

The Holy Family School Board affirms its support of the school, student responsibilities, and discipline policy, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementation of these policies.

DIOCESE OF DES MOINES MISSION STATEMENT

The mission of the Catholic schools of the Diocese of Des Moines is to provide meaningful educational experiences for children/adolescents in an environment integrated by Gospel values which nurtures faith, community, prayer and service.

Therefore, we believe that

- Catholic schools exist to teach the traditions and doctrines of the Catholic church and to live the Gospel message of Jesus Christ
- Parents are the primary educators and that Catholic schools are partners with parents in the education of their children/adolescents.
- Each child/adolescent in a Catholic school, regardless of race, cultural heritage, or sex, will grow in self-esteem through the development of her/his talents, skills and interests.
- Catholic schools will provide a warm, caring environment where children/adolescents will be challenged to learn the essential curriculum regardless of learning rate or style.
- All children/adolescents in Catholic schools will learn the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society.

HOLY FAMILY SCHOOL MISSION STATEMENT

It is the mission of Holy Family School, as an extension of church life, to nurture families and provide for students quality education rooted in the gospel of Jesus and the traditions and practices of the Catholic Church.

Therefore, we believe that Holy Family School exists

- to provide an environment in which the richness of each student's heritage is celebrated.
- to provide an academic program which challenges students to reach their highest potential.
- to utilize current technology to prepare students for the world of tomorrow.
- to enrich student and family life by facilitating access to a variety of church and community resources.
- to partner with parishes in the formation of parents and children as active participants in their community of faith.

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Holy Family School Calendar 2009-2010

August

Aug 17 Meet the Teacher Night 6:00 – 8:00 p.m. Mandatory event
Aug. 20 First Day of School. Full day
 Aug. 25 School board meeting. 6:30 p.m.
 Aug. 28 \$1 Out of uniform day – classroom fundraiser

September

Sept. 2 Early Dismissal- 1:00 p.m.
Sept. 7 Labor Day- No School
 Sept. 15 \$1 Jeans day for missions
 Sept. 16 Food & paper product collection
 Sept. 17 Fall Picture Day
Sept. 21 No School. Teacher in-service day.
 Sept. 22 School board meeting. 6:30 p.m.
 Sept. 25 \$1 Out of uniform day – classroom fundraiser

October

Oct. 7 Early Dismissal- 1:00 p.m.
Oct. 5 No School. Teacher in-service day
 Oct. 8 Reading Night 6:00-7:30 p.m.
 Oct. 14 Food & Paper product collection day
 Oct. 16 \$1 Out of uniform day – classroom fundraiser
Oct. 20 Parent/Teacher Conferences 4:00-8:00 p.m.
Oct. 21 Parent/Teacher Conferences 4:00-8:00 p.m.
Oct. 22 Parent/Teacher Conferences 4:00-6:00 p.m.
Oct. 23 No School
Oct. 26 No School- Teacher Professional Development
Oct. 27 \$1 Jeans day for missions
 School board meeting 6:30 p.m.
Oct. 30 Halloween Party Day

November

Nov. 4 Early Dismissal- 1:00 p.m.
 Nov. 10 \$1 Jeans day for missions
 Nov. 13 End of first trimester
 Nov. 16 Report cards go home
Nov. 16-20 ITBS Testing Week
 Nov. 18 Food & Paper product collection day.
 Nov. 20 \$1 Out of uniform day - classroom fundraiser
 Nov. 24 School board meeting. 6:30 p.m.

Nov. 25 **No School. Staff Faith Formation Day.**
Nov. 26 **No School- Happy Thanksgiving**
Nov. 27 **No School- Thanksgiving Holiday**
Nov. 30 **No School- Teacher Professional Development**

December

Dec. 2 Reconciliation Services 3-5 @ 8:30, 6-8 @ 9:30
 Early Dismissal- 1:00 p.m.
 Dec. 8 Feast of the Immaculate Conception. Holy Day of Obligation
 9:30 Mass @ Basilica of St. John
 Dec. 9 \$1 jeans day for missions
 Dec. 13 Christmas Concert 4:00-5:30 @ OLOA
 Reception to follow at Holy Family School
 Dec. 16 Food & Paper product collection.
 Santa's Gift Shop
 Sept. 17 Santa's Gift Shop
 Dec. 18 \$1 out of uniform day – classroom fundraiser
 Christmas Parties in the morning
 Early Dismissal- 1:00 p.m.

Dec. 21-Jan 3 No School. Christmas Break

January

Jan. 4 Classes resume
Jan. 8 **NO SCHOOL. Staff professional development**
 Jan. 12 \$1 jeans day for missions
 Jan. 13 Midterm reports go home
 Food & paper product collection
 Jan 22 \$1 Out of uniform day- classroom fundraiser
 Jan. 26 School Board mtg. 6:30 p.m.

February

Feb. 1 - 5 **Catholic Schools Week**
Feb. 2 **10:00 Catholic Schools Week Mass @ Dowling**
Feb. 3 **Early Out. Noon Dismissal. No lunch served.**
Feb. 5 **Family Fun Night! 6:00 – 8:00**
Feb. 11 **2010-2011 Pre-K & Kindergarten Roundup Informational**
 Parent Meeting 6:00-7:30 p.m. in school gym
 \$1 Jeans Day for missions.
 Feb. 12 Valentine's Day Party Day
 Feb. 16 School Board meeting. 6:30 p.m.
 Feb. 17 **Ash Wednesday Mass @ St. Ambrose, 9:30**
 Food & Paper product collection day
 Feb. 19 \$1 out of uniform day- classroom fundraiser
Feb. 23 **Parent/Teacher Conferences 4:00-8:00 p.m.**

Feb. 24 **Parent/Teacher Conferences 4:00-8:00 p.m.**
Feb. 25 **Parent/Teacher Conferences 4:00-6:00 p.m.**
Feb. 26 **No School**
 End of 2nd trimester.

March

March 4 Report cards go home
 March 9 \$1 jeans day for missions
 March 10 Reconciliation Services 3-5 @ 8:30, 6-8 @ 9:30
 March 11 Spring Picture Day
March 12 **No School. Teacher in-service day.**
March 15-19 **Spring Break- No school**
 March 23 School Board meeting. 6:30 p.m.
 March 24 Food & Paper product collection day
 March 26 \$1 out of uniform day- classroom fundraiser day
 March 30 Culture Day
March 31 **Early Dismissal – 1:00 p.m.**

April

April 13 \$1 jeans day for missions
April 5 **No School. Easter break.**
 April 6 Easter Party Day
 April 21 Midterm reports go home
 Food & Paper product collection day.
April 22 \$1 Out of uniform day- classroom fundraiser
April 23 **No School. Teacher professional development**
 April 27 School board meeting. 6:30 p.m.
April 29 **Math Night. 6:00-7:30 p.m.**

May

May 4 \$1 Jeans Day for missions
May 5 **Early Dismissal- 1:00 p.m.**
May 10 **No school. Teacher in-service day**
 May 12 Awards assembly. 1:15-2:30 p.m. School gym
 May 13 \$1 Out of uniform day- Classroom fundraiser
May 14 **Field Day @ Ash Park (by St. Peter's)**
 Mass @ OLOA 8:30 a.m.
 May 19 Food & Paper product collection day
 May 25 School Board Meeting 6:30 p.m.
 May 27 8th grade dismissed at noon. *This is 8th grade's last day.*
 8th grade graduation @ Our Lady of the Americas 6:30 p.m.
May 28 **Last day of school.**
 Noon dismissal.
 No lunch served.
 Free out of uniform day.

DIRECTORY

HOLY FAMILY SCHOOL BOARD

Holy Family School's program encompasses a philosophy of total education. The School Board oversees education programs for children of the five parishes attending Holy Family School.

The Board is composed of thirteen parishioners and the canonical pastor. Open Board meetings are held monthly with an agenda available upon request. Copies of the Board minutes are available upon request at the school office.

HOLY FAMILY SCHOOL BOARD

Fr. John Bertogli, Canonical Administrator

Fr. Chris Reising, Our Lady of the Americas Parish
Our Lady of the Americas Representative:
David Boone, Doug Larsen

Fr. John Bertogli, St. Ambrose Cathedral
St. Ambrose Parish Representative:
Rob Ferguson, Lucy Corrigan

Fr. Prior Aquinas, Basilica of St. John
St. John Parish Representatives:
Yadira Delgado, Rose Davila-Gay

Fr. Robert Harris, All Saints Church
All Saints Parish Representative:
Rich Kinter

**Department of Education
Superintendent of Diocesan Schools**

Dr. Luvern Gubbels
601 Grand Ave.
Des Moines, IA 50306
237-5013

“EDUCATING CHILDREN TODAY FOR THE WORLD OF TOMORROW”

Dear Parents,

I welcome parents and students for our **thirtieth** year of providing the children in the heart of Des Moines an education marked in excellence and rooted in the teachings of Christ. I consider it an honor to serve as your building principal and encourage you to call on me if you have any questions, comments or concerns.

This year brings us another opportunity to ensure our children are prepared for the demands of our changing world. We have a faculty and staff who are dedicated to providing our children a challenging curriculum, which is individualized to meet the needs of every learner, in an environment that celebrates our diversity of learners. We are proud and grateful to be able to provide the educational and spiritual opportunities for our students that many larger schools enjoy.

The information contained in this handbook is important for you and your children. Please take some time to read it over carefully, discuss the information with your children, and use it as a reference throughout the year.

Again, I thank you for the opportunity to serve you and our students. It is my mission to ensure our students reach their highest potential in and out of the classroom and, together, we can ensure this. I am looking forward to a great year of working with you and urge you to call on me if you have any questions, comments, or concerns.

Yours in Christ,

Martin P. Flaherty
Principal

**HOLY FAMILY SCHOOL
2009-2010
BUILDING GOALS**

1. Students will increase reading comprehension K-8.

Assessments will include:

- A. Iowa Tests of Basic Skills, 3-8
- B. Guided Reading Levels, K-5
- C. Constructed Response Survey 3rd – 8th

2. Students will increase math concepts.

Assessments will include:

- A. Iowa Test of Basic Skills, 3-8
- B. Exemplars math assessments, 6th grade

3. Students will increase science skills.

Assessments will include:

- A. Iowa Tests of Basic Skills 3-8
- B. SCASS Assessment, 8th grade

GENERAL INFORMATION

EQUAL OPPORTUNITY/MULTI-CULTURAL ASSURANCES

The educational system of the Diocese of Des Moines/Holy Family School is an equal opportunity educational institution. No person at Holy Family School shall on any grounds of race, color, age, sex, national ethnic origin or physical handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

Section 504 Policy – See Appendix

ORGANIZATION

The organizational structure for Holy Family School includes the Diocesan Board of Education and Superintendent of Schools, Holy Family School Board, principal, teachers, parents, and students. Included in the Holy Family educational program is a preschool for four-year-olds. In order to best serve the students with the existing facilities and faculty, grades kindergarten through eight are divided into a primary unit (PK-2), and intermediate units of 3rd & 4th and 5th & 6th, and a middle school (7-8).

SCHOOL ADMINISTRATION – Holy Family School employs an accredited, professional full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parishes and has direct accountability to the pastors and Holy Family School Board.

SCHOOL FACULTY – The faculty of Holy Family School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PK-6 are hired primarily as self-contained classroom teachers. Teachers in grades 7-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Talented and Gifted Education, Guidance and Counseling, Physical Education, Art, Instrumental Music, Media, and Technology. The faculty is regularly observed and evaluated by the school Principal.

SCHOOL GUIDANCE COUNSELOR - Holy Family School has a four day-a-week guidance counselor who is available to consult with all students, parents and teachers. Holy Family School's counselor is licensed by the Iowa Department of Education. The guidance program encompasses individual sessions, group sessions and classroom units of study. Any student may request to see the counselor by asking a teacher to set up a time, or they may write a note to put in the counselor's box. A parent or teacher may also request that the counselor visit with a student. The guidance counselor, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom.

SUBSTITUTE TEACHERS – When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition.

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal for disciplinary action. Substitute teachers are justified in issuing a detention.

SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, Holy Family School has the services of the Superintendent of Schools and two Coordinators of Schools. Through Des Moines Public Schools, the following personnel are available: psychologists, social workers, audiologists, speech therapists and educational consultants. Des Moines Public Schools also provide Title I Math and Reading to those students who qualify and ELL services for those students who qualify. Holy Family School has a Guidance Counselor on staff.

Holy Family School does NOT offer a special education program. However, reasonable accommodations will be made for students with special needs based upon the following procedure. Holy Family School will seek to jointly serve students with special education needs who have been diagnosed as qualifying for special education programs through Des Moines Public Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and the parents. Students who require more extensive special education services as determined through testing, Des Moines Public School recommendation, and/or medical diagnosis shall be staffed to a full public school program to more appropriately meet the needs of the child.

Holy Family School will also utilize the services of Des Moines Public School for screening of students as well as evaluation of students when requested by parents or recommended by teachers with parental approval. These services are funded through taxes and available free of charge.

ADMISSION CRITERIA FOR HOLY FAMILY SCHOOL

The Holy Family School Board offers the opportunity for a Catholic education to all that desire it. Due to space and personnel limitations and in compliance with the guidelines set by the Diocesan Board of Education please note the following policies.

Holy Family School Board School Admission Policy: Grade K-8

- I. Application for enrollment will be considered according to 1) compliance with the School Board policy on class size limits; 2) compliance with the School Board policy on financial obligations (all balances must be current); and 3) the following priorities:
- II.
 - A. January 27 – February 10, currently enrolled students in Holy Family.
 - B. February 10 – February 17, Catholic students in the 4 participating parishes (St. John's, St. Ambrose, All Saints, Our Lady of the Americas) who have a sibling currently enrolled in Holy Family.
 - C. February 17 – March 3, new Catholic students in the 4 participating parishes.
 - D. March 3 – March 24, new Catholic students outside of the 4 participating parishes.
 - E. March 24 – March 31, new non-Catholic students and non-Catholic siblings of students currently enrolled.
 - F. After March 31, registrations will be accepted on first come, first serve basis.
- III. The Principal will place those who are not admitted on a waiting list. This list will remain in effect until a child's name is removed from the list, except that, each year, children of Holy Family parishioners shall be placed on the list ahead of non-parishioners. To remain on the list, a child must be registered annually.

For registered and tithing Holy Family School parents/custodians/guardians whose children are not admitted to Holy Family School K-8 due to space limitations and choose to enroll their children in other Catholic elementary schools, an attempt will be made to place these children in another Catholic school at a reciprocal tuition rate which will not disadvantage these parishioners. Holy Family School will also help to place children in a Catholic school of the parent's choice, if possible, at reciprocal tuition.

School Admission Policy: Preschool Program

A maximum of 26 students who are four years of age by September 15, 2008, will be considered for enrollment in the Holy Family School Preschool program in the following order:

- A. February 10 – February 17, Catholic students in the 4 participating parishes (St. John's, St. Ambrose, All Saints, Our Lady of the Americas) who have a sibling currently enrolled in Holy Family.
- B. February 17 – March 3, new Catholic students in the 4 participating parishes.
- C. March 3 – March 24, new Catholic students outside of the 4 parishes.
- D. March 24 – March 31, new non-Catholic students and non-Catholic siblings of students currently enrolled.
- E. After March 31, registrations will be accepted on first come, first serve basis.

The Principal will place those who are not admitted on a waiting list. This list will remain in effect until a child's name is removed from the list, except that, each year, children of Holy Family parishioners shall be placed on the list ahead of non-parishioners. To remain on the list, a child must be registered annually.

HOLY FAMILY SCHOOL BOARD

HOLY FAMILY STUDENT ADMISSION

#500

It shall be the policy of the Holy Family School Board that Holy Family School will first serve the students from sponsoring parishes and then other interested students regardless of race, creed or color.

1. Admissions will be at the discretion of the administrator based on pertinent information (background, educational history, etc.)
2. Those who wish to enroll must be willing to accept Holy Family School's Catholic philosophy, goals and objectives.
3. Those who have special needs will be considered on an individual basis and acceptance will depend upon the ability of the school to provide needed services/programs.
4. Those who wish to be enrolled must be prepared to meet all financial obligations. Those in need of financial assistance may apply for tuition aid if funds are available.

POLICY REVISED: March 27, 2000

ADMISSION AND TRANSFER OF STUDENTS

It is the policy of Holy Family School Board that a screening process shall be accomplished with each new student to determine placement at Holy Family School. The screening process takes up to two weeks and shall include receipt and review of the student's records from his/her previous school. The school from which the child transferred will be contacted to provide a clearer understanding of the reason for the transfer. The student service person with an admissions committee will make all admission recommendations to the principal. The principal will make all final admission decisions.

When a child transfers to another school, parents are asked to sign a release form at the receiving school. This form gives permission to transfer a child's permanent record folder to the receiving school. Tuition is expected to be current before records will be transferred.

Any student transferring from another school will be placed on a probationary period. During the nine-week probationary period the child will be evaluated through the following process to ensure that he/she will receive the greatest benefit from our school environment:

Through observation and evaluation the child's teachers and the principal will determine if Holy Family School can provide for his or her educational, behavioral, physical, and social needs. If it is decided that the child could benefit more from another type of educational program not available at Holy Family School, permanent admission will be denied. This decision will be explained to the parents at a conference. The child's best interest, as well as the mission of our Catholic school, will be the priority of this process.

Requests by parents for admission of a student to Holy Family School during the final quarter of the school year will be evaluated. The student will be admitted to the school at the discretion of the principal.

ACADEMIC IEP'S (Individual Education Plan)

Admissions of new students with established IEP's will be reviewed on a case by case basis by the IT committee (identification team.) The team will consist of:

1. School counselor
2. If possible, the grade level teacher (potential student's classroom teacher)
3. Primary, intermediate, and middle grade teacher representatives
4. Resource person.

BEHAVIORAL CONCERNS

Admission of new students with behavioral concerns will be reviewed on a case by case basis by the IT committee (identification team.) The team will consist of:

1. School Counselor
2. Primary, intermediate, and middle grade teacher representatives
3. If possible, the grade level teacher (potential student's classroom teacher)
4. Resource person.

If accepted, the student will be admitted on a probationary plan.

STUDENT RECORDS

A permanent record of each student is kept on file in the school office. According to the Family Educational Right and Privacy Act, parents may have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child (ren), contact needs to be made with the principal. Student records are private property and are submitted only when lawfully requested.

REGISTRATION

A special registration is held in early spring of each year for those students who will be attending Holy Family School the following year. A Preschool and Kindergarten Round-up will be held for all incoming students. New families moving to one of the Holy Family School parishes during the school year who desire parishioner status on tuition rates must register at the respective parish office and get their pastor's signature on a registration sheet before students may attend Holy Family School.

CHANGE OF ADDRESS AND PHONE NUMBERS

Please notify the school office promptly concerning any change of address, phone number, or emergency information. This courtesy will help keep records in order and emergency information current.

EMERGENCY FILE

Each family must have an emergency file at Holy Family School. In the case of an emergency, this file states the names of persons to be notified if parents or guardians cannot be reached. Please notify the office if there is a change in your family's emergency number. **Schools are required by law to have current emergency numbers on file for all students.** Families will be asked to update their emergency card each year.

TUITION AND FEES

The cost of your child's education is greatly subsidized by the four parishes and the Holy Family School Foundation. Parents may apply for financial assistance through the Catholic Tuition Organization (CTO). Other tuition assistance may be available.

2009 - 2010 Tuition		Pre-K Tuition
1 child	\$1900	4 year old program- Mon-Friday 8:15 – 3:00 p.m. \$75 per month
2 children	\$3010	
3 children	\$3660	
4 children	\$4260	
5 children	\$4760	

Non-Catholic/
Out-of-Parish \$3050 per child

**\$25 is due with completed registration packets for each 8th grade student to cover expenses for 8th Grade Day Away.

**\$5 is due at Meet the Teacher Night for each family to cover expenses for holiday parties.

**A \$35 fee is due @ Meet The Teacher Night for all families participating in extra-curricular activities such as softball, volleyball, basketball, track, mock trial, etc, to help defray costs for these programs. This fee is \$35 per family, not per participant.

**\$100 is assessed to all families for use of the bus for field trips and mass celebrations. This fee is due when registration forms are turned in.

ATTENDANCE

PHILOSOPHY – In order to develop habits of self-discipline and responsibility, students are expected to attend school regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students.

In order to maintain interest and understanding in the program of instruction, students cannot expect to be absent. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt. Tardiness to class creates an obvious interruption and confusion for all class members. It is unfair that students who are unprepared because of irregular attendance and/or tardiness may interrupt an entire class. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance. Parents are key to developing these good habits with young children.

1. REGULATION: It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance statute which states that the length of the school year is 180 days.
2. A phone call to the office on the first day of an illness and a written note from the parents when the child returns to school will be sufficient contact. Students should bring notes to their classroom teacher when they return after an absence and the specific reason, especially in regard to the type of illness.
3. Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility.
4. Twenty (20) days absent in one school year (defined as 10 days each semester) will be considered excessive absenteeism. 40 tardys (defined as 20 days each semester) will be considered excessive tardiness.
5. On the seventh day of absence or the 17th tardy, whichever may be the case, in one semester, the Guidance Counselor will notify the family by mail. The student, along with a parent or parents and the student's teacher will be required to attend a guidance staffing. This staffing serves the purpose of notification and dialogue, and a proper course of action will be outlined for future success.
6. Students who reach 20 days (10 in a semester) of absenteeism or 40 days tardy (20 in a semester) will place themselves in jeopardy and have certain academic consequences outlined below.
7. If a student reaches the tenth day of absence for the semester, the parents will be notified by the counselor that the possibility exists for loss of academic credit for the semester's work and that field trip days may be spent in school or summer school maybe a necessity for the loss of instructional time. Retention for excessive absences will be considered by the principal.

ABSENCE FROM SCHOOL

As a safeguard and a check, parents are asked to phone the school before 8:30 AM if a child is to be absent that day. You may leave a voice mail message, if necessary. If the school has not been notified, the office will attempt to contact the parents after 9:00 AM. A verbal or written note must accompany the student's return. If a student leaves the school without permission or cuts class, the parents will be contacted. The student will be required to make up that time after school or on an in-service or vacation day or comply with other arrangements that fit the situation. There will be no extra-curricular activities for 24 hours after an absence.

Valid reasons for a student's excused absence from school are as follows:

1. Personal illness.
2. Death or serious illness in the immediate family
3. Suspension from school
4. Other reasons that can be justified from an educational standpoint may be approved in advance by the principal
5. Other verified emergencies

Please try to arrange family activities so that the student will not miss school. **Vacations that result in absence from school are strongly discouraged. Please adhere to scheduled vacation breaks and long weekends in the school calendar.**

TARDINESS

Parents are requested to call Holy Family School before 8:30 AM to notify the school of a student's tardiness. **Parents should send a note as to why a child is tardy. If a note is not provided, the office will attempt to call the parents so that they are aware of the tardiness.** Excused tardiness will include medical or dental appointments, car trouble, etc. Over sleeping will not be considered a valid excuse. **Students are tardy if they are not in their classrooms at 8:15 AM.**

1. The following action(s) may be taken by the teacher when dealing with student tardiness without an acceptable reason. A record of tardiness is kept throughout the school year by quarter.

Third Tardy	= Teacher to contact parent(s).
Fifth Tardy	= School counselor to contact parent(s).
Seventh Tardy	= Parent meeting with school counselor.
Tenth Tardy	= Administration meets with parent(s).

2. Students who are continually tardy to school will be subject to Administrator and possible School Board action.

EXCUSING STUDENTS FROM SCHOOL

If a child is to be excused from school during the school day, he/she is asked to bring a written note from home and should be picked up from the school office. Parents must report to the office first when picking up or dropping off a student. The office will send for students who are being picked up. Parents may not go directly to classrooms to pick up children. **Parents are required to sign students in when dropping them off after school has begun and when taking them out of school for such things as appointments. The sign in/out book is located in the office.**

MEDICAL APPOINTMENTS- we encourage you to make medical appointments on staff development days or before or after school. When appointments are arranged during school hours, a note indicating this fact should be presented to the office for approval and recording. This request in writing must state the reason for the absence, the time involved and the signature of the parent or guardian. Parents must sign students out of school listing the reason as well.

TAKE YOUR CHILD TO WORK DAY – National “Take Your Daughter to Work” Day, in its inception, was designed to broaden the career choices of young women. Some work places have expanded the scope to include young men. In order that a field trip of this nature be a quality educational experience for all students participating, the following will be required for an excused absence from Holy Family School:

1. Prior administrative approval.
2. The current day’s schoolwork must be completed and turned in to the teacher prior to departure. Students will not receive make up work time for work assigned during their absence.
3. Students are responsible for obtaining the following day’s assignments and handing these in on time.
4. Work not handed in on time will result in an unexcused absence.

EARLY PICK UP- The school hours are from 8:15 – 3:00. This means instruction takes place during these hours. Students are not allowed to be pulled out of these times on a regular basis for parent’s employment or transportation reasons. Appropriate plans need to be made by parents.

MAKE UP WORK

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be made up within the number of school days, which are double those of the absence, up to a total six (6) make-up day. Absences of more than 4 days will require the student to spend time with the resource teacher and/or homework help to learn the content that was taught. Parents will need to pick up homework from the office for the students if absent for 4 or more days. Extended valid absence or individual needs will be valid consideration for an extension of time. If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange schoolwork and tests. School work will be sent home for medical and vacation leaves. Parents are responsible for overseeing the school work.

LEAVING SCHOOL GROUNDS

Students are not to leave the school building or playground during the school day or after being dropped off by parents.

TRUANCY

Any student absent from school without the knowledge and consent of his/her parents or guardians will be considered truant. Unacceptable absenteeism may be deemed truancy by the principal. Parents will be notified whenever a student is found truant and will only be reinstated in his/her class after a conference with the principal and parents or guardians. The truant student will make up the time missed.

SCHOOL HOURS

PreK-8: 8:15 – 3:00

Students should not be on the grounds before 7:45 AM because there is no adult supervision until that time. Students on school grounds before 7:45 will be the responsibility of their parents. The school cannot assume responsibility for students before the 7:45 a.m. time. Before school Latchkey is available to students who regularly need morning supervision.

All students are to be picked up from school by 3:00 unless participating in some supervised school activity. A teacher is on duty to supervise pickup from 3:00 - 3:15 p.m. Latchkey is available to students who regularly need after-school care and supervision.

All students are dropped off and picked up from school by a system. The system will be explained at the beginning of each school year at meet the teacher night.

If it is necessary for a student to come to school early or stay after school for academic or disciplinary reasons, he/she will call parents 24 hours before serving the academic or discipline time.

LATCHKEY

The Holy Family Latchkey program is under the direction of Ms. Jill Dopheide. A Latchkey handbook with information regarding fees, payment, schedule, policies, and program is available by calling the school at 262-8025. Latchkey hours are 6:30 –7:45 a.m. and 3:15 – 6:00 p.m. Note: Latchkey payments must remain current in order for your children to be able to attend the latchkey program.

EMERGENCY SCHOOL LATE STARTS/CLOSINGS/WEATHER WATCHES

It shall be the policy of the Holy Family School Board that the decision to cancel for the day or have a late start will be made by the principal or their designee. If there is a late start, Latchkey Services ***will not*** be provided during their regular hours. For example, if there is a two hour late start, Latchkey will not open at their regular time of 6:30 and will open two hours later, at 8:30.

Listen to WHO-1040 Radio or Channel 8 for information on late starts, school closings, or early dismissal due to inclement weather. Holy Family School will be listed as “The Catholic Schools in the Diocese of Des Moines” or “Holy Family School.

EMERGENCY PROCEDURES (FIRE DRILL/CIVIL DEFENSE/TORNADO)

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Fire drills and tornado drills are each practiced and a record of dates and times for such drills are sent to the Superintendent’s office. This is in accordance with the Iowa code. Students are expected to follow directions in an orderly manner.

ASBESTOS MANAGEMENT PLAN

The Asbestos Management plan for Holy Family is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40CFR Part 763. If you have questions, please call the school office.

HEALTH

The school nurse is available on a two day per week basis through the House of Mercy. Certificates of immunization are required of every new student before entrance into school. **Students are expected to have a physical examination before entrance into Kindergarten, grade 4 and grade 7.** Examination forms are available from the school office. The nurse maintains individual pupil health records as required by the State of Iowa. Volunteer parents help with the annual vision check. An audiologist from heartland AEA conducts hearing screenings.

ACCIDENT OR ILLNESS

In case your child is ill or has an accident at school, the parent/guardian or emergency reference will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, he/she should report to his/her teacher or some faculty member.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school whom wakes up not feeling well:

Diarrhea/Vomiting- within the last 24 hours: keep child home

Fever- 100 degrees or greater: keep child home until fever-free at least 24 hours.

Runny Nose – 1) due to allergies: send child to school, 2) due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.

Strep Throat – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.

Pinkeye – highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.

***Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps that develop into blisters that pop and form scabs. The rash causes itching which may be severe. Children should not return to school until all blisters have scabs. This usually takes 7 days or more.

Impetigo – it is a skin infection, which occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots which fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. The child should be on medication for 24 hours before returning to school.

***Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.
Headlice – symptoms are usually lice/nits in the scalp hair. The student needs to be excluded until after the first treatment with a lice shampoo and all nits are removed.

HEALTH CARE PLANS

The Iowa Administrative Code 281—41.23(281) states the definition of “individual health plan is the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.” The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281—41.23(1)(b)(4)].

AIDS

Holy Family School policy on staff and students who may contract AIDS is contained in the Policy Book of the Diocese of Des Moines (Policy #512). Should you need any specific information on this policy, please contact the principal.

MEDICATION

A special form must be signed by the doctor for medication to be given at school. This includes the taking of aspirin, cough drops, chapstick, or aspergum. The form and medication is to be sent to the office. (School personnel have been trained to dispense medications sent with the proper form). Two of these forms have been included in the back of this handbook.

MEDICATION POLICY

All prescription medication that must be taken during the school day must be turned into the office.

1. A licensed physician or dentist must prescribe all medications.
2. Prescription medications must be in the original pharmacy-labeled container. The pharmacy label on prescription medication is considered the physician’s instructions.
3. Over the counter medications (e.g. Pain reliever, lip balm, cough drops) must be in the original container and must be labeled with the student’s name. All over the counter medications must be accompanied by a physician’s instructions.
4. Parents must complete the parent request for giving medication forms for any/all medication that is to be administered at school. A new parent request form must be signed for new medication or dosage changes.
5. Parents may administer medication at school to their own children without the above-mentioned request form.
6. A student may be considered for co-administration or self-administration of medication with demonstrated competency and instructions from the physician and parental permission.
7. Antibiotics that are prescribed for three times per day should be given at home.
8. All medications will be stored in locked cabinet in the school nurse’s office.

LUNCH

Hot lunch is made on site and is hot, wholesome and delicious. The cost is \$1.85 a day for all students, and is paid monthly or weekly. **Daily tickets will not be allowed.** Full information will be available at the beginning of the school year. Free and reduced lunch forms are available at meet the teacher night and upon request.

Lunch Charge Policy: One meal charge is allowed. If money for a new ticket is not received, a peanut butter and jelly sandwich will be served.

5 Day ticket: \$9.50
20 Day ticket: \$38.00

Daily Milk: \$.35 (per carton)
20 Day Milk Ticket: \$7.00

BREAKFAST PROGRAM

Breakfast will be offered before classes to all students. The cost of breakfast is \$1.25 per meal. Breakfast will be served from 7:45 – 8:10 a.m. Those who qualify for free or reduced lunch automatically qualify for free or reduced breakfast.

HOLY FAMILY SCHOOL UNIFORM DRESS CODE 2009-2010

The Holy Family uniform dress code has been designed to provide an atmosphere that is conducive to the promotion of learning. A neat, attractive appearance contributes to a positive environment in the school. Personal grooming and cleanliness insures that teachers and other students are not offended or distracted. All students whose parents choose to send them to Holy Family School must observe the uniform dress code. Parents are expected to help the school enforce the uniform dress code. All students must come to school in uniform dress code- changing at school in the mornings will not be allowed.

PRE-K: There is no uniform dress code for Pre-K students. Boys and girls in the Pre-K program should wear weather appropriate, clean play clothes, free from tears. All clothing will reflect our Christian standards.

KINDERGARTEN THROUGH 5TH GRADE GIRLS:

Uniform Jumpers:

Solid navy blue jumpers may be worn.
Uniform jumpers may be purchased where the parent chooses.
Jumpers are not to be shorter than 3 inches above the knee.
Culottes and scooter skirts are not allowed.
Uniform jumpers may be worn anytime during the school year but are not required.

BOYS & GIRLS GRADES KINDERGARTEN THROUGH 8TH :

Pants: Dress variety in navy or khaki. **Cargo styles ARE NOT ALLOWED. No Dickie Brand allowed.**

Shirts: Short or long sleeved polo in red or white with a collar.
-ALL UNIFORM SHIRTS MUST BE TUCKED IN AT ALL TIMES.
-Only plain white sleeveless or short sleeve undershirts may be worn under uniform shirts.
-All buttons but the top must be fastened at all times.

Shorts: Dress variety in navy or khaki. Short length is to be no shorter than 3 inches above the knee. Shorts may be worn from the beginning of the school year through October 5, and again April 28 until the end of the school year. Culottes and scooter skirts are not allowed.
No cargo style shorts allowed.

Sweatshirts: Only Holy Family School sweatshirts may be worn. Uniform shirt must be worn under Holy Family sweatshirt.

-Holy Family sweatshirts may be purchased through the school.

Belts: All students in grades 3-8 must wear a belt that is blue, brown, or black with any pants/shorts that have belt loops.

Shoes: Shoes are to be clean and in good condition. Students may wear either dress shoes or tennis shoes. No other footwear is acceptable. No sandals, open-toe, high heels, or platform shoes will be allowed.
-Socks must be worn at all times. Socks must be above the ankle length.

Jewelry: Girls: Small post earrings, watches, religious necklaces, and jewelry for medical reasons will be allowed. Dangling earrings below the ear lobe

are not allowed. Gaudy and distracting jewelry is not acceptable for school wear. No body piercing is allowed (other than ears)

Boys: Watches, religious necklaces, and jewelry for medical reasons will be allowed. No earrings are to be worn. No body piercing is allowed.

Hair: Hair must be clean and well groomed at all times. Hair length for boys must not be over the collar and not below the eyebrows. Facial hair is not permitted.

Tattoos: Tattoos (this includes washable tattoos) are not permitted

Makeup: The wearing of makeup is not allowed. Light colored nail polish is acceptable. No artificial fingernails will be allowed.

Consequences for uniform violations: per quarter

1 st violation	A note will be sent home explaining the violation
2 nd violation	Parents will be called and replacement items will be delivered to school
3 rd violation	Loss of out of uniform day privilege

OUT OF UNIFORM DAY

Students will have the opportunity to participate in a monthly out of uniform day. Students who wish to participate in out of uniform day are to bring \$1 on that day. The monies collected will be donated to a mission project. Students who choose to participate in out of uniform days may wear the following approved items:

GIRLS

Skirts worn at a length that is reflective of the uniform dress code.

Shorts worn at a length that is reflective of the uniform dress code.

Loose fitting Capri's.

Pants, loose fitting in good condition, free from tears, writing, etc. No cargos or Dickie Brand.

Blue denim or colored denim jeans, free from tears, loose fitting.

T-shirts or sweatshirts that reflect our Christian standards may be worn with jeans/pants.

Appropriate sandals/open toed shoes are permitted.

No: Tank tops, small strapped or spaghetti strapped shirts, mid-drift tops, low cut/low rise jeans or pants, sweat pants or athletic pants/shorts, in-appropriate high-heeled or platform shoes.

BOYS

Shorts that reflect our uniform dress code.

Pants, loose fitting, in good condition, free from tears, writing, etc. No Cargo or Dickie Brand.

Blue denim or colored denim jeans, free from tears, loose fitting.

T-shirts or sweatshirts that reflect our Christian standards may be worn with jeans/pants.

Appropriate sandals are permitted.

No: Sweat pants or athletic pants/shorts; baggy, low riding, hem dragging pants/jeans (jeans/pants need to fit around the waist line). Cargo style or Dickie brand pants.

Note:

- Belts are **not** required on out of uniform day.
- Shirts are **not** required to be tucked in on out of uniform day.

- Makeup, fingernail polish, and jewelry all need to follow the regular dress code requirements.

ALL UNIFORM AND OUT OF UNIFORM WEAR IN QUESTION IS SUBJECT TO THE PRINCIPAL'S APPROVAL

PICTURE DAY DRESS CODE

Students must wear nice dress clothes. No jeans, sweatpants, or athletic apparel. Boys should wear dress shirts and nice slacks. Girls should wear dress shirts, nice slacks, skirts, or dresses. Skirts and dresses must be reflective of the uniform length (not more than three inches above the knee.) This is a day to dress up and look your best!

REQUIRED ATTIRE FOR PHYSICAL EDUCATION:

Each grade has a scheduled time for physical education classes twice each week. Students are excused from classes only with a note from a doctor or parent and the approval of the principal. All 7th – 8th grade students will be required to wear short or sweatpants, T-shirt or sweatshirt, socks, and tennis shoes for PE class.

Consequences for Violation of the P.E. Dress Code:

K-6th grades:

1st time: warning

2nd time: warning

3rd time: a note to the parent

7th – 8th grades.

7th through 8th grade students can be expected to assume more responsibility for following the dress code.

1st time: verbal warning, with a loss of credit points for class

2nd time: reminder stamps in the planner, with a loss of credit points for class

3rd time: miss next out of uniform day, with a loss of credit points for class

4th time: miss 2 out of uniform days regardless of quarter

WINTER ATTIRE

During the winter months, encourage students to wear mittens, hats, heavy coats and boots. For the health of each student, boots/overshoes are expected in wet and snowy weather. Students should bring an extra pair of shoes to wear inside when they wear boots.

Recess: All students will go out for recess unless a doctor's note that restricts outdoor play is provided to the school nurse and approved by the principal. All PreK-5 grades will have recess when the weather permits. Our school practice for outside recess under special weather conditions is as follows-

If the temperature or wind chill is:

Below 10 degrees- indoor recess will be held.

11-15 degrees- a ten minute out door recess will be held.

Above 15 degrees- a full outdoor recess will be held.

PICTURES

Life Touch Studios is scheduled to take pictures of the students in the fall and spring. Picture Day is arranged for the fall so pictures are available for Christmas gifts. No family is obligated to purchase these pictures. This is merely a service provided by the school. Payment for pictures is due the day the pictures are taken. Fall Picture Day is a dress-up day and Spring Picture Day allows for a less formal photograph.

BICYCLES/SKATEBOARDS/ROLLERBLADES/MOPEDS:

Bicycles are brought to school at your own risk. Students are responsible for providing their own locks and locking their bikes. We encourage the use of bicycle helmets. Bicycles must be parked in the designated areas using the bike racks. The school is not responsible for lost or stolen bicycles. Bikes are not to be ridden on the playground, on the sidewalk surrounding the school, or at any time during the school day. They must be walked to and from the area when on school property.

Skateboards, scooters, and Rollerblades are not allowed on the school premises. Mopeds are not acceptable on school premises.

RADIOS, IPODS, MP3 PLAYERS, PAGERS, CELL PHONES, LASERPOINTERS, TOYS, ETC.

Radios, Ipods, Mp3 players, pagers, cell phones, laser pointers, toys of any kind, cards of any kind, or any item that distracts from the learning environment can be brought to school by students but must remain in their locker and off during school hours. Such items will be removed from students, if used at inappropriate times, and kept by the school principal until a parent can come and get the items. *Holy Family School is not responsible for the safety or upkeep of such items.* Outdoor toys may be brought to school if shared: soft balls (excluding baseballs, softballs and bats), jump ropes and Skip Its. Other safe outdoor toys may be allowed by approval of the principal and used at recess with the permission of the principal prior to use.

LOCKS

Students in grades 6-8 are provided with combination locks on their lockers. See page 39 - 40 for periodic locker inspection policies. Students in grades PreK through 5 may not use locks unless otherwise approved by the principal.

SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expenses involved and/or personally clean up an area.

COMMUNICATION

PARENT-TEACHER

Meet The Teacher Night in the fall and parent/teacher conferences in the fall and spring will give parents the opportunity to visit with their children's teacher. **These are also mandatory events for parents to attend.** Holy Family School encourages parents to speak to classroom teachers as we team together to make great differences in the lives of children!

HOLY FAMILY SCHOOL BOARD OF EDUCATION MEETINGS

The Holy Family School Board meets once a month on the fourth Tuesday of each month. School Board meetings begin at 6:30 p.m. in the library. Meetings are open to the public. All who are interested are encouraged to attend.

GRIEVANCE PROCEDURE FOR PARENTS

If an occasion arises that a parent feels a problem has occurred at school, the proper, up front and most effective procedure to use is:

Contact the teacher involved with the problem. The principal will generally refer parents to the teacher if this step is not completed.

Call the principal if the problem is not resolved.

If a parent does not feel an agreement has been reached, the problem may then be taken to the School Board. If parents wish to speak at a board meeting, they should contact the board president or the principal 3 days prior to the meeting date to be put on the agenda or limit their comments to the allotted Open Forum minutes.

CHILD CUSTODY

The law holds that parents do not cease to be parents when they no longer have custody of their children. Therefore, Holy Family School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Holy Family School will provide the non-custodial parents with access to the academic records and school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced parents are asked to furnish Holy Family School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

WEDNESDAY FOLDERS

These folders come home each Wednesday and need to be returned the following day. These folders contain important information. Please read them carefully and return any forms in the folder. The folder will be sent home with the youngest or only child of each family.

PHONE CALLS

Telephone calls made to the school will be monitored by school personnel at all times. Holy Family School encourages families to leave messages with the school secretary. Messages will be forwarded to students.

NEWSLETTERS/CALENDAR OF EVENTS

There will be a monthly newsletter and calendar of upcoming school events from the principal and periodic newsletters or notes from teachers and secretaries. These will be in the Wednesday Folder.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in fall and spring. Conferences are scheduled for all parents whose children are in Grades Preschool – 8. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child. It is **expected** that parents attend scheduled conferences. The principal may contact parents if conferences are unattended. Teachers in selected grades may also require student attendance.

Parents or teachers may request additional conferences.

PROGRESS REPORTING TO PARENTS

Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following beliefs:

Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child

Progress reporting should provide parents and students with accurate information and encourage parental involvement

Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.

Progress reporting and conferences will provide an opportunity for interaction with the best interest of the child in mind

Diocesan approved report cards will be used. There are separate cards for Pre-K, K-5, and 6-8. PreK through eighth grade report cards will be sent home at the end of each trimester.

The official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their very best while at the same time accepting children as they are. Parents should avoid using gifts or payments over a long period of time as enticements or rewards for their children's performances.

The following marking code is used to report progress to parents on report cards:

GRADES K—5

4= Meets grade level expectation with excellence

3= Meets grade level expectation

2= Progressing grade level expectation

1= Attempts; not meeting grade level expectation

ID= Insufficient Data

N= Not Assessed

GRADES 6-8

A+ = 97-100 C+ = 77-79

A = 93-96 C = 74-76

A- = 90-92 C- = 70-73

B+ = 87-89 D+ = 67-69

B = 84-86 D = 64-66

B- = 80-83 D- = 60-63

F= Does Not Meet Minimal Class Requirements – Remediation Necessary

6th, 7th, and 8th grade students will have advance notice of the tests they are taking, giving them opportunity to study and to clarify any unclear concepts. Therefore, they should be prepared for the test on the day it is given. However, some tests, math tests for example, consist of skill based questions that should be mastered before the students move on.

Holy Family has a test-retest practice for all students. This practice will be used at the teacher's discretion. When a teacher feels it is necessary to allow retake tests, the original test grade and the retake test grade will be averaged for a final grade. Multiple re-test or retakes are not permitted.

6th, 7th, and 8th grade students receiving a "D", "F", or "Incomplete" will be informed in writing at mid-term period through midterm reports. It is the student's responsibility to meet with the teacher and along with the teacher's encouragement, together work out a means to rectify the "Incomplete" as soon as possible. Most "Incompletes" are given due to illness.

Students who receive an incomplete (I) at the conclusion of a quarter shall have no more than one month to complete the required work. A completion plan will be put into affect. Students must complete the plan to receive a passing grade.

An "F" or a failing grade is used only for the student who has the ability to do the required work and receive a passing grade but does not accomplish this.

The teacher will inform the parents, principal, and counselor as soon as it is evident that a student is not meeting class requirements and is likely to fail at the end of the quarter. If the student does not improve after parental notification, a staffing will be held to gain further insight into the student's problems. A plan of action will be developed and the instructor will monitor the student's progress. The resource teacher will meet regularly with the student and will consult with the teacher. Such supervision will be documented. The teacher will continue to inform the principal about the student's progress. If the progress is still unsatisfactory by the end of following quarter, the principal will inform the parents in writing of the likelihood of failure for the year and the need for remediation to take place.

Remediation may or may not take place at Holy Family School. A school board hearing will take place, which shall determine action. Parents or legal guardians, student, and teachers will be asked to attend the hearing.

Action of remediation may take place in the following ways, but must receive prior approval from school administration.

Student will attend approved summer school classes.

Student will work in the areas of failure with an approved tutor.

Student will do work in the areas of failure as assigned by the teacher(s).

Satisfactory completion of remediation must be presented to the principal before school begins for the following year.

Students in grades six, seven, and eight are eligible for the Honor Roll. A student is eligible each trimester for the Honor Roll when they achieve A and/or B grades on their report card.

3.5 is the cumulative grade point established by the United States Department of Education required for the Presidential Education Award. Holy Family School awards qualifying eighth graders this highest academic honor. A national 95th percentile in math or reading on ITBS tests must also be maintained for this award. Trimester awards assemblies will recognize academic achievement.

Academic for extra-curricular activities will be determined upon daily work completion, overall effort, passing tests and behavior.

Third trimester report cards will be held sent home on the last day of school.

CONTACTING TEACHERS

The school office is open from 7:45 AM to 4:00 PM during the school year. Teachers may be contacted by telephone during the school day. A message will be given to the teacher when s/he is free from classroom duties. You may also e-mail teachers. E-mail addresses are listed below:

Mr. Flaherty	mflaherty@hfsdm.org
Mrs. Boyle	jboyle@hfsdm.org
Mrs. Mallen	nmallen@hfsdm.org
Mrs. Baker	cbaker@hfsdm.org
Mrs. Origer	joriger@hfsdm.org
Mrs. Lynch	tlynch@hfsdm.org
Miss Thurston	lthurston@hfsdm.org
Miss Harthoom	eharthoorn@hfsdm.org
Mrs. Nelson	cnelson@hfsdm.org
Mr. Sand	ssand@hfsdm.org
Mrs. Ball	kball@hfsdm.org
Mrs. Rogo	trogo@hfsdm.org
Mrs. Moore	rmoore@hfsdm.org
Ms. Gerdorn	agerdom@hfsdm.org
Mrs. Kulas	kkulas@hfsdm.org
Miss Dopheide	jdopheide@hfsdm.org
Mrs. Holms	jholms@hfsdm.org
Sheila Goode	sgoode@hfsdm.org
Patty Jahnke	pjahnke@hfsdm.org

Holy Family School encourages parents to contact the school about seeing a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. This can be done through the school office by leaving a message for the teacher to return the call. Teachers are available to meet with parents between 8 a.m. and 4:00 p.m. Teachers are not expected to stay beyond the contract hours as Holy Family School honors their commitments in their private lives as family members as well as teachers. Please call to schedule a time that is mutually agreed upon by both parties. Often a telephone call, note or visit can clarify a point of concern about your child's progress as well as share good things that are happening.

VISITING CLASSES

Parents are welcome to visit Holy Family School at any time. Please call the school office to make arrangements with the teacher or principal prior to your visit. In order to keep the school environment secure, parents are asked to always check in at the office before going to a child's classroom. Forgotten lunches and other items of importance should be left at the office for students.

STUDENT VISITORS – Arrangement for student visitors to visit must be made through the principal. It is mandatory that all visitors check in at our school office prior to visitation to any classroom. All visitors are required to wear a visitor's badge while in the building.

MORNING DROP OFF

Parents are welcome to come in the building during the first few days of school to allow children to feel comfortable. After the first few days, parents are encouraged to drop children off and let children enter the building, eat breakfast, and go to their lockers by themselves. It is important to help children be independent as part of growing into secure and successful young people.

PARENT RESPONSIBILITIES PARENTAL INVOLVEMENT

We believe in the opportunity for parental involvement at Holy Family School. Parents can become actively involved as teacher assistants, resource people, and as assistants on field trips and extracurricular activities. Parents may also join the Home and School Association and run for election to the Holy Family School Board. We keep parents informed about school activities through parent-teacher conferences, Wednesday folders, monthly newsletters from the Principal, and by extending an open invitation to visit the school. We do ask that should a parent/guardian come to school unexpectedly for whatever reason and request to see a child or visit a class, that he or she report to the office first at which time the principal, secretary or a teacher will visit with the classroom teacher.

The parents or guardians of Holy Family School students are expected to assume responsibility for the academic, spiritual and personal development of their child(ren). To do this parents should:

Provide opportunities at home for the child to assume responsibility for his/her actions. Provide a learning environment at home, realizing that parents are the primary educators of their child.

See to it that the child is mentally and physically prepared for school. This includes nutritional meals, guidance in TV watching, and sensible bed times.

Teach thoughtfulness and consideration for the rights of others; teaching children to compromise and settle differences by talking rather than fighting.

Make every effort to see that the child is at school on time and does not have any unnecessary absences or tardies.

Guide their child's choice of companions and friends.

Understand that communication with teachers is necessary for education teamwork.

Stand behind the school and teacher(s) when they are fulfilling all the responsibilities toward the student.

Make every effort to attend school and parish functions. Show that church and education is a high priority in your family.

DUAL PARENT REPORTING

In the case of a student whose parents' marriage has been dissolved, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed, notices of school functions, progress reports, and appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request.

DISCIPLINE

Discipline is as fundamental in Catholic education as it is in Christian life. The goal of discipline is the development of a mature person capable of self-control. School discipline is an outgrowth of good home training. Therefore, cooperation between home and school is essential. Holy Family School adopts and enforces rules of conduct to ensure the safety of students and to maintain a school environment that is conducive to learning.

The students at Holy Family School are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturity and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. Learning should occur in a setting, which affirms and fosters the total well being of each person – physically, emotionally, intellectually and spiritually. School administration, staff members, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self-control.

DEFINITION AND PURPOSE

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the truth of Christ, that he/she may be trained to conduct his/her personal life in the sanctity of truth, and to develop capacity to transform the world, that he/she may be equipped and inspired to promote Christian transformation of the world.

1. Good training in character traits and discipline originates in the home because the parent is the first teacher of the child. It is a parent's obligation by teaching and by example, to develop in the child good habits of behavior as well as proper attitudes toward the school.
2. It is the responsibility of Holy Family School to expand, encourage, and develop habits and attitudes within a Christian atmosphere that allow each child to achieve maximum educational benefits. We strive always to support parents in their efforts to guide and shape their children. Holy Family School's supportive efforts center on the development of a consistent, reasonable approach to discipline.
3. Individual students must contribute to the good of the group. In this capacity, each student is responsible for his/her behavior and will be accountable for any which is disruptive or an infraction of the school rules.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.

6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Students must learn to deal with the consequences of their actions if they are to develop to maturity as healthy adults.

Student Responsibility and Discipline Policy

QUOTES FROM DOCUMENTS OF VATICAN II

Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education as defined by Vatican II.

- I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all pupils. The students at Holy Family are entitled to learn and develop in a setting which promotes respect of self, others, and property.
- II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline.

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship and good government. Examples of different classifications of breach of discipline are:

- A. Temper tantrums or verbal outbursts which disrupt a class;
- B. Personal misbehavior to other students such as intimidation;
- C. Open defiance involving refusal to conform to the rules and regulations, profane and obscene language, obscene gestures, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school, refusal to comply with the request or direction of teachers, administrator, or other school personnel
- D. Willful disobedience;
- E. Continuous breaking of school rules;
- F. Physical attack on others or threats of physical attack, physical violence or other threats;
- G. The use, possession, purchase, or sale of alcoholic beverages, drugs, or drug paraphernalia.
- H. Possession of weapons such as guns, knives, fireworks, or other dangerous objects;
- I. Display of racial bigotry or intolerance;
- J. Violation of the Criminal Code of Iowa;
- K. Documented cases of incorrigible conduct within the classroom or on school premises;
- L. Willful destruction of parish/school property, or personal property of teachers and/or students;

- M. Setting fires or false alarms;
 - N. Possession and/or use of tobacco products.
- III. AREAS IN WHICH DISCIPLINARY CONTROL OF PUPILS IS TO BE EXERCISED ARE AS FOLLOWS:
- A. While on parish/school premises.
 - B. While engaged in related school activities and functions, such as approved field trips, tours and extracurricular activities such as basketball games.
 - C. While engaged in related school activities and functions, such as approved field trips, tours, and extracurricular activities such as sports, band and chorus.
 - Cl. Conduct of pupils away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school. For example: School skating parties.

The classroom corridors, and other parts of the school building, grounds, and parking lots (or total school premises), and church are the most important areas of control and will, therefore, receive major emphasis.

- IV. THE FOLLOWING POSSIBLE ACTIONS ARE AUTHORIZED TO BE TAKEN IN ALL CASES OF BREACH OF SCHOOL DISCIPLINE REGULATION:
- A. DETENTION will be during non-academic time (recess, lunch, before or after school). Parental notification will be given regarding the circumstances that evoked the detention. Documentation by the teacher and/or principal will be kept regarding detentions. Parents will be given 24-hour notice of a student detention. Parents must come to meet with the teacher at the conclusion of the detention time in order for the student to attend school the following day.
 - B. EXCLUSION FROM CLASS OR ACTIVITIES with the approval of the principal for a short period of time. This may include participation in school-sponsored activities, sports, or events. Parental notification will be given regarding exclusion.
 - C. CONFERENCING may be required involving parent(s), teacher(s), student, and/or administrator.
 - D. IN-SCHOOL SUSPENSION with approval of principal for a period of time not to exceed five (5) days; parents will be notified in a timely manner. Credit will be given for class work that is made up.
 - E. SUSPENSION OF THE PUPIL TO HIS/HER HOME, with the approval of the principal for a period of time not to exceed five (5) school days. The pastor and Board President will be notified in a timely manner. Suspension of the pupil to his home is intended to acquaint the parents with the seriousness of the discipline problems and to secure their cooperation in solving them. The suspended student will not be readmitted to school unless a parent confers with the principal. Credit will be given for class work that is make up.
 - F. EXPULSION shall be made only by the majority vote of the School Board upon the recommendation of the principal. A student may be expelled

from school for breach of discipline, violation of the regulations and rules established by the School Board, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board may expel any incorrigible child or any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from Holy Family. This may include referring the student and his or her family to a local community resource for counseling. Re-admission after expulsion may not take place for one semester and only with the explicit permission of the School Board.

- G. PARENT/STUDENT CONTRACTS. In cases the administration deems necessary, parent/student contracts will be issued to students and/or parents. The purpose of the contract is to clearly define the parent/student expected behavior and to clearly define consequences. Parents are required to be a part of student contracts. Other Holy Family School staff, when necessary, will also be a part of the student contract. All contracts will be shared with the Holy Family School Board for approval.

V. RESTRAINT AND PHYSICAL FORCE

- A. Restraining is the act of physically controlling or directing the actions of a student. The principal and the teachers are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming him/herself or another, or property. Restraint should not cause serious or permanent harm.
- B. Deliberately striking a student is specifically prohibited. The use of reasonable force in self defense or defense of another may be warranted for protection.
- C. Factors determining reasonable and appropriate actions are:
1. Age
 2. Physical stature and strength of the student
 3. Previous history
 4. Maturity of the student
 5. Seriousness of the infraction
 6. Apparent motive and state of mind
 7. The nature of the danger to the student or the nature of the danger to another.
- D. Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the principal, and parent(s) shall be notified.

- VI. TRUANCY is not only against the Compulsory Attendance Laws of Iowa but also is considered as a symptom of emotional problems. The procedure for dealing with truancy will be to notify the parent by telephone or letter and appropriate measure will be taken at the discretion of the principal. School office will call absentee by 9:00 AM.

VIII. NON AUTHORIZED PERSONS should not be in the school building or on the school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the principal of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the discipline and/or scholarly atmosphere, he/she may be subject to prosecution. Non authorized persons are: non-custodial parent, students from other school, any persons suspected of being on the school premises for any unauthorized purpose.

IX. STUDENT SEARCH

A. NO CONTRABAND ALLOWED. In the interest of maintaining the health, safety, and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without a warrant search a student, a student's belongings, student's lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.

B. REASONABLE SUSPICION. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other work stations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.

C. PERSONAL SEARCH. Authorized personnel with a witness present may ask a student to empty his/her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.

D. LOCKERS AND OTHER LOCKED FACILITIES.

1. PERIODIC INSPECTION. Lockers, desks, and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. At least 24-hour advance notice shall be given

of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.

2. Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply authorized personnel with a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

E. SEARCHES BY LAW ENFORCEMENT OFFICIALS.

Law enforcement officials will not be allowed to search students, their belongings, desks, lockers or vehicles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

- X. BOARD DISCIPLINE POLICY applies to children using the Latchkey Program. The Latchkey director is in charge of administering policy.

The law as to private school and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of Holy Family School to respect people's Constitutional rights and to balance those rights against the responsibility of the school to insure a drug free environment.

With respect to due process, the due process clause of the State and United State Constitutions do not impact on the private school setting. Holy Family School may suspend or terminate students' attendance with or without due process. As used here in due process, it contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of Holy Family that due process does not limit in any way the ability of Holy Family School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under Holy Family policy.

These policies are intended to acknowledge that the school and parish are ultimately responsible for the environment and atmosphere at the school and are not subject to public authorities.

MANDATORY STUDY HALL

Each teacher will collect all homework at the start of the day to ensure all students hand in homework on time. Each trimester students receive a “dog ate my homework bone.” This bone may be used in the given trimester in place of one late assignment with no mandatory study hall assigned to the student. Students who have used their “Bone” can serve their Mandatory Study Hall during their lunch, that day. Mandatory Study Hall will still be available for students who need further assistance with their work at 7:30 in the morning in Latchkey. The late assignment is then due the next regular class period. Teachers will write in a student’s planner if a mandatory is to be served. It will be stamped in the planner as:

MANDATORY STUDY HALL

Late assignment today in _____
(subject)

Come _____ to mandatory study hall at 7:30 a.m.
(day)

Teacher Signature

A student cannot exceed 3 MSH in a given quarter. If a student exceeds 3 MSH in a given quarter, then that student will be placed on a student plan.

Student Plan

Students who exceed 3 MSH in a trimester are placed on student plans. The school administrator, school counselor, and teacher(s) will meet with the student and their parents regarding the plan. The plan will include consequences and further discipline steps such as loss of school privileges, in school suspension time and study halls.

Board Hearing

If a student continues to seriously neglect their school homework and a student plan has not be successful, then a student with his or her parents/guardians will be required to attend a school board hearing to determine status.

LEVELS OF CONSEQUENCES FOR LATE WORK

LEVEL I:

MSH- not to exceed 3 each trimester

LEVEL II

STUDENT PLAN- if the student receives more than three Mandatory Study Halls, consequences will be such that the student will have lunch opposite time of recess and will utilize recess as a study hall to make up school work. Moreover, an in-school suspension and further loss of school privileges may result, as outlined in the student plan. Once a student is on a plan, that student remains on a plan for the remainder of the school year.

LEVEL III

SCHOOL BOARD HEARING- if the student continues to not meet the expectations of the student plan, status as a student at Holy Family School is reviewed.

DISCIPLINE K-2

If the situation should arise where a student has a persistent behavior problem, a teacher will request a mandatory parent meeting to address the behavior concern. Consequences such as inside recess, missed field trips, are used to correct misbehaviors. Parents will be notified when such consequences have occurred. If a problem is of a serious nature, the child shall be sent to the principal's office upon which time the parent will be notified immediately, either at home or at the workplace. A disciplinary action will follow.

DETENTION 3-8

Detention is designed to encourage and promote student responsibility. The teacher will call the parent; notify them of their child's behavior, and the need for a detention. The detention will last 30 minutes. Documentation of all detentions will be in the principal's office.

SEARCHES

It shall be the policy of the Diocesan School Board that, in the enforcement of policies and regulations designed to protect individuals and to preserve the educational environment, searches of lockers, desks, personal effects and the program participants shall be permitted at the direction of the administrator of the educational program or the administrator designee.

CHEATING

Students are required to do their own work. Students should ask teachers or parents for help when they need assistance or assignment clarification. Students who copy homework or give test answers or take answers from another classmate will be given a detention, and will be held accountable for the homework or test.* Parents will be contacted concerning the offense at the discretion of the teacher and depending on severity.

*There will be a teacher-student conference for the first offense.

DANGEROUS WEAPONS

It is the goal of Holy Family School to provide all students, staff and parents with a safe and orderly environment. For that reason, we have zero tolerance regarding weapons or anything that could be used in that way. Knives and guns (including squirt guns and other look a likes) stay at home.

Dangerous weapons are not allowed on school grounds or at school sponsored events. It shall be the policy of the Diocesan Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous object may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Readmission of the student at the end of the expulsion period will be based on the recommendation of the principal to the local board of education. The principal, in consultation with the superintendent of schools, shall have the authority to recommend to the local board modification of the expulsion requirement for a student on a case by case basis. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Exceptions to this policy may be granted on a case by case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

For the purpose of this policy, a "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Dangerous objects include, but are not limited to, clubs, Nan chucks, brass knuckles, knives, butterfly knives, stun guns, Billy clubs, and lighters.

GUM/CANDY CHEWING

Gum/candy chewing can occur with permission from a teacher in the classroom. Otherwise, all candy and gum should be kept in the student's locker. Students will be assigned a detention and custodial duties as a consequence if they choose to have gum/candy without permission. Parents will be notified and a 24 hour notice given for the detention to be served.

SNOWBALLS

Snowballs are not to be thrown on school grounds. Students will be assigned custodial duties and a detention as a consequence and will make the appropriate apologies. Parents will be notified and a 24 hour notice of the detention will be given.

STUDENT RESPONSIBILITY

Ultimately, it is the student who must be responsible for his/her actions and who must be motivated to set high goals for himself/herself to be successful. To do this, the student should:

1. Realize responsibility for his/her own actions.
2. Approach studies with a seriousness of purpose and a realization that learning is work.
3. Develop good study habits and make a sincere effort to do his/her best in all studies by having homework completed neatly, completely and on time.
4. Be well prepared for classes each day, both mentally and physically.
5. Develop an attitude of consideration and thoughtfulness for the rights, the welfare and happiness of other people.
6. Respect the authority of teachers and other members of the school staff.
7. Be regular in attendance and punctual in arriving at school.
8. Dress according to uniform code and practice habits of personal cleanliness.
9. Choose friends and companions carefully.
10. Act in a manner which will reflect credit on himself/herself during extra-curricular activities.

PROGRAMMING

CURRICULAR

RELIGIOUS FORMATION

Holy Family School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, is said at lunch time and is experienced daily in religion class. All students, Catholic and non-Catholic, will participate in daily prayer time.

All children have the opportunity to celebrate liturgy together at least once a week. School masses are celebrated Wednesdays at 8:30 a.m. at Our Lady of the Americas (Visitation) Church. All students, Catholic and non-Catholic, will fully participate in and plan these special liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

Parents, grandparents and friends are invited to attend school liturgies which will be noted on the monthly calendar.

PRIEST'S VISITS

Priests from participating parishes will visit classrooms on a regular basis. Priests and teachers will set specific assignments. The priests will serve in the role of sharing our Catholic faith with the students by teaching religion along with the classroom teacher.

SACRAMENTAL PROGRAMS

Since Vatican Council II, the Catholic Church has studied her origins and returned to a basic understanding of her sacramental life. The new insights that have resulted from this, as well as the new ceremonies that surround the sacraments today are the primary focus of Holy Family's preparation of both parents and children for sacraments.

Furthermore, Holy Family, believing that parents are the first educators of their children, asks parents to be involved in the preparation of their children at the same time the school and religious education programs are, and that they avail themselves of the "updating" opportunities that Holy Family offers.

All parents of children to receive First Eucharist, the Sacrament of Reconciliation or Confirmation are expected to attend meetings in preparation for these sacramental celebrations. Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year. During the eighth grade year, an opportunity to prepare for the sacrament of Confirmation is offered.

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation

of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parishes and school work together with the parents to provide a comprehensive approach to formation for the sacraments. Each parish's director of Religious Education works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation.

Families are expected to attend mass weekly!!!!

Students who are behind in sacramental preparation should attend the parish religious education classes to get "caught up" in addition to classroom instruction.

STANDARDS/BENCHMARKS

All diocesan schools are bound by the standards/benchmarks set by the diocese. All standards and benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and benchmarks can be viewed in the school office.

TEXTBOOKS

The Diocesan Schools Office studies and evaluates all the available textbooks in each curriculum area. An approved list for selection is used when diocesan schools evaluate and adopt new textbooks. A textbook is adopted for a period of five to seven years.

All textbooks and library books are the property of the school. Lost, soiled, or damaged books will bring about assessment of fines. Textbooks will be issued to students. Each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

TESTING

- Iowa Test of Basic Skills tests are given to students in selected grades each year. The results of the Iowa Test of Basic Skills are charted and shared with parents. Test results are components of the Talented and Gifted program as well as Dowling High School entrance procedures.
- Constructed Response Survey is a writing assessment used in grades 3-8 to evaluate writing comprehension skills.
- DIBELS Dynamic indicators of early literacy is administered 3 times a year in grades K-2. Results are shared with parents throughout the year.
- Exemplar math assessment is administered three times a year in grades K-8. This math assessment shows growth over time. Results will be shared with parents throughout the year.
- SCASS - Science assessment in grade 8. This science assessment is given in the spring, and the results will be shared with the parents.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at Holy Family School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. Holy Family School uses the diocesan approved Harcourt Publisher series *Growing In Love* series. It is used as the core Human Growth and Development text. Parents are welcome to examine the materials and/or read *Growing In Love (For Parents and Teachers Using the Growing In Love Series)*. (See Appendix)

MEDIA CENTER

Parents are asked to join in efforts to instill in students a genuine appreciation of good literature. Holy Family School has a library for the use of all students. It contains a growing number of excellent fiction and non-fiction books. Each child is permitted and encouraged to checkout books from the media center. Students are encouraged to use the Media Center for research and investigation.

FINE ARTS

An opportunity for developing the fine arts is presented to the students at Holy Family School through the music and art programs. Grades K-8 participate in general music classes and are included in musical presentations throughout the year. Grades K-8 participate in art class twice a week.

INSTRUMENTAL MUSIC – Holy Family School offers a well-rounded band program for students in grades four through eight. All students are tested for the most suitable instruments for their physical make up. Weekly individual lessons are given during the school day. Since the band teacher is not under a teaching contract, parents pay the teacher directly for the cost of the band program. Some band instruments are available for rental from the school.

PHYSICAL EDUCATION

Each grade has a scheduled time for physical education classes each week as per the State of Iowa. Students are excused from classes only with a note from a doctor or parent. Grades six through eight have regulation gym clothing. All other students should wear appropriate clothing and tennis shoes on PE days.

TALENTED AND GIFTED PROGRAM/DISCOVERY PROGRAM

The Iowa Department of Education for all certified schools in the State of Iowa mandates Talented and Gifted Education. Holy Family School's program follows the guidelines developed through the School's Office of the Catholic Diocese of Des Moines. Formal services for students in the Discovery Program begin in the second grade and continue through the eighth grade. Identification is based on more than one criterion. These include, but are not confined to, standardized test scores, "best work" portfolios, student/parent recommendations, and teacher recommendations. Students who have been identified will be invited to participate in a program of study with the Discovery coordinator for enriched academic work.

Other Discovery related activities may include Drake University's Mock Trial, the Odyssey of the Mind competition and the Area Education Agency's Knowledge Bowl. Participation for such activities are not solely limited to the identified students.

The Discovery Coordinator works with a variety of students on a "as need be", or individualized basis, as learning situations evolve throughout the academic year.

SOCIAL SKILLS

Students are to conduct themselves in a manner consistent with their age and grade level. This conduct is expected while on school premises, while on school owned and /or operated school buses, and while attending or engaging in school activities on or off school property.

The Holy Family School K-8 curriculum includes the teaching of 16 social skills. A list of the Social Skills and their behavioral components can be found in the appendix.

FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community that cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Signed parental permission slips for each student **must** be on file prior to the field trip. In some situations a fee will be requested to compensate for admission costs. Teacher and adult supervision are provided for all trips. Transportation will be by school bus if at all possible and transportation costs will be covered by the \$100 activity fee accessed each family.

Field trips are an extension of learning and students are expected to attend these as a planned part of their learning. If a parent does not wish for their child to attend a school sponsored field trip, then the child will need to remain at home until the trip is over. Holy Family School does not have enough school personnel to supervise children outside of school on trips and also groups of students who do not go on trips. Students who are disciplined by the school may be excluded from field trips and supervised by the administrator.

HOMWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, homework assignments will be given to students on a nightly basis. Weekend assignments may be given at the discretion of the teacher. Tests and long range assignments are given at the discretion of each individual teacher. Obviously, the amount of homework assignments will differ from the primary grades to the middle school grades.

Evening study times for all Holy Family students are expected. It is up to parents to enforce this. Parents are required to examine the homework of their child(ren) and discuss the areas being taught. This will give the child(ren) greater confidence in what is being taught, will provide home reinforcement for the concept learned and will help enforce the idea that school work has a high priority. Parents are to provide their child(ren) with a suitable atmosphere, specific time and regular location in which to study. Television, radio and extended telephone calls are highly discouraged during this study time. The following are appropriate guidelines:

Grades PK-K	Family Fun Activities weekly
Grades 1-2	20 minutes per night
Grades 3-5	35-45 minutes per night
Grades 6-8	60-120 minutes per night

Study time may include: completing assigned work, studying math facts or spelling words, independent reading, oral reading or projects. At all times, assignments are to be done neatly and completely with the appropriate materials. Students in grades three through eight are required to maintain a Holy Family Assignment Notebook. **Parents in grades 3-8 are required to sign the notebook as verification of completed work and study time.**

If a child is absent from school, he/she is responsible for completing the work missed. Absences of more than 4 days will require the students to spend time with the resource teacher and/or homework help to learn the content that was taught. Parents will need to pick up homework from the office for the students if absent for 4 or more days. Requests for homework for absent students should be made to the school secretary before noon and may be picked up after 3:15 in the school office.

Parents are encouraged to communicate with teachers through a written note, e-mail or phone call to school should they have a question concerning homework. Students who don't use their time well during the day may result in having more homework than needed because of not using study time at school. Parents will receive a note in their child's planner when a student receives extra work because of inattentive behavior.

Parents are to provide their child with a suitable atmosphere, specific time, and regular location in which to study. Parents will take an active interest in the child's work. Parents are expected to ask about homework and to check to see assignments have been completed. This does not mean doing the assignment for them. Giving the child too much help may destroy the spirit of independence, creativity, perseverance and the initiative, which are necessary in the child's scholastic training. This means looking at

assignments when completed and going over work with the child to determine accuracy. Parents should provide help to their children.

The following steps toward successful study habits are presented to give help and guidance for parents as they support the child during homework time. The student should:

- Sit down at a place of study: bedroom desk or kitchen table.
- Have good lighting, a comfortable chair, sit straight, have a pencil and other necessary equipment already gathered.
- Be sure other distractions like radio and television are at a minimum. Decide what needs to be done. PLAN! Use an assignment book.
- Read and review the instructions of the teacher or those found in the book.
- Read the material or problems carefully. THINK!
- Remember that “you can’t get something for nothing”. All progress and successes are built upon a solid foundation of work.
- Do work regularly and daily. This will pay off in the form of good marks, respect from teachers and parents and most of all being satisfied with self.
- Do the work well, neatly and on time. Label answers.
- Do not compare self with others. The attitude of “all the others do this or that” may mean that they are setting their standards too low. This means that the student may be cheating him/herself out of information that might help later on.
- Do as much of the work by him/herself as possible. Get help when it is needed but do not accept the work of another person without question or examination.
- Develop own skills in attacking a problem and understanding WHEN to get help.
- Do as much of the homework as possible at school during time given in class.
- Parents examine work at the end of study time for quality of work.

School is only a part of the child’s learning experience. Reading, family discussions, critical selection of television viewing, listening to quality music and attending cultural events is encouraged at home.

SUPPLIES

A list of needed supplies will be sent home in the spring with each student. A list can also be found at the end of this handbook.

EXTRA-CURRICULAR

Various extracurricular activities are available at Holy Family School. Families must provide their children with supplies for school. Teachers may have special projects throughout the year that require the purchase of materials. Parents are expected to provide the needed materials as needed as requested.

ACADEMIC STANDARDS FOR EXTRA-CURRICULAR PARTICIPATION: Any student absent from school during the day will be excluded from activities after school. This includes practices, games, or participation in other extra curricular activities. Funerals and family emergencies may be an exception. The administrator will determine exceptions. There will be no extra-curricular activities for 24 hours after an absence. If a student misses school on Friday, it is be up to the parent whether the student participates on Sunday events.
Ref. Policy # 582

To participate in school extracurricular activities a student in grades 6-8 must:
Maintain effort and good conduct in his/her classes.
Maintain a C- average in each subject. Progress checks will be conducted to determine eligibility.

Detentions can result in being ineligible.

If a student falls below a C- average, the student and parents will be notified. Ineligible students are not allowed to practice or play until a C- average is established in **all** subject areas.

After 6 weeks of being ineligible, a student will not be allowed to participate in the given activity.

An "F" or an "I" in any academic subject is an automatic **2 week suspension** from extra-curricular activities. The principal will evaluate the student's academic progress at the end of two weeks to determine if re-admittance to the activity is permissible.

Athletics

The Parochial League offers organized league play in girls softball, football, boys and girls basketball and boys and girls track. These sports are available to students in grades 6 through 8. Fifth grade students may participate in track. Information concerning these programs is available through the school. A policy of acceptable behavior and academic performance will be provided to each student who participates in any of the athletic programs.

Holy Family School has partnered with Des Moines Public Schools to offer a middle school soccer program to our 6th, 7th, and 8th grade students. Information about this program is available through the school. There is a fee in addition to the HFS athletic fee to participate in the soccer program.

A student's conduct at all athletic events is an expression of him/herself as an individual. Students should remember that they are representing Holy Family School and the community of the four parishes that make up Holy Family School whenever attending a school function. Students should conduct themselves in such a way that they can be proud of themselves and others will be proud of them as well. Misconduct will not be

tolerated. Withdrawal from the extra-curricular will result for any member violating the expected code of conduct.

Students participating in parochial league sports must have a physical on file each year and are asked to pay a extra curricular fee of \$35. Physical forms are available in the school office and can also be found in the back of this handbook.

SOCIAL EVENTS

The seventh and eight grade students may participate in inter-parochial dances. The following are citywide rules:

- All students must have Catholic school identification cards to be admitted. There is no admittance without an ID card.
- Once leaving the dance, there is no re-admittance.
- Dance hours are from 7:00 p.m.-9:30 p.m. Parents should arrive by 9:15 for pick up.
- Students not picked up within a reasonable time will not be allowed to attend future dances.
- Students must attend school the day of the dance or not be admitted.
- Students who do not behave properly at dances will have their ID's taken and those ID's will be sent to their principal. They will not be allowed for future dance attendance.
- The hosting school will receive from all other schools ineligible lists the day of the dance. Lists indicate students who were absent from school that day or indicate who has lost a particular dance privilege.
- Only Des Moines area Catholic school students may attend. No other friends, relatives, etc. will be admitted.

BIRTHDAY/TREATS/CLASS PARTIES

Children are allowed to celebrate birthday at school. The following guidelines apply to a birthday celebration:

1. Treats are to be simple. For example: one cupcake per child and a juice or one cookie per child and a juice, etc.
2. The classroom teacher must have advance notice so the party may be planned.

LANGUAGES

Holy Family School recognizes the diversity in our churches, school and community. We respect and value all people. At Holy Family School, instruction and learning will be conducted in English. For the purpose of enrichment and socialization, all students will speak English in non-instructional settings as well as instructional settings except when assistance in his or her first language is needed for understanding of academic material. All language must be appropriate and reflective of the gospel of Jesus.

APPENDIX

DIOCESE OF DES MOINES
BOARD OF EDUCATION

ADMINISTRATION

Sexual Harassment

It shall be the policy of the Diocesan Board of Education that all educational programs maintain a learning and working environment free from sexual harassment.

PROHIBITED ACTS

Sexual harassment is strictly forbidden in diocesan education programs. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or status in a class, program, or activity;
- B. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- A. physical assault
- B. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, education, grades or letters of recommendation;
- C. direct propositions of a sexual nature;
- D. subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted gestures;
- E. a pattern of conduct (not legitimately related to the subject matter of a course if one involved) intended to discomfort or humiliate, and/or that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes or anecdotes;
- F. a pattern of conduct that would discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body; or (3) remarks about sexual activity or speculations about previous sexual experience.

DIOCESE OF DES MOINES SECTION 504 ASSISTANCE GUIDE

I. The Mission of the Diocesan Schools

Our mission in Catholic education is to teach as Jesus did. Jesus ministered to all, making the blind to see and the lame to walk. Clearly we cannot work the miracles of Jesus, but we can and should extend our ministry to the disabled to the extent that we are able.

II. The Law

Section 504 of the 1973 Rehabilitation Act is the law to which this assistance guide refers. The diocesan schools are required by the regulations of the Department of Education to provide educational services to “qualified handicapped persons if these persons can with minor adjustments be provided with an appropriate education within the program.”

34 C. F. R. 104.39

X. Notice of Non-Discrimination

The schools of the Diocese of Des Moines should provide on going public notice of non-discrimination as required by the mission of the schools and the policies of the Diocesan Board of Education. The following is provided as an example of a means to provide such notice.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with Holy Family School are hereby notified that this school **does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools** and Title I of the Americans with Disabilities Act, **as it applies to the diocesan schools**, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Holy Family School’s compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact Dr. Luvern Gubbels who has been designated by Martin Flaherty to coordinate the schools’ efforts to comply with the regulations related to these laws.

Title: 504 Coordinator

Location: Holy Family School, 1265 E. 9th Street

Tel: 515-262-8025

Ongoing public notice may be achieved by public notice announcements in local newspapers, periodic publication of the policy in the church bulletin, publication in student and parent handbooks, etc. Ongoing internal notice may be achieved by including the policy in employee handbooks, by posting on employee bulletin boards, by memos, etc.

XI. Naming of Section 504 Coordinator

This person should assume the responsibility for coordinating the school’s efforts to meet the needs of qualified handicapped persons.

It is recommended that these responsibilities include organizing Building Assistance Team and/or Student Assistance Team processes to develop strategies to meet these needs. Generally, these processes should include notification of and participation in such meetings by parents. It is also recommended records of such meetings and agreed upon strategies be kept by the coordinator and that these strategies be reviewed periodically. In general, each school should keep a record of all of its efforts to meet the needs of qualified handicapped persons.

XII. Grievance Procedure

Each school should adopt a grievance procedure which incorporates appropriate due process and provide for prompt and fair resolution of complaints. Parents have the right to be informed about the name and availability of the Coordinator and to be informed that a grievance procedure exists. They also need to be informed about the process involved in filing a grievance if such information is requested. It is recommended that the diocesan schools use a 504-grievance form and grievance procedure.

GRIEVANCE PROCEDURE

1. Alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to the alleged grievance. 504 Grievance Forms are available through the school.
2. At Holy Family School, such claims must be filed with: Mr. Martin Flaherty, Holy Family School, 1265 E. 9th Street, Des Moines, IA 50316, Tel: 515-262-8025.
3. The person named above, the Coordinator, will appoint a mediator and arrange for an informal impartial mediation hearing within a reasonable length of time after the alleged grievance has been filed. The grievant must be apprised of the date, place and time reasonably in advance of the mediation meeting.
4. Prior to the mediation hearing, the Section 504 coordinator shall, in accordance with the Family Educational Rights and Privacy Act (FERPA), provide access to and permit duplication of all relevant records relating to decisions in regard to assisting the child.

LEVEL I INVESTIGATOR OF CHILD ABUSE: Martin Flaherty

LEVEL II INVESTIGATOR OF CHILD ABUSE: Dr. Luvern Gubbels

ANTI-HARASSMENT AND ANTI-BULLYING

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment and/or bullying. Schools should develop and incorporate programs to eliminate harassment and bullying from all student and school personnel.

For the purposes of this policy harassment and bullying shall mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more of the following conditions:

- * Places the student in reasonable fear of harm to the student's person or property;
- * Has a substantially detrimental effect on the student's physical or mental health;
- * Has the effect of substantially interfering with the student's academic performance; or
- * Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase "trait or characteristic" of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term "sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality. The term "gender identity" means the gender related identity of a person, regardless of the person's assigned sex at birth.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- * Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- * Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- * Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school owned or school-operated/leased vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal or the principal's designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal's designee will be responsible for handling all complaints by students alleging bullying or harassment.

If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment and anti-bullying policy and procedures are printed in the Handbooks and integrated into the school's Comprehensive School Improvement Plan (CSIP). The principal or the principal's designee is responsible for collecting data relating to incidents of harassment and bullying. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted: January 31, 1994

Policy Revised: April 25, 2000

April 7, 2004

May 21, 2007

January 21, 2008

May 19, 2008

November 17, 2008

SOCIAL SKILLS

APPENDIX

Following Instructions:

- Eye contact
- Say “OK”
- Do it right away

Accepting Criticism or “No”

- Eye contact
- Say “OK”
- No arguing, complaining, whining, pouting, etc.
- Calmly make an appointment if you don’t agree.

Disagree Appropriately

- Eye contact
- Calm voice tone
- Statement of understanding
- State the disagreement
- Give rationales

Greeting Someone

- Stand up
- Eye contact and smile
- Say “Hello” and, if necessary
- Handshake

Making a Request

- Eye contact
- Smile and state request
- Say “Thank you”

Accepting a Compliment

- Eye contact
- Smile
- Say “Thank you”
- Do not disagree with the compliment

Giving a Compliment

- Eye contact
- Smile
- Positive Praise statement

Problem Solving

- Define the problem
- List possible solutions

- List advantages and disadvantages of each solution
- Decide on a solution
- Try the solution
- Try another if it doesn't work

Resisting Peer Pressure

- Eye contact
- Calm voice
- Thank them for including you
- Tell them you don't want to participate
- Offer an alternative
- Continue to refuse if necessary

Giving Negative Feedback

- Eye contact
- Calm voice
- State the problem
- Give rationales
- Offer a possible solution

Conversing

- Eye contact
- Ask questions
- Don't interrupt
- Follow up their answers with a comment without changing the subject

Negotiating

- Eye contact
- Listen without interrupting
- State your position specifically and clearly
- Give rationales
- Be willing to accept the other's points of view (compromise)
- Thank them for their willingness to compromise

Body Basics

- Eye contact
- Feet flat
- Hands in place
- Back straight

Line Basics

- Face front
- Hands to sides

- Arms length apart
- No talking
- Walk

Handling Teasing

- STOP!
- Count to 5
- Think of alternatives
 - a) ignore
 - b) ask them to please stop
 - c) if they don't stop, tell an adult

May 2009

Dear Parents,

Pastors of the four parishes that comprise Holy Family School have jointly agreed on the requirements for what parish membership means for families who have chosen Holy Family School as their school for the 2009-2010 school year.

The following requirements must be met throughout the school year in order for families to receive the tuition rate that is available for active members of these four parishes: Our Lady of the Americas, All Saints, St. Ambrose or the Basilica of St. John.

- A. Regular use of the tithing envelope**
- B. Regular Mass attendance**
- C. Participation in parish life activities**

To insure accountability, pastors will evaluate the fulfillment of the three activities twice a year. On November 1, 2009, pastors will conduct the first evaluation. If a family is not meeting the three requirements, then the family will no longer receive the parish tuition rate. This means that the family will have to pay the out of parish tuition rate beginning with the December tuition payment. The pastor will send the family a letter notifying them of this change of status and will also inform the school.

Another review will be made on February 1, 2010. If a family fails to meet the requirements at that time, the parish will stop its subsidy of that family and out of parish tuition will be charged beginning in March. Again the pastor will send a letter notifying the family and the school.

A family who has been removed from in-parish tuition status in November may be reinstated in February by showing the parish a positive movement to fulfilling the three requirements. A family who continues not to fulfill the requirements will stay on the out of parish rate.

A family who has been removed from in-parish tuition status in February may be reinstated at the beginning of the next school year if all the requirements have been met.

The four - parish **monthly** tuition rate is :

- \$190.00 for one children
- \$301.00 for two children
- \$366.00 for three children
- \$426.00 for four children
- \$476.00 for five children

The out of parish **monthly** tuition rate is **\$305.00 per child**

The cost of your child's education is greatly subsidized by the four parishes and the Holy Family Foundation. The per pupil cost this year is \$4498 which means it costs \$4498 to educate every child who attends the school. The four - parish tuition rate as listed above pays \$1900 for the first child and less for each successive child. Therefore your parish

and the Foundation pays \$2598 for the first child and more for each additional child. This amount indicates the importance of each family fulfilling its responsibility to the parishes by being a full and active member.

This policy is in place to encourage the faith life of you and your children and to emphasize the importance of regular participation in your parish community. The amount of money that you are able to tithe is your decision; there is no required minimum. Please call your pastor if you have any questions or concerns. Thank you for your support, our prayers are with you and your families as we grow together in Christ's love and peace.

Fr. John Bertogli
St. Ambrose Parish
Pastoral Coordinator of Holy
Family School

Prior Aquinas Nichols
Basilica of St. John

Fr. Chris Reising
Our Lady of the Americas

Fr. Robert Harris
All Saints Parish

**FORMS TO BE
READ, SIGNED, AND RETURNED
TO THE SCHOOL**

**Diocese of Des Moines School
Student Technology Acceptable Use Statement**

As a student of Holy Family School, I acknowledge that the right to use school technology includes both responsibilities and conditions.

Responsibilities:

- My use must not be contrary to the mission and goals of the school
- My use is to be for the purpose of fostering learning and academic achievement
- I am expected to follow the same rules of privacy and ethical behavior utilized in other communications

Conditions:

- The technology is property of the school and, as such, usage may be regulated by the school
- The school may monitor all transactions, e-mails, etc.
- All copyright laws and license agreements must be followed
- Use of school technology for non-educational, commercial, for-profit or political purposes is forbidden
- All illegal and/or inappropriate use of technology may result in the right to use school technology being denied (The administration will determine what is illegal and/or inappropriate and its decision is final.)
- Any flagrant misuse of school technology may result in disciplinary action up to and including suspension or expulsion (The administration will determine what is flagrant misuse and its decision is final.)

I have read and agree with the responsibilities and conditions in this Statement.

Student's Signature

Date

Parent/Guardian Signature

Regulation 585.2

Regulation Adopted: June 1, 2005

Regulation Revised: May 19, 2008

HUMAN GROWTH & DEVELOPMENT (HUMAN SEXUALITY)

EXEMPTION FORM

While education of children in human growth, development, and sexuality is an essential aspect of God's creation as outlined in Vatican documents and through texts and programs approved by them, it is a parent's right to reserve such education to themselves and their children. Holy Family School uses the Diocesan approved Harcourt series entitled: *Growing in Love* series. Parents may view the texts used by calling the school office. Parents objecting to the school teaching the above topics to their children will be required to fill out this form each year they wish the exemption to apply. The form will be completed by the teacher who will indicate the appropriate alternate learning the student will perform outside of the regular classroom during the time Human Growth and Development is being presented.

I wish my son/daughter _____ to be given alternate lessons during the time sexuality is being taught for the following specific reason(s):

Please send this form back to the school ONLY IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THIS CURRICULUM.

Parent signature

Date

2009-2010
PARENT REQUEST FOR GIVING MEDICATION AT SCHOOL

I request that the nurse, or the person whom the principal designates, sees that my child, _____, receives the following medication:

Medication _____ Amount _____

Time(s) of day to be given _____

Duration (number of days) _____

Illness/condition requiring medication _____

Prescribing physician _____

The medicine is to be furnished by me and labeled with the child's name.

 Signature of Parent/Guardian

 Date

2009-2010
PARENT REQUEST FOR GIVING MEDICATION AT SCHOOL

I request that the nurse, or the person whom the principal designates, sees that my child, _____, receives the following medication:

Medication _____ Amount _____

Time(s) of day to be given _____

Duration (number of days) _____

Illness/condition requiring medication _____

Prescribing physician _____

The medicine is to be furnished by me and labeled with the child's name.

 Signature of Parent/Guardian

 Date

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

I have read the Holy Family School Student/Parent Handbook for the 2009-2010 school year. I agree to abide by and follow the policies and procedures contained therein.

(Student signatures are required for all students in Grade 4 through Grade 8)

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

(Parent/Guardian signatures are required of all parents/guardians.)

Parent's Name (Please Print)

Parent's Signature

Date _____

Parent's Name (Please Print)

Parent's Signature

Date _____

Signed form is due to the School Office by August 28, 2009

