. A model disciplinary process should include immediate in or out of school suspension pending an investigation. If the student's infraction does not warrant immediate dismissal, then parents may be required to sign a probation contract. Possible terms of this probation agreement may include professional counseling, participation in community programs addressing youth violence, suspension for extracurricular activities and other conditions deemed appropriate by the administration.

Notification notices of prohibition of carrying concealed weapons on the school or parish property are posted at all main entrances.

VANDALISM

Vandalism will not be tolerated at Holy Family School. We take great pride in maintaining a neat, clean and safe environment for our students. The responsibility of maintaining such an orderly facility rests not only with the faculty and staff, but also without students. We expect our students to keep all areas of the building and grounds neat and free of litter. The bathrooms are cleaned several times a day. Our action will be taken and restitution made if such offenses occur.

VIOLENCE & THREAT POLICY

Whenever an individual believes that his/her personal safety has been in jeopardy or challenged, a threat has occurred. Any and all student threats to inflict any harm to self or others will be taken seriously. Under the following conditions a threat is a misdemeanor according to the Ohio Revised Code:

ORC 2903.21 -- aggravated menacing occurs "when an individual knowingly causes another to believe that the offender will cause serious physical harm to the person or property of that person or a member of his/her immediate family."

ORC 2903.22 -- menacing occurs "when an individual knowingly causes another to believe that the offender will cause physical harm to the person or property of that person or a member of his/her immediate family."

The following is the adopted policy of HOLY Family School:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

- Whoever hears of a threat or recognizes a threat in written work should report it immediately to the principal.
- Police will be notified immediately.
- The students will be kept in the principal's office under supervision until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately.

The student will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist or psychologist (PH.D).

- If a psychologist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (ph.D) for psychological consultation and/or testing. If a psychologist (ph.D) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of **ORC 2305.51**.
- The principal shall provide the mental health care professional (psychiatrist and/or Ph.D psychologist) with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with **ORC2305.51** from the mental health care professionals stating the basis (factual risk factors and testing results) upon which he/she determines that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the re-admission of the student to school.
- The mental health care professional (psychiatrist and/or Ph.D psychologist) shall provide a follow-up assessment of the student within 30 days. If the student is re-admitted to school, the mental health care provider shall provide the principal with a copy of the follow-up reassessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed, and parental permission is granted.
- Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child

leaves the school as a result of expulsion, withdrawal by parents/guardian, graduation or non-readmission before being destroyed.

YOUTH GANGS POLICY

Youth gangs and activity are **PROHIBITED**. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activities include: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distribution of drugs for a known gang member, helping a known gang member commit a crime or any other action directly resulting from membership in a gang.

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

- Parents/Guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family)
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as already outlined in the school discipline policy and code of conduct.
- Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction: Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang

activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good of the order and functioning of the school.

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

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

Prevention: In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor/principal. These may include, but are not limited to: QUEST, A BRIDGE TO SUCCESS, D.A.R.E, guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO, and parish-based youth ministry activities, etc.

SEARCH AND SEIZURE

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, a student's backpack or personal property may be searched when there is reasonable suspicion that a prohibited object or substance is in a student's possession. Lockers are the property of the school and are subject to search at any time.

NONDISCRIMINATORY POLICY

Holy Family School located in Stow, Ohio 44224 has adopted the following nondiscriminatory policy; Holy Family School recruits and admits students of any race, color or ethnic origin to all its rights, privileges and activities. In addition, Holy Family School will not discriminate on the basis of race, color, national origin, and ethnic origin, in the administration of its educational policies, admission policies, employment, scholarship programs, and other school administered

programs. All certified and non-certified personnel will be afforded the same nondiscriminatory employment opportunities.

ADDITIONAL DIRECTIVES:

Holy Family School may issue additional directives regarding safety and security plans periodically throughout the year. **Parents are asked to keep all information current.**

If a situation arises during the school year, which is not covered in the School Handbook, the Principal, Pastor, and Assistant Principal have the right to modify or revise all school policies as deemed necessary.

Tuition policy

Current tuition fees can be found on the school website.

Responsible Party For Tuition:

In situations where payments toward tuition are coming from more than one source (e.g., situations where parents and other relatives are sharing the cost, situations where divorced parents have agreed to share the cost), we reserve the right to insist that one party be designated as the responsible party. We will bill this party-- and they will have the responsibility of collecting from the others. We do not wish to be placed in the position of collecting from a relative who falls behind in promised payments -- or of trying to enforce court orders related to child support.

WEATHER & EMERGENCY CLOSINGS

In the event of inclement weather before the beginning of a school day, accurate information will be available through the following television stations: **TV Channels 3. 5. 8.** You will also be notified by the “All Call” system.

If it is announced that STOW-MUNROE FALLS PUBLIC SCHOOLS (SMFPS) are closed for inclement weather, then Holy Family School will be closed. If SMFPS closes for any other reason Holy Family School reserves the right to determine if we will remain open. If this were to occur, parents would be responsible for transporting their children to and from school.

In the event of an emergency closing during the school day due to weather or other catastrophe, announcements will be made over the same television stations and the “All Call” system.

All after-school activities (extended care, athletics, choir, etc.) will be canceled if school closes for inclement weather.

Please see information concerning the School-to-Parent Notification System that will also be utilized to deliver school closing information. This system works in conjunction with Gradelink. Please be sure to update your contact information on Gradelink when necessary.

Please do not call the rectory to ask if the school is closed.

SCHOOL-TO-PARENT NOTIFICATION SYSTEM

Holy Family School will be using a new school-to-family communications service through Gradelink. We will use this service to deliver both emergency and non-emergency messages to you via telephone and the internet during the school year. Using the Gradelink Notification System we can quickly contact all families - in a matter of minutes - with urgent news, such as school closings, early dismissals or rescheduled activities. We will also use this service to provide timely non-emergency information, such as reminders about important meetings or special events at school that involve your children.

When we send a message, the caller ID will always identify the call from Holy Family School. The message will be in a voice that you will recognize and will be left on your voicemail if you are unavailable when we call. You can play the message again if you did not hear it the first time. If the message gets cut off on your voicemail, that means that the welcome message on your answering machine has a long pause in it.

Each family can have up to four telephone numbers and four email addresses. In an emergency, the message will be delivered to all of your numbers and email addresses. For non-urgent messages, only your primary phone number will be called based upon your instructions. Families that wish to include additional phone numbers or email addresses for emergency announcements may do so by calling the school.

PARTNERSHIP WITH PARENTS

Believing the responsibility for the growth and development of children is a **partnership between home and school**, we encourage mutual communication and cooperation. The most powerful influence in shaping a child's academic, intellectual, cultural, moral, and spiritual attitude is the example, as parents, provide in your home.

We encourage parents to:

- **Model and support your child's practice of the Catholic faith by attending weekly mass and participating in the sacraments.**

- **Support school policy and the authority of the administration and teachers.**
- **Follow communication hierarchy - teacher first, then principal and Pastor when necessary.**
- **Encourage your child to complete all assignments (involvement with child's academic progress, assignments, etc..)**
- **Encourage your child to obey the regulations and principles of good behavior.**
- **Openly communicate with faculty and staff when necessary. Follow the policies and procedures stated in the handbook.**

Education of a child begins in the home in the heart of the family. Parents, as first and primary educators of their children, have the privilege and responsibility to plant and nourish basic Christian values, and to introduce the child to the Catholic faith and a personal relationship with Jesus Christ.

Holy Family School is maintained and supported by the parish community to pass on the values, beliefs, and teachings of the Catholic Church. The school shares in the total developments of the Catholic child within a living and progressive faith community. In imitation of Jesus, with His love and guidance, each teacher strives to teach as He did to help the child and the entire school community to witness the Gospel message of hope, peace, and justice to the Stow community and those we meet. Parents continue as the primary educators of their children by fostering and enriching each child's unique pattern of spiritual, intellectual, emotional, social and cultural growth, and by active involvement in the parish and school community.

Our commitment as a faculty is to assume the responsibility of developing a curriculum that meets the individual needs of each child, and at the same time, stresses the values of respect for life, sacredness of the family, unique giftedness, and talents of each person and justice and peace for all peoples. By implementing current educational methods and materials and by presenting religious instruction authentic in doctrine, the child can grow and become a more mature member of the Church and society.



Holy Family School *Parents as Partners* Code

Introduction:

The reputation and success of Holy Family School are built upon a foundation of excellence. At the heart of that foundation are our faith and our shared values. For the best interest of the children we serve, school administration, faculty, and staff must be able to partner with one another to foster a school community and culture in which everyone can thrive. Our expectations in this partnership are grounded in mutual respect and trust.

Guideposts for Appropriate Actions

As your partners, and in exchange for our commitment to the principles in this code, to you and your children, we expect each parent to also abide by this code. To ensure that you are following the code before you do something, ask yourself the following questions about the action you are about to take:

Does it align with our Catholic
Christian faith?

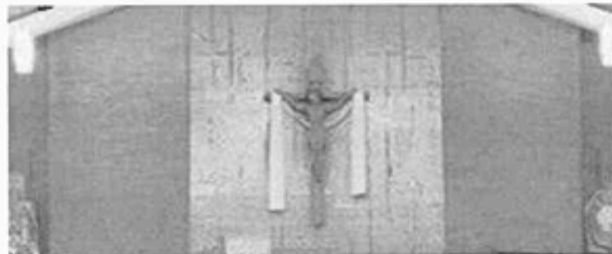
Does it align with our
school mission?



Does it align with our
shared values?

Does it reflect well on
you and/or our school?

If you can't answer yes to the above questions about the action you are planning to take, you probably should not do it.



Accountability

As our partners, you are responsible for adhering to the principles outlined in the code. You are also responsible for holding others accountable on a parent-to-parent level if they do not follow the code. The expectation is that parents will respect and get along with each other, the school, the parish administration, faculty, and staff to promote a positive school climate for the benefit of all. We do not all have to be best friends, but we do have to act in a manner that reflects due regard for one another. Working together as partners, we can accomplish much more than working alone.

Committing to One Another

The following are basic expectations of our partnership:

Being kind to one another, above all, without exception.
Our faith teaches it. Our humanity demands it.

Using the same manners in our
actions with one another
that we teach our children: say
please and thank you.

Listening to one another and
really hearing what the
other is saying.

Seeing the good in one another despite
genuine mistakes that may be made.



Never harassing or acting in
an offensive or abusive
manner toward one another.

Setting a Good Example

The greatest single factor in building a child's intellectual, cultural and moral attitude is the example you provide in your home. For a successful educational experience at Holy Family School, we expect your help in these areas.

- † Modeling the practice of your faith and sincere prayer life.
- † Modeling good work habits and encouraging your child to give his/her best effort. This includes regularly checking our online system to monitor your child's assignments, grades, and other information.
- † Modeling and insisting that your child follow principles of good behavior.
- † Modeling and building positive relationships between parents and teachers by contacting the teacher first when a problem or misunderstanding arises at school, and responding promptly when contacted by teachers, school administrators, or staff members.
- † Modeling and building positive relationships with fellow parents by contacting the other parent first when a problem or misunderstanding arises with another child.

Appropriate Ways to Share Concerns

As partners, we ask you to remember that the best way to discuss concerns and seek resolution is to go directly to the source. The school administration, faculty and staff cannot assist with concerns not brought to them. Fellow parents cannot work with you to resolve child-to-child issues if you do not reach out to them. It has become far too easy to hide behind venomous words communicated electronically. Rather than posting angrily on social media or firing off a disrespectful email, please think first and consider the following:



A face-to-face meeting is always best. Where an in-person meeting is not possible, a Zoom or phone call can be a close substitute.



If there is a situation involving your child and another student, please consider contacting the other child's parent to resolve the issue together.



If there is a situation you have questions regarding your child at school, please contact the teacher before escalating your concerns to the administrative level.



Please always be careful with your tone. If you begin a conversation in anger, it is likely to quickly deteriorate. Remember that there are multiple sides to every story, and begin from a position of respect and open-mindedness.



Understand that if you are entrusted with confidential information, that information is shared with you with the expectation that it will remain confidential. We should not hear confidential information coming back to us after being circulated in parent conversations.

Social Media

One of our most powerful communication tools is social media. With power comes responsibility, and you are expected to use the following guidelines to assist you in using social media appropriately:

- Know your facts before you post. If you don't know all the facts, don't post.
- Speak truthfully, refrain from misleading others, and do not obstruct or interfere with school business.
- Make it clear that the opinions you share are your personal opinions, not those of the school or other parents.
- Understand that what you post might impact the school and those associated with it, fellow parents, or innocent children.
- Understand how what you post might reflect on you.
- Understand the larger impact of what you post on the school's reputation in the community.
- Be respectful. Refrain from posting anything that an objective observer would find offensive. Unprofessional, intimidating, threatening, profane, vulgar, or obscene content

Specific Prohibitions and Consequences

For the school to carry out its Christ-centered mission, every parent whose child is enrolled at Holy Family School must be respectful and supportive of the school, its faculty and staff, its students, and the school and parish administration.

Just as we seek to partner with parents in every student's education, we expect parents to act as partners with us.

While we respect parents' right to have opinions that may differ from ours or even to be critical at times, we ask that opinions and criticism be shared respectfully and privately.

TO THAT END, IN ADDITION TO EXPECTING THAT ALL GUIDELINES IN THIS CODE BE FOLLOWED, THE ACTIONS SPECIFIED BELOW WILL NOT BE TOLERATED:

Harassment or disrespect of teachers, staff members, or administration, whether directly or indirectly, by email, in person, or otherwise;

Negative social media posts about the school, its faculty, staff, administration, policies, or events;

Committing, tolerating, or being otherwise involved in any negative or unkind treatment of a student; and

Any other derogatory, negative, or unsupportive behavior that serves no purpose other than to undermine the mission of the school.

Parish and school administration reserve the right to expand this list as warranted.

ANY PERSON WHO COMMITS ANY OF THE ABOVE ACTIONS, OR SIMILAR ACTIONS NOT SPECIFICALLY LISTED ABOVE, WILL BE REQUIRED TO MEET IN PERSON WITH THE PASTOR AND PRINCIPAL.

PLEASE UNDERSTAND THAT, AS A PRIVATE CATHOLIC SCHOOL, THE CONTINUED ENROLLMENT OF EVERY STUDENT IS SUBJECT TO APPROVAL BY THE ADMINISTRATION, AND SEVERE OR REPEATED INFRACTIONS OF THE ABOVE NATURE MAY RESULT IN A FAMILY BEING ASKED TO LEAVE THE SCHOOL.

YOUR COOPERATION IS EXPECTED.