

## **SECTION 3 – ACADEMICS, GRADING AND INTERNET USE**

### **3.1 – ACADEMIC CURRICULUM**

Holy Family strives to provide an academic program of studies of the highest quality. Students participate in a full array of studies, including Religion (including Archdiocesan *Circle of Grace* training), Language Arts (integrated English, Spelling, Vocabulary, and Reading), Mathematics through Algebra I, Instrumental, Choral and General Music and Performance Arts, Physical Education, Science and Health, Social Studies, Technology Literacy, Visual Arts, and World Languages. In addition, special curricular and co-curricular activities support and instill in students the desire to learn and they provide children with opportunities to excel regardless of academic ability, economic status, or talent area.

Students are encouraged to fully participate in all classroom activities, to study and complete homework and assigned projects. Holy Family recognizes that each child is different; learning styles vary and ability and interest levels are not all the same for all children. These factors play a role in the development of the curriculum and expectations of students. At Holy Family, we believe all children can and will find success.

### **3.2 – ACCOMMODATION OF SPECIAL NEEDS**

Holy Family School recognizes that students learn differently and that some students have special needs which may require accommodations beyond traditional teaching methods and behavioral strategies. Some areas of the building are not accessible to students or adults who require an elevator, and Holy Family cannot presently accommodate this need. In 2008 and 2015, additional ramps were added to provide access to the church and cafeteria, respectively. The Holy Family Student Services Coordinator/Learning Coordinator is the contact liaison between families and Holy Family School with regards to special needs. Additional support is provided for Response to Intervention (RtI) through our Intervention Specialist for individual and small group assessment, interventions and classroom support. Classroom assistants are also employed to provide additional support to students and the teacher.

### **3.3 – GRADING POLICY**

Student performance assessment is coordinated along Archdiocesan guidelines and is designed to reflect a student's achievement. Continuous accounting of grades and report cards are provided online at each nine-week grading period through the *jupitergrades.com* information system. Formal parent conferences are held in October and March and additionally through the year at the parent or teacher's request to chart progress or address concerns. If a student does not meet academic and effort standards, Holy Family may retain the child in the current grade level for the next year. The principal will conduct a family/school conference in the event of a retention decision. Should a family refuse to accept a retention decision of the principal, the family may be required to withdraw from Holy Family.

The Holy Family grading scale for elementary schools is as follows: Grades K-1 are determined by level of mastery of skills with a standards-based report card using the following grading rubric:

E - Exemplary - Demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.

M – Mastery - Demonstrates an understanding of key concepts and consistently applies them at grade level.

P-Partial Mastery - Demonstrates a partial understanding of key concepts and/or inconsistently applies them at grade level.

N - Non-mastery - Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.

M - Meets Expectations

N - Needs Improvement

Grade 2-8 uses a standards-based report card with a numeric grading scale:

95-100% = A; 90-94 = B+; 85-89 = B; 80-84 = C+; 75-79 = C; 70-74=D; Below 70 = F.

Non-graded courses: Some courses meet only once per week, and some of these course may use a “non-graded” scale in which students are evaluated on their effort and engagement, completion of expected work, and overall cooperation. The following scale is used:

E – Excellent; S+, S, S- - Satisfactory; N – Needs Improvement.

Students also receive marks for responsibility/behavior and comments regarding performance and/or effort. *Note:* “Incomplete” is a temporary grade only and is generally applied when a student has experienced a long-term illness or when a student has work near the end of a grading period that has not yet been completed or submitted. Once the “Incomplete” period has passed, usually one week after the report card date, the student’s grade will be changed to a percentage (2-8<sup>th</sup>) or mastery level score (K-1<sup>st</sup>).

Students may receive consequences for turning in late or incomplete assignments, poor performance due to lack of effort, or missing work. These consequences normally affect the student’s grade, not their disciplinary record. For example, loss of points may be given per day for work turned in late. Teachers may also offer “extra credit” for different assignments or as an addendum to an assessment. Extra credit is designed to be an extension of the content objective and should not make a significant impact on a student’s grade.

### **3.4 – AWARDS AND RECOGNITION**

Holy Family School endeavors to recognize the successes of all students, whether in the classroom or away from school. At nine week grading periods, public recognition for academic achievement, effort, behavior, attendance, and improvement is given to deserving students. In addition, when students are honored for achievements away from school or for special events or activities, Holy Family School will recognize and honor them through announcements, bulletin board displays, or newspaper coverage, certificates, or assemblies. In order to be recognized, parents should agree to the "Photo/video and name release policy" outlined in Appendix A.

### **3.5 – HONOR ROLL REQUIREMENTS (Grades 3-8)**

To earn nine-week academic honors, students must meet the following criteria:

- Principal’s List All grades 95% or above
- First Honors All grades 90% and above
- Second Honors All grades 85% or above

For all award levels, students must maintain the following: Non-graded courses: mark of Satisfactory or better; Responsibility/Behavior mark of Satisfactory or better.

### **3.6 NATIONAL JUNIOR HONOR SOCIETY**

Deserving 7th and 8th grade students may be eligible for membership in the Holy Family chapter of the National Junior Honor Society. A combination of criteria including a 90% academic average, behavior grade of Satisfactory or higher, character, Christian service, citizenship and leadership determine eligibility. Additional service hours are required for eligibility.

### **3.7 – SCHOLARSHIPS**

Holy Family School is pleased to award monetary scholarships and honorary awards to deserving graduating eighth grade students. Amounts and criteria vary for these awards. Various criteria determine the eligibility of these awards. Holy Family School reserves the right not to present any of these awards annually if no student fulfills the criteria. Families or individuals wishing to sponsor memorial or honorary scholarships should contact the principal.

### **3.8 – HOMEWORK**

Homework is an important component of academic success. Students at the intermediate level and junior high level should expect homework regularly during the week and occasionally on weekends. Primary students can also expect homework regularly. Students are expected to complete homework assignments on time. Failure to properly complete assignments will negatively affect grades and academic progress. Students who are (excused) absent from school will be given appropriate additional time to complete homework and/or make up assignments, quizzes and tests.

### **3.9 – STANDARDIZED ASSESSMENTS**

All Holy Family students in grades three through eight are required to participate in the State ILEARN assessments and third grade IREAD\* literacy assessment as well as the Archdiocesan *ACRE (Assessment of Children/Youth Religious Education)* at fifth and eighth grade. In addition, students participate in numerous local assessments for diagnostic purposes and to monitor school improvement. \*Third graders in the State of Indiana are required to pass the IREAD assessment for promotion to fourth grade reading. If a student does not pass IREAD at the first administration, a second opportunity is provided in early summer. *Note:* State law does not allow families to “opt out” of Indiana assessments.

### **3.10 – HOME AND SCHOOL COMMUNICATIONS**

Good communication between parents and school is a vital element in fostering mutual respect, ensuring the smooth operation of the school, and in providing a vehicle for resolving concerns or conflicts. In general, when parents have a concern, it should be taken directly to the person responsible in a timely and appropriate fashion. For example, a concern in the classroom should first be communicated to the teacher, not the principal, pastor, nor commission member. If the issue cannot be resolved given reasonable time and opportunity, parents should then consult the student services coordinator or principal.

Parents and students are expected to check their *jupitergrades.com* information, teachers’ web pages daily or as directed by the teachers, as these communication vehicles have replaced many of the paper communications of the past. *Wednesday Envelope* will continue to be on a bi-weekly basis.

### **3.11 - INTERNET ACCEPTABLE USE POLICY**

The terms and conditions presented in this document are meant to educate and guide the Holy Family School educational community in the use of the Internet. Our goal in providing Internet access is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. With access to a global network also comes the availability of material that may not be considered of educational value in the context of the school setting. We know it is possible that a user may discover controversial information or offensive material. However, Holy Family School and the Archdiocese of Indianapolis believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the educational system.

Holy Family School balances the educational value of online resources with any privacy concerns that they may present. On occasion, Holy Family School may leverage necessary online educational resources, such as G Suite for Education, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

**3.11.5 - ACCEPTABLE USE** - The use of your Holy Family School Internet account must be in support of education and research consistent with the educational objectives of the Archdiocese. Use of Internet shall be limited to professional development and collaboration, and to educational and instructional purposes related to class curriculum. These activities may include but are not limited to:

- Electronic mail communication with people around the world to exchange research data, debate educational issues, and share instructional strategies.
- Accessing university libraries, ERIC and other informational databases.
- Downloading lesson plans and other curriculum-related materials.
- Receiving information and news from government institutions such as NASA, the U. S. Weather Service, or the U. S. Geographical Survey.

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

- Diligent effort must be made to delete unneeded mail daily from personal mail directories.
- Subscriptions to listservs must be pre-approved by school administrators.
- Downloading of software may only be done by request to your system administrator.

Security on our school network is always a priority but especially so now that we are using that network to link to the Internet. Anyone identifying a security problem on the network should notify the system administrator.

**3.11.2 - UNACCEPTABLE USE** - Those accessing the Internet through Holy Family School's network must also abide by the following usage prohibitions:

- Do not use the network for commercial activities, product advertisement, or political lobbying.
- Do not access, upload, download, or distribute pornographic, obscene or sexually explicit material.
- Do not vandalize, damage or disable the property of another person or organization. This includes but is not limited to, uploading or creation of computer viruses.
- Do not use another person's account or misrepresent other users on the network.

- Do not access another person's materials, information, or files without direct permission from that person.
- Do not violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation.
- Do not use the network in such a way that would disrupt the use of the network by other users; this included sending "chain letters."
- Do not be abusive in messages to others. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number, or those of your colleagues or students. (Unless it is for the purpose of school business.)
- Do not respond to unsolicited on-line contacts. If such contact persists, report it to your school administrators or to the system administrator.

Holy Family School administration is authorized to update the list or definition of non-permitted Internet uses.

**RISKS** - The Archdiocese of Indianapolis as well as Holy Family School makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages the user may suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the Internet. Holy Family School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**PRIVILEGES** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All users are expected to exercise common sense and good judgment. Your school administrators will deem what is inappropriate use and may deny, revoke, or suspend specific user accounts. Such action may also be taken, with just cause, at the request of any member of the Archdiocese of Indianapolis or Holy Family School educational community. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. The system administrator may also close an account at any time as required for administrative or technical reasons.

Adherence to acceptable use of the Internet by students shall be the joint responsibility of the students, parents, and employees of the Archdiocese of Indianapolis or Holy Family School. A student may access the Internet only at those times designated by a teacher, and the student's parent or guardian. The role of the sponsoring teacher is to verbally review, with the student, the Internet Acceptable Use Policy.

A parent or guardian may request alternative activities not requiring Internet access. This request shall not impact the child's instruction or assessment in any negative manner.

**USER ACCEPTANCE** - All terms and conditions as stated in this document are applicable to any user accessing the Internet through any resources provided by the Archdiocese of Indianapolis or Holy Family School. I understand and will abide by the above terms and conditions for Internet use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

As a parent, staff, or student you signify your agreement by signing the Parent-Student Handbook Participation Agreement Form, sent in the June Registration Packet, available online at [www.holyfamilyeagles.org](http://www.holyfamilyeagles.org) and in the School Office.

Special note about internet use: All parents and students are required to read and sign the "Internet Acceptable Use Policy" (section 3.11). Students are reminded that contacting inappropriate sites or using the Internet to threaten or do damage to another's reputation will be considered a serious violation of the School Behavior and Discipline Code. Students may fall under the Holy Family Discipline Code for inappropriate Facebook, Twitter, Instagram, or other social media communications including cyber-bullying. Parents are expected to monitor their child's Internet/phone use at home.