



**Holy Family
School
Handbook**

Revised 2011

SECTION I

Mission Statement of Holy Family School

The mission of Holy Family School is to follow the example of Jesus by teaching and acknowledging the diversity of all students, teachers and staff, and to provide opportunities to aid the total development of each person for the good of the community.

SECTION II

A. Daily Time Schedule

Holy Family School classes are maintained for a total of 180 days. The length of a school day is 6 1/2 clock hours.

B. Business Office Hours

The school business office is open from 7:30 a.m. until 3:00 p.m. each day of student or staff attendance.

C.

Safe and Secure School Plan

Because we are concerned with the safety and well-being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire as well as lock down drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

D. Tornado Warning/Watch

The procedures listed below are followed in the event of tornadoes or other natural disasters:

1. Students are assigned to predesignated shelter areas.
2. Interior hallways on lowest floors are used.
3. Students will crouch on the floor facing the wall and bend over with their hands on the back of their heads.
4. Students must keep away from glass doors, windows, etc. and large rooms like the gym, etc.
5. Drills are held on a regular basis.

In the event a tornado appears in the area without warning or when the U. S. Weather Bureau issues a tornado warning, students will remain in school and take shelter.

E. Emergency Closings

During inclement weather at anytime of the year, particularly during winter, tune in to the local South Bend radio and TV stations. In the case where all Catholic Schools in the area are closed because of weather, or all South Bend Public Schools are closed because of weather, Holy Family School will also be closed. If some other emergency arises during the day when students are already in school and it necessitates that students return home, an announcement will be made on local South Bend radio stations and parents should come for their children. If the school building becomes unsafe for some reason, all children will be removed to a safe area and it will be announced over the radio where and when children should be picked up.

F.

Fire Drills

A minimum of ten fire drills are required for each school year. If weather conditions will not permit fire drills to be held at least once a month, then at least six drills shall be held in the fall of each year and four fire drills shall be held during the remaining part of the school year.

Records of each fire drill must be kept in the school office indicating dates, time of day number of minutes to evacuate the building and difficulties encountered. The Chief of the Fire Department has the right to conduct fire drills in the school.

SECTION III

Finances

Holy Family School Tuition Schedule

The payment of tuition and other fees as regulated by the Holy Family Finance Committee shall be a requirement for enrollment. In order for the school to meet monthly current bills, the following payment schedule must be honored:

1. The annual tuition may be paid monthly over a twelve month period with the first payment due by July 1st and last payment due by June 30th.
2. The final tuition payment must be paid in full by June 15th or the registration for the coming year will be voided and the child's place given to the next person on the waiting list.

There will be a preliminary registration held in spring. Once regular registration starts, applications will continue to be received until capacity is reached.

Acceptance may be considered when a vacancy occurs.

Vouchers are available

SECTION IV

**A. Admission Policy (4010)
Student Records (P4150)**

Each school shall maintain an accurate daily record of attendance of each child from either the time the child officially enrolls in a school, or the beginning of the fall term when the student turns (5) years old, until:

- A. the date on which the child graduates,
- B. reaches the age of sixteen (16) years old, or
- C. reaches the age of sixteen (16) years old and a parent or guardian provides written consent for the child to withdraw from school. The withdrawal date is the last day the student is scheduled to be in attendance at the school.

These records shall be kept solely to verify the enrollment and attendance of any particular child upon the request of the State Superintendent of Public Instruction or the Superintendent of Catholic Schools.

Each principal or school administrator of any diocesan school shall furnish, on request of the state superintendent of public instruction, the number of children by grade level attending the school. When a pupil withdraws from school, and no public or other private school has requested the pupil's educational records within fifteen (15) school days after the date the pupil withdrew from school, then the school shall report to the state superintendent of public instruction or the superintendent of the diocesan schools, the name and address of the pupil and the date he/she withdrew from school.

Student Attendance Records

An adequate and comprehensive record of attendance shall be maintained for each student. Each teacher is responsible for reporting students' daily attendance in his/her classroom during the current school year. Absentee reports shall show exact dates. Attendance is recorded in the student's official record and kept on file indefinitely.

Transfer of Student Records

Schools shall follow current diocesan procedure in transferring official records

- A. The official student record files shall include cumulative grade report, cumulative attendance form(s), and standardized test summary reports. Health cards may be sent separately or with the student record files. If the student has had psychometric testing, those reports must be requested, in writing, by the parents from the testing organization.
- B. In the event of a student transfer to another diocesan school, the original official student record files shall be forwarded to the new school. In the event of a student transfer to a in-diocesan school, copies of the official file shall be forwarded to the new school upon the receipt of signed request with the official copy remaining at the last diocesan school of enrollment.
- C. If a student transfers during a grading period, a report of the student's work up to the date of transfer should also be included in materials sent to the receiving school.

Religious Issues (P4410)

God's Gift of Human Sexuality

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations. In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore years.

Abortion - Elementary and High School Students

Every human being is created in the image of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore, a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately, and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, the Superintendent of Schools or a representative, and a person(s) designated by the Bishop. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the bishop regarding the student's suspension or expulsion.

Pregnancy - Elementary Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family. While the first responsibility of the pastoral, spiritual, and psychological care of the new students involved in a pregnancy belongs to the parents of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

1. The pastor and principal should meet with both parties, the male and female, and their parents/guardian to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
2. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
3. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
4. The pastor and principal should seek to assist the young people to ensure that the child is cared for properly before and after birth.

Because pregnancy is a public matter, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

School Admissions Policy

Holy Family School shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

Nondiscrimination Policy

Holy Family School shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

School Entrance Requirements

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

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

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

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

Kindergarten

Any child who attains the age of 5 before September 1 of a school year will be eligible to enter the kindergarten program of the Catholic schools of the Diocese of Fort Wayne-South Bend.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

First Grade Entrance Requirements

A child entering first grade must be six years old on or before September 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited/recognized school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

Children with Exceptional Education Needs

Children with exceptional education needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children. Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not want to accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

Students or Prospective Students with Communicable Diseases

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

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

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

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

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrator shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney. In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

B. Attendance (P4040)

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

Parent/Legal Guardian Responsibility

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

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

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school.
3. reaches the age of eighteen (18) years.

Absences from School

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

A. Absences which are counted as present

1. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
2. Court appearances pursuant to a subpoena;
3. Placement in a short term inpatient treatment program which provides an instructional program;
4. Homebound instruction; and
5. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
4. Out-of-school suspension - no school make-up
5. School/college visits (2) - parents need to check with the individual school's policy for arranging such visits;

C. Unexcused Absences

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

Truancy

A student is truant when s/he is absent from school or class without the permission of his/her parent or guardian and the school. Students who are

habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school with justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident or unexcused absence.
- C. Three (3) or more judicial findings of truancy.

Reporting an Absence

A parent/guardian shall contact the school to report a student's absence by 8:30A.M. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

Frequent or Prolonged Illness

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

Response to Irregular Attendance

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

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

Tardy

School begins at 7:45 A.M. A child who comes in after that time is considered tardy. A total of time added up to 3 days of school; (180 minutes) require the school to report the tardiness to the CASIE Center.

C. Health

All communicable diseases should be reported to the office immediately. The following regulations are set down by the County Health Department and are followed by the Administration of this school.

Students are excluded from classes for the following diseases and cannot be readmitted without written approval of the Health Department.

1. Diphtheria
2. Meningitis
3. Smallpox
4. Tuberculosis
5. Whooping Cough

Students are excluded from classes for the following and can be admitted to school by approval of the administration after the time indicated:

1. **Chickenpox** - 10 days from onset, all lesions have crusted
2. **Pink Eye** – 2-3 days or with release from doctor
3. **German Measles** - 4 days from onset
4. **Impetigo** - when under medical treatment
5. **Measles** - when recovered, but not less than 7 days from date of rash
6. **Mumps** - 9 days from onset of swelling
7. **Ringworm** - when under medical treatment
8. **Streptococcal Infections** - (including Scarlet Fever) when recovered if 7 days from onset, or with release from doctor
9. **Head Lice** - after the initial hair treatment has been completed and **all nits removed.**

Your cooperation in the above is vital to the continued health program at our school.

State Health laws state that no child will be permitted to attend school beyond the first day of school without furnishing immunization records. The immunization law has been amended as follows for students in grades Preschool through ninth grade.

Type of Vaccine	Number for Pre-K	Number for KDG	Number for 1 st	Number for 2 nd --5 th	Number for 6 th - 8 th
DTaP	4	5	5	5	5
IVP/OVP	3	4	4	4	4
MMR	1	2	2	2	2
Hepatitis B	3	3	3	3	3
Varicella	2	2	2		2
Meningitis					1
Pertussis				1	1

The Health Department recommends boosters for all children who have received their basic series before four years of age.

Any type of accident which occurs on school premises will be reported to the office as soon as possible. When the accident is of a minor nature (slight cut,

scrape, bruise), it will be treated in school so that the student may return to his/her normal activity.

If the accident is of a serious nature (one which may require more extensive professional care), we will make the student comfortable and immediately contact the parent. If there is no response at the time, we will contact the **Emergency Number** you have provided to us, or contact the parent at work. If no one can be contacted, EMS will be called.

If your child should become ill while at school (headache, cramps, upset stomach, etc.), we will follow the same procedure outlined above.

Medication, such as aspirin, is never administered in school in accordance with State Law. If it is necessary for a child to take medication, a note must be signed and submitted to the office by the parents. A doctor's instructions must be included with the prescription, and all such medication must be administered by the office staff.

Children subject to an accident or illness are not permitted to leave the building alone. They will be dismissed only to parents upon appearance at the office.

Qualified Immunity

A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as inject able insulin, breathing treatment or a finger stick for glucose. If a school employee is not a practitioner or a person licensed under IC * 25-23 and the school employee is responsible for administering inject able insulin or a glucose test by finger prick, the employee must obtain from a practitioner the training that the practitioner determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner that indicates the school employee has received the required training.

Discarding Medications

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal will dispose of the medication in an appropriate manner and document that the medication was discarded.

D. Safety Policies

In order to maintain a setting conducive to the physical as well as to the mental and spiritual well-being of the students, the following guidelines have been formulated:

Before school rules

1. Wait in designated area until entry bell.

2. Students are to wait outside the building unless inclement weather makes it necessary to wait inside.
3. Absolutely no running, chasing or playing games is allowed. Students should act in an acceptable manner.
4. No one is allowed on the grass, or allowed to climb on planters or trees.
5. Crossing Mayflower and Western should be done at the designated areas. No one is allowed to cross and go to the stores.

After School Rules

1. Students are to wait in their designated area until their ride arrivals.
2. Student may only cross at Mayflower and Western at the designated areas with an appropriate supervisor.
3. Students shall wait outside the building unless there is inclement weather.
4. There is absolutely no running allowed. Students must walk to their cars and on the sidewalks at all times.
5. Students must act in an acceptable manner, which means no game playing or ball throwing during dismissal.
6. Students must stay off the grass, planters and trees during dismissal time.
7. The playground is off limits after school, unless the student(s) are in the Trojan Kids Club.
8. Students must be picked up by 2:45 or they will be sent to the after school program and will be charged.

Parking Lot

The traffic flow chart should be adhered to very closely. (Back of Handbook)

E. Dress Code

School uniforms are to be worn on the first day of school in August. **Blue jeans and T-shirts are not allowed.** Holy Family sweat shirts are allowed.

Girls:

Grades K-4: Gray/blue plaid jumper from Schoolbelles
 *White or light blue Holy Family polo shirt
 (long or short sleeve)
 Navy slacks / walking shorts (no zipper pockets or cargo pants)
 *polos
 Anklets, knee hi's or tights (navy or white)
 Tennis shoes
 Belt must be worn if belt loops

Grades 5-8 A gray /blue plaid skirt from Schoolbelles
 *Polos, slacks/ walking shorts, stockings and shoes
 Belt must be worn if belt loops

Boys: Navy trousers/ walking shorts (No zipper pockets or cargo pants)
 Belt must be worn if belt loops

*White or light blue Holy Family Polo shirts (long or short sleeve)
Tennis shoes

On gym days, students must wear the **Holy Family** gym shirt, gym shorts or Holy Family sweats or **plain navy** sweats for the entire day. **No nylon pants.**

For girls –No spandex leggings or long shorts with uniforms are allowed.

*Polos must have the school emblem on them. They must be purchased through school. The students are not allowed to wear colored tee shirts (plain or with logos) under their uniform shirts. During winter months only Holy Family sweat shirts may be worn.

Holy Family sweat shirts with hoods maybe worn only on Friday (sports day).

* * Sports Day: Students are allowed to wear their favorite team shirts during ND football season ONLY.

Extreme and faddish hair styles, excessive jewelry and make-up of any kind are not permitted for the girls.

Extreme and faddish hair styles, hair over the collar, excessive jewelry and ear rings and not permitted for the boys.

All shirts must be tucked in at all times.

F. Discipline

1. Purpose

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

2. General Conduct and Standards of Behavior

Students of Holy Family are expected to be good citizens. Standards of behavior reflecting good citizenship are expected and all administrative procedures and school rules are established to insure such standards. All policies, procedures and rules may be applicable in the school, on the grounds, at all school activities both at and away from school (e.g. field trips).

3. Parent Responsibility

Parents are requested to provide the school with pertinent information regarding health disorders which could affect the student during the school day or have along-range effect on his/her educational progress.

The school expects that parents will work with the school to bring about changes in the behavior of students who violate standards of normal conduct. Parents will be held responsible for financial loss suffered by the school and their employees when their children, through malicious or careless conduct, cause damage to the school buildings, equipment, parish or personal property.

To ensure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive social attitude are more prone to having a successful and rewarding school experience.

4. Staff Responsibility

The principal of Holy Family School shall have the overall responsibility and authority for the orderly administration of discipline policies within the framework of school policy.

The teacher's primary responsibility and authority shall be to maintain order and control within the classroom, and general responsibility and authority for maintaining order and control on school property.

G. School Regulations

Students will be expected to govern their conduct in a way that they will be a source of pride to themselves, their classmates, and the parish.

Attending the school will be regarded as a privilege which should be protected and maintained.

A reprimand for willful and/or repeated violation of school regulations will be the responsibility and prerogative of the classroom teacher.

Additional reprimands which may result from continued or more serious offenses, will involve the participation of student's parents and the Disciplinary Committee. In all instances, due process will be followed. (P4520)

The grounds for suspension or expulsion below apply to student conduct which occurs: on school grounds; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or at any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constitution and interference with school purposes, or urging other students to engage in such conduct.

3. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose.
6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
7. Violation of the Diocese's Gun Free School Policy.
8. Possessing, using, transmitting, being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
11. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
12. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
13. (4530 L-p2) Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
14. Engaging in any unlawful activity on or off school ground if the unlawful activity is considered by school officials to be an interference with school purposes or an education function.

H. Suspension Procedures (P4520)

1. The pupil shall be informed of the specific charges that could be the basis for disciplinary action to be taken against this student.
2. The pupil will have the right to present to the school administration their side of the story.
3. If the pupil is suspended by the school administrator, the administrator will do the following:

- A. Notify the parent/guardian of the suspension, the reason for it, and the steps necessary to effectuate the pupil's return.
- B. Meet with the parent's /guardian and the pupil to plan the satisfactory return of the pupil to the school setting.

I. Disciplinary Review for Students (Suspension or Expulsion)

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

1. An explanation of what the student is accused of doing wrong and
 2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.
- The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

J. Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding

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

K. Student Accused of a Non-School Related Criminal Act (P4550)

"When a student is accused of a non-school related criminal act, the school shall follow diocesan policy."

L. Gun-Free Schools (p.2 P4510)

VI 4560-Pg.2

M. Sexual Harassment (P4580)

It is the policy of the school to maintain a learning and working environment that is free from sexual harassment. Consequently, it is a violation of this policy for any employee to harass another employee or a student or for a student to harass another student or employee through conduct or communication of a sexual nature as defined below. The term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student or another employee and when made by a student to an employee or another student.

Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

Complaint Procedures for Students

Any student who alleges sexual harassment by any employee or by another student, the student may file a complaint with the pastor, principal, teacher, or counselor. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action where appropriate or necessary. All reports of harassment shall be addressed as follows:

1. reports must name the person accused of sexual harassment and state the facts;
2. if the victim or the perpetrator is a student, the report must be filed with the principal where the alleged conduct took place (the principal will immediately inform the pastor);
3. the principal shall thoroughly investigate the alleged sexual harassment;
4. the principal shall determine if the facts presented meet the definition of sexual harassment outlined above by conducting information gathering interviews with any students, staff or other witnesses who have first hand knowledge of the facts (the principal shall also contact the parents of the student(s) involved);
5. if the complaint may be considered child abuse, it will be reported as required by law;
6. the principal shall prepare a report to determine the appropriate disciplinary action, determine the need for counseling referral, and determine who will be responsible for continued monitoring.

Sanctions for Misconduct

A substantiated charge against a student in the school shall subject the student to disciplinary action consistent with the school discipline policy. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject of disciplinary action.

N. Substance Abuse (P4570)

“Holy Family School shall assist students experiencing substance abuse problems in accordance with diocesan policy.”

O. Student Locker and Vehicle Inspection (P4590)

“All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.”

P. Acceptable Use Policy (Internet) (P4620)

“Holy Family School shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.”

Q. Environmental Tobacco Smoke (P5430)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, and employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.”

R. Lunchroom Program

At all times students are to have respect and thoughtfulness to others.

1. Remain seated while eating and wait to be dismissed.
2. Show good table manners.
3. Speak quietly.

S. Playground Supervision

The playground is supervised each lunch recess by adults. They are responsible for correcting inappropriate behaviors. The usual procedure is time-out at least five minutes as well as a discussion with the student on why the exhibited behavior was inappropriate and what they can do to correct that behavior in the future. If this does not work, negative behavior continues, the student will receive a warning and the classroom teacher notified.

Accidents

If injury is treatable by washing and a Band-Aid, the student is sent to the office. If it is felt that the child should not be moved, an adult will send for someone from the office. An adult will stay with the student at all times. An accident report will be filled out if the injury is of a serious nature. Parents are reminded that, if the injury requires your taking your child to a doctor, student insurance claims should be filed once your family insurance has paid whatever is eligible for reimbursement.

T. Testing

The following tests are administered to the students of Holy Family School:

ISTEP + Grades 3 through 8

U. Pupil Evaluation/Conferences

Report cards are given at the end of each quarter, in November, January, April and June.

The report cards will provide for an evaluation of student performance in relation to his/her ability.

Twelve (12) days of absence in any quarter disqualifies a student from receiving a Progress Report that particular quarter.

Conferences with all parents will be scheduled during the year. Prior or subsequent conferences may be requested by either parent or teacher with the attendance of the child at the discretion of the parent or teacher. Parents may not confer with a teacher during class hours. Detaining a teacher from the classroom is unfair to the remaining students. Appointment requests may be arranged by a note to the teacher or by calling the secretary (289-7375). The secretary will pass the message on to the appropriate teacher.

V. Athletic Department & Extra Curricular Activities

The objectives of this department are to assist and aid the school program to continue high standards of spiritual training for the participants in all school athletic activities: to develop and expand the program of athletics of all types within Holy Family School.

Students who are not in school due to illness are not allowed to participate in extra- curricular activities.

For a student to participate in any extra-curricular activities such as, choir, athletics, students council or any other school sponsored clubs, the student must not get a failing grade in any subject.

The mid-term progress reports and quarterly report cards will be used in determination of eligibility. A student classified as ineligible will be suspended from participation in all games, practices and meetings. Reinstatement will occur when academic improvement has been made. It is the responsibility of the student to ask for reinstatement.

Students must also maintain an A or B in conduct to be eligible to participate in extra curricular activities.

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

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

W. Cell Phones

If a student has a cell phone in school it must be in the backpack and turned off at all times, this also includes the Trojans Kid’s Club. All phone calls must be made from the office. A student, who uses their phone to call home or friend and does not notify the office, will not be allowed to have their phone in school.

SECTION V

CURRICULUM/INSTRUCTION

A. Curriculum Scheme

1. Pre-K Unit (4, and 5 year olds)

4 and 5 year olds

Religion	Reading
Math	Handwriting
Science	Social Studies

2. Primary Unit (Kdg. - 3)

Art	Spelling
English	Reading
Mathematics	Religion
Music	Science
Phonics	Phy. Education
Social Studies	Handwriting
Computer	

3. Intermediate (4-5)

Art	Reading
English	Handwriting
Religion	Mathematics
Science	Music
Spelling	Social Studies
Phy. Education	Computers

4. Junior High Unit (6-7-8)

American History	Math	Spanish
Art	Phy. Education	
English	Literature	
Geography	Religion	
Reading	Science	

The above basic curriculum is supported by home study and field trips of an educational, cultural or social nature.

Homework assignments are flexible and planned according to individual needs. Ordinarily, homework would not exceed the following guidelines:

Lower Elem. (1st through 2nd)
30 minutes

Middle Elem. (Gr. 3)
60 minutes

Upper Elem. (4th through 8th)
75 minutes

A student does not necessarily have a home assignment in every class every night. Ordinarily, teachers consult each other and plan together for homework assignments.

In individual cases, when homework assignments seem excessive, please consult the teacher concerned.

B. Field Trips

Each room is expected to participate in two educational field trips. They are arranged under the authority of the teacher and in conjunction with the aims and goals of the curriculum. The following guidelines are given to parents and chaperones of field trips so that they may participate and assist in providing a healthy, safe and successful experience for our students:

1. Each chaperone will have a list of students under their charge. On trips where students move around, a check in should be carried out every so often.
2. Chaperones are required to keep the students under their charge in sight at all times.
3. No older/younger children will accompany a chaperone on a field trip unless explicit permission is given by the teacher.
4. In case of an emergency, the chaperone is to immediately notify the teacher under whose authority the field trip was organized.
5. Permission slips are a must for each child. These slips should designate parents' approval for their child to take the trip and their acceptance of reasonability for any unforeseen happening. These slips must be handed in to the teacher prior to the departure of the trip. Permission may not be taken over the phone.
6. Each child is to be present for the fieldtrip. If a child/parent chose not to send their child, the student will receive a zero for that day.
7. Each chaperone must watch the Safe Environment DVD, sign the volunteer's safe environment hand book, and have a background check.

C. Extra-Curricular Activities/Programs

1. Altar servers
2. Choir member
3. Student Council
4. Athletics
5. Media club

D. School Library

Holy Family School Library strives to acquire books and materials that enrich and integrate the curriculum. Basic library skills are also taught in grades three through fifth grade. We all share in the good care of the books so we may enjoy and benefit from their use.

1. Courtesy is expected at all times from students.
2. All books and materials are loaned to the students for one/two week period.
3. Fines are imposed at the rate of ten cents per book per day (excluding holidays and sick days). If book(s) are overdue, the student may not withdraw another book.
4. Books lost or mutilated are, of course, expected to be replaced at school cost by the student responsible for such negligence.
5. Students wishing to make copies of materials can do so in the office at \$.05 a copy.

SECTION VI

AUXILIARY SERVICES

The following services are provided to Holy Family School by the following:

1. South Bend School Corp.: Psychological services, Teacher Consultant, Speech and Hearing.
2. School Nurse
3. Eye and ear screening
4. Title I: Remedial Math and Reading
5. National School Lunch Program

The above programs are subject to change. If any parent/guardian feels that his/her child is in need of any of these services, please contact the school office.

SECTION VII

COMMUNITY RELATIONS

A. School Calendar

A calendar of events is sent home to each family monthly. Parents are also kept informed through monthly newsletters of the activities, administrative policies and procedures of the school. All of this information is also on line at the school website: **holyfamilyschool.catholicweb.com**

B. Visitors to School

All visitors to the school must report upon entering the building to the office and receive a Visitor's badge. This will enable us to insure the safety of our building, the students and visitors.

C. Parent-Teacher Relationships

In school work the human element is always present. Teachers, parents and students are human and have human relationships. All parents having questions or concerns about the school program or personnel should direct their questions to the appropriate staff members, individual teacher or the principal.

In general, the following procedure will be the guiding norm for parent-teacher relationships:

- 1. Communication by parents concerning curriculum, school regulations and goals, classroom routine and work must first be directed to the teacher concerned.**
- 2. If the situation demands further clarification, the principal should be contacted and given the opportunity to evaluate the parent's concern.**
- 3. If necessary, written communication should then be directed to the Pastor, only after the first two steps above have been implemented.**

All parents having serious questions or concerns about the school or its personnel will be given the courtesy of an interview with the principal and the promise of an investigation. Likewise, no teacher will be reprimanded or otherwise disciplined on basis of complaints unless these are justified by the facts of the situation.

D. Appointments with School Personnel

It is expected that personal interviews or conferences with staff be arranged by appointment. This may be taken care of by a note or by calling the office (289-7375). Parents may not speak with the teachers during class hours. Detaining a teacher from the classroom is unfair to the remaining students. Appointments with the principal may be made by a note or by calling the office. Appointments will be confirmed by the school secretary.

E. Home and School Association

The organization is formed to promote closer relationships between the home and the school, to provide service and support to the school staff and administration and to set up parent-education programs.

Objectives

The objectives of the Association shall be:

1. To advance Catholic education, especially that of the school children of this parish.
2. To promote cooperative home and school activities and to increase, on the part of its members, interest in spiritual, educational and civic affairs.
3. To enhance the role of its members in the education of children by increasing their knowledge of the principles of education by encouraging them to cooperate in fulfilling the mutual responsibilities in educating children.
4. To improve environmental conditions which influence the children's physical, moral and cultural developments.

Meetings

1. General meetings of this Association shall called at the discretion of the Board.
2. At the annual meeting of this Association officers will be elected. They will begin their term in office at the first scheduled meeting in the fall.

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

HANDBOOK RECEIPT ACKNOWLEDGMENT

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

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

Parent Signature _____ Date _____

Student Signature _____ Room# _____

Student Signature _____ Room# _____

Student Signature _____ Room# _____

Student Signature _____ Room# _____

SIGNED FORM DUE TO SISTER JOAN MARIE September 23, 2011