



# Parent-Student Handbook

**Holy Family School**  
**217 West Daisy Lane**  
**New Albany, IN 47150**  
[www.holyfamilyeagles.org](http://www.holyfamilyeagles.org)

## **HOLY FAMILY SCHOOL MISSION**

Holy Family Catholic School serves pre-school through eighth grade children from Holy Family Parish of New Albany and the surrounding community. We welcome all families who desire faith formation, challenging academic programs and quality enrichment activities for their children. In a Catholic faith-filled environment and through the loving guidance of faculty and staff, active parents and supportive parishioners, we endeavor to help students excel in their academic preparation and their development of successful life skills.

## **PHILOSOPHY**

To complete the mission of the Holy Family School, the Ministry Commission, Administration, Faculty, Staff and Parents, will collaborate to ensure these core values:

- lifelong learning and sharing of faith
- Catholic values through prayer, sacraments, and service
- the growth of the total person
- a nurturing environment which instills a genuine concern and respect for each individual
- development of students' self-esteem, personal discipline, and community responsibility
- academic opportunities which provides students with the skills, resources, curriculum, and technology to embrace the challenges of the future

## **VISION**

*Holy Family School develops inquiring minds, caring hearts, and lives devoted to Christ.*

Holy Family School, with the support and involvement of parents and parish community, strives to provide for each student:

- a strong academic and religious education
- opportunities to develop unique gifts and abilities
- a Christian environment which nurtures self-esteem, personal growth, and mutual respect
- spiritual values rooted in the Catholic Faith

At Holy Family School, students build an educational foundation which enables them to make lifelong contributions to self, family, Church, and community.

## **SECTION 1 – HISTORY AND GOVERNANCE**

### **1.1 – HOLY FAMILY PARISH AND SCHOOL**

Holy Family was founded in 1954 as an Archdiocesan parish school, and the Sisters of Providence from St. Mary of the Woods were its first educators. They continued to administer and teach in the school until the late 1980s when the first lay principal was hired to guide a by-then entirely lay staff. In 2006-07, Holy Family added a preschool and childcare ministry to meet the needs of three-to-five year-olds. Currently, fifty-seven teachers and staff members provide the daily administration, instruction and support for Holy Family students pre-3 through 8<sup>th</sup> grade. Holy Family draws students from the entire southern Indiana and Louisville, KY.

In 1998-99, Holy Family Parish conducted a restructuring process that replaced the traditional Board of Total Catholic Education, which had previously directed the policies of the School, Parish Faith Formation, and Parish Youth Ministry. The new parish governance structure incorporates our Parish Pastoral Council and several Ministry Commissions, all working under the auspices of the Archdiocese of Indianapolis Office of Catholic Education and the Archbishop of Indianapolis, currently Archbishop Joseph Tobin. Holy Family School operates under the guidance and policies set forth by the School Ministry Commission.

The Holy Family School Ministry Commission seeks to promote and support the highest quality spiritual, academic, and developmental programs for all students. The Commission works in cooperation with the pastor, parish council, school administration and faculty, and other organizations within the parish. Active Commission members are appointed by the Commission and serve as volunteers. The role of the Commission is to set policies under which school programs operate and to guide planning and review necessary for improving and maintaining these programs. The Commission serves as a long range and strategic planning team for Holy Family's future.

The Commission meets bi-monthly in the school meeting room. Parishioners or parents of school children are welcome to attend. An individual may seek to have an item placed on the Commission meeting agenda by approval of the Commission president at least one week prior to the meeting and provide a summary of the topic. The Commission may elect to provide a response, table for a future meeting or delegate to the principal an appropriate response or action. In the alternate months, the members of the Commission meet in regular commission to accomplish the goals set forth for the current year. Additional meetings may be held in the alternating months as well.

Holy Family School administration and teachers collaborate with the Catholic Schools that make up the New Albany Deanery in the areas of calendar coordination, professional development and retreats, principals' monthly meetings, and student academic and co-curricular events such as Academic Olympics, Deanery Science Fair, Performing Arts opportunities, and Providence HS performances and events.

### **1.2 – ACCREDITATIONS, ASSOCIATIONS AND AWARDS**

As a Catholic parish school in the Archdiocese of Indianapolis and an accredited school in the State of Indiana, there are several governing bodies that influence or have direct authority over our operations. Below are some of the governance bodies as well as support groups that enable Holy Family School to operate to the best interests of the students.

OCS (Archdiocesan Office of Catholic Schools), INPEA (Indiana Non-public Education Association), IDOE (Indiana Department of Education), and NCEA (National Catholic Education Association): OCS – The Office of Catholic Schools, led by Archbishop Charles Thompson, Superintendent Gina Fleming, and their staff, provide the governing structure for spiritual development and academic programs, including policies for all Archdiocesan schools. The OCS has partnered with the other four dioceses in Indiana to develop an accreditation body associated with Advanc-Ed, a regional accrediting organization that oversees the accreditation and 4-year school improvement process for Catholic Schools. We are also members of the Indiana Non-public Education Association INPEA which provides a lobby at the state government advocating for programs such as School Choice (vouchers and SGO scholarships) and other important issues for non-public schools. As an accredited school in the state of Indiana, the IDOE facilitates numerous statutes, regulations and compliance standards such as teacher licensure, assessments, including ISTEP+, IREAD, and academic standards. On the national level, Holy Family is a member of NCEA which provides numerous publications, resources on its website, and an annual conference, as well as valuable information about the history and mission of Catholic schools.

In 2001, Holy Family was named a U.S. Department of Education Blue Ribbon School of Excellence, and in 2005, was again recognized as a *No Child Left Behind* Blue Ribbon School of Excellence. In 2013 and 2015, the Indiana Department of Education recognized Holy Family as a Four-Star School based on State assessment performance.

### **1.3 – HOLY FAMILY PARENT TEACHER ORGANIZATION (PTO) AND VOLUNTEERS**

All HFS school parents are members of the Holy Family Parent Teacher Organization (PTO). This organization, led by its Executive Committee, provides the volunteer support for fundraising for the school's budget and fellowship among our parents and teachers. The PTO provides hundreds of service hours that coordinates moderators, room parents and chaperones, cafeteria volunteers, auction, raffle and walkathon volunteers, and many other efforts that benefit Holy Family School, its faculty and students. Much of the funding for PTO activities comes from holiday nut sales and school uniform sales.

Parents who volunteer will be required to complete, and stay compliant with all *Safe and Sacred* training (section 1.4) AND to agree to the *Code of Conduct* (section 1.5), required by the Archdiocese of Indianapolis. This agreement is designated by writing your signature to the Parent-Student Handbook Participation Agreement available online ([www.holyfamilyeagles.org/ registration](http://www.holyfamilyeagles.org/registration)) and in the School Office. Should problems occur, volunteers need to discuss these with the faculty or staff member in charge or the principal. Parents who can't make their scheduled appearance to volunteer are to contact the school to let us know.

Due to Health Department regulations, children are not allowed in the serving areas or food preparation areas of the kitchen. Volunteer parents may not bring younger siblings to school when working in the cafeteria or chaperoning field trips. When volunteering in the classroom, the parent may not bring a younger sibling to the workplace.

### **1.4 - SAFE AND SACRED AND CIRCLE OF GRACE TRAINING**

In compliance with Archdiocesan policy, To Be Safe and Secure (2003), all paid faculty and staff, youth ministers, any volunteers, field trip chaperones, coaches, moderators, and other adults who work with children, are required to complete *Safe & Sacred* training (<https://safeandsacred-archindy.org/>).

In 2012-2013, the Archdiocese introduced the student training program, *Circle of Grace*, designed to inform and provide strategies for children with regard to appropriate physical and emotional boundaries with adults and fellow students. All students pre-K-8 complete this training unless a waiver is specifically requested by parents.

**1.5 - CODE OF CONDUCT** (Required by the Archdiocese of Indianapolis) As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and apply to clergy, employees, and volunteers.

***Volunteers, staff, parents and other adults who work with children will:***

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Attend *Safe and Sacred* training
- Avoid situations where I am alone with a child or youth at church/school activities.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Avoid all unnecessary physical contact, especially when alone with a minor.
- Obtain permission from a parent or guardian before contacting a minor via social media or before posting pictures, video, and other information that may identify a minor.
- Always maintain a professional attitude when dealing with minors, avoiding emotional attachment and being aware of the powerful attraction of adults in positions of authority.
- Report suspected child abuse to civil authorities (Indiana hotline: 800-800-5556) or to a local law enforcement agency and to the archdiocese (victim assistance coordinator: 800-382-9836, ext.1548). Report any violations of this code of conduct to the victim assistance coordinator.
- Confidential reports to the archdiocese can also be made online at [www.archdioceseofindianapolis.ethicspoint.com](http://www.archdioceseofindianapolis.ethicspoint.com). You do not have to give your name.
- Cooperate fully in any investigation of abuse of children and/or youth.

***Volunteers and staff will not:***

- Communicate any views contrary to the teachings of the Catholic Church.
- Use, possess, or be under the influence of alcohol while overseeing youth at any church/school activities.
- Use, possess, or be under the influence of illegal drugs
- Allow minors to have and/or use alcohol or illegal drugs
- Use profanity or engage in behavior that is harassing or degrading to others.
- Allow minors to have, or assist them in gaining access to, pornographic or inappropriate websites, movies, or printed materials.

As a volunteer at Holy Family Catholic Church and School, you understand and will abide by the rules and guidelines in this Code of Conduct. You should signify your agreement by signing the Parent-Student Handbook Agreement Form.

## **SECTION 2 – ADMISSIONS AND ENROLLMENT**

### **2.1 – NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS**

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

### **2.15 – INDIVIDUAL STUDENT NEEDS**

Students with physical or learning disabilities who apply for admission will be evaluated on an individual basis and will be accepted if Holy Family School, with reasonable accommodations, can meet the students' programmatic needs. Students with learning differences or Catholic school accommodations plans will receive an annual case conference review with Holy Family staff.

Note: Individual Education Plans (IEPs) and 504 plans are agreements between the local LEA (New Albany-Floyd County School Corporation). Holy Family does not recognize nor write these plans as agreements between Holy Family and students but may write a Catholic school accommodation plan as needed. Holy Family collaborates the Office of Catholic Schools (OCS) to provide the most appropriate environment for students.

### **2.2 – VOUCHERS AND TAX CREDIT SCHOLARSHIPS**

Holy Family School is approved for the Indiana School Voucher and SGO Tax Credit Scholarship programs, and eligible families may receive tuition assistance through the CHOICE program. To ensure

fairness of selection in the event of full enrollment and waiting lists, the school will conduct a lottery to determine the waiting list candidates according to guidelines provided by the State of Indiana and drafted for Holy Family School. As a CHOICE school, Holy Family will follow State guidelines and assurances as provided for eligibility in the CHOICE program.

### **2.3 – NON-CATHOLIC FAMILIES/STUDENTS**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic Faith and the values to be found in Christian education. Students are expected to participate in attendance of liturgy and other services, religious instruction and Catholic formation, including Christian service, offered at the school, except those actions that are intended only for Catholics (e.g. reception of the sacraments.)

### **2.4 – STUDENT TRANSFERS**

Transfers are generally made at the beginning of a semester; however, exceptions are made for students transferring from out-of-town during a semester. Other midyear transfers may be made at the discretion of the principal and pastor. At the time of application, health records, birth and baptismal records, and transfer records from any previous school are required. All transfer students to Holy Family must be in good academic and behavioral standing with their previous school and must be eligible in the previous school system for the grade which they are requesting at Holy Family. Parents of students transferring to another school from Holy Family are required to notify Holy Family of the transfer and to provide a release of information for a transcript of records. Records will be forwarded when all outstanding bills are paid in full. The following criteria is used to determine if the transfer is in the best interest of both the student and Holy Family School:

- The student has progressed at a normal rate throughout elementary and/or middle school;
- The transcript does not contain significant deficiencies;
- There is evidence that the student can be successful in our program;
- There is room in the particular classes/grade level needed by the student;
- The student is not under suspension, withdrawal, or expulsion from a previous school;
- The student does not have a record of extreme absences, tardiness, or disciplinary actions from the previous school;
- There are no personal circumstances that would seriously hinder success;
- The student has demonstrated a sincere interest in attending Holy Family and fulfilling all requirements;
- The student's family must have all financial obligations with the previous school met prior to acceptance at Holy Family School.

**Note:** Families seeking a transfer to/from another New Albany Deanery Catholic School must have approval signature of the pastor and principal of the former school.

*Holy Family School reserves the right to pre-test students transferring from home-school or other non-accredited school for the grade level they are seeking.*

## **2.5 – CONTINUOUS ENROLLMENT**

Acceptance of registration fee does not guarantee admission for the following year. Continued admission will be based upon student achievement, attendance, behavior, parental cooperation, and meeting financial obligations to the school. Note: returning families who fail to complete early pre-enrollment could jeopardize their status in the event of a waiting list. Continuous enrollment is the decision of the school principal and the pastor.

## **2.6 RETENTION FOR ATHLETIC PURPOSES**

The State of Indiana prohibits the retention of any student at any grade level for the sole purpose of improving a student's ability to participate in extracurricular athletics.

## **2.7 - PRESCHOOL AND CHILDCARE**

Since August 2006, Holy Family Pre-school Ministry program has been serving the pre- school and aftercare needs of children ages 3-5. Pre-registration for Holy Family Pre-school is held in January and continues until late July. Three year-olds must be of age by July 1 of the current academic year. Admission to the Pre-school does not guarantee future admission to Holy Family School; waivers may be granted only by the Pre-school Director and Principal.

Holy Family Childcare is a registered program with the State of Indiana and is not a state licensed childcare facility. It is a Church ministry program that serves the needs of our parish/school community. Admission to the childcare program is contingent upon registration in the pre-school and available space in the program. In the event of a waiting list, Holy Family parishioners will be given first priority and families with siblings already enrolled would receive next highest priority. Early registration period is considered to be January 1 through March 31<sup>st</sup>. Students enrolling after March 31<sup>st</sup> are subject to availability regardless of prior year enrollment.

## **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.

## **SECTION 4 – STUDENT BEHAVIOR**

### **4.1 – GENERAL GUIDELINES AND EXPECTATIONS OF STUDENT BEHAVIOR**

Holy Family students are expected to display courteous, respectful, Christian behavior at all times. The Gospel message should be reflected in student behavior and should be modeled by their parents and school personnel. Holy Family students' behavior should reflect personal discipline and respect for self and others, which are home-taught values reinforced at school. Student conduct should be in alignment

with traditional Catholic values and the behavioral policies of Holy Family School. The school has the right to call students to accountability when they display behaviors or conduct to the contrary of these values or policies.

In order to maintain a respectful, orderly, and safe environment for all, students and parents are expected to know and abide by all school rules and procedures which apply to them. In most situations, unwarranted behavior results in appropriate consequences designed to teach and reinforce expected behaviors and are managed by teachers.

However, a single serious infraction or repeated disregard for school expectation, in addition to blatant disrespect for students, faculty, staff, or property, may result in significant consequences. These include possible loss of extracurricular activities, field trips, and year-end activities participation to more serious consequences such as being administratively withdrawn, inability to re-enroll, suspension, expulsion or exclusion from school.

#### **4.2 – GENERAL RULES OF BEHAVIOR**

1. Students are to treat each other and school staff with respect and dignity and to act as a positive role model for younger students. (Love your neighbor as yourself.)
2. Students are to display courtesy and respect in their language and physical contact.
3. Students are to fully participate in classroom activities, school Masses and spiritual activities, special events and programs offered by Holy Family School.
4. Students are to follow classroom, cafeteria, hallway, safety, playground, aftercare, and parking lot rules as defined by their teacher or supervisor.
5. Students are expected to complete all academic, attendance, and testing requirements.
6. Students are expected to be prepared for school by bringing in their assignments, books, backpacks, lunch boxes and/ or other needed items.

Teachers will have specific rules that apply in the classroom and will discuss these with students at the beginning of the year. The following rules are universal and should be practiced at all times:

- follow directions carefully
- be honest (avoid lying, stealing, or cheating)
- be respectful in your language and writing (avoid profanity, teasing or name-calling)
- keep the building and school grounds clean
- be prepared for class
- avoid chewing gum or candy on the school campus unless with permission and at the designated time and place
- be in proper school uniform or proper out-of-uniform dress code when applicable
- report problems or emergencies to the teacher or staff member
- maintain a quiet, respectful atmosphere in the hallways during class time
- refrain from running or horseplay in the building
- display proper etiquette, posture and due reverence during Mass and in the church

#### **4.3 – THE GOOD NAME OF THE HOLY FAMILY STUDENT BODY**

Students should always be mindful of the example they set and the effect it has on the reputation of Holy Family School. Holy Family students should maintain proper decorum and provide positive leadership both at school and away from school. Any student behavior of a criminal nature or serious contradiction of Holy Family and Catholic Church values may result in the student being expelled from Holy Family School.

#### **4.4 - ARCHDIOCESAN GUIDELINES FOR CATHOLIC SCHOOLS ON RESPECTING**

**PERSONS** - The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad, or other electronic media or be remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/ dismissal.

#### **4.5 – SOCIAL MEDIA**

Holy Family parents and students are to be responsible users of social media when referring to Holy Family parish and school, our employees, and our families. The way in which we resolve conflicts or concerns should model the highest ideals of Christian living. Conflicts or complaints about individuals or the parish or school community should be handled directly with the individuals involved and not through Holy Family or external social media accounts. Holy Family's social media accounts are monitored by staff when possible to ensure that comments are courteous and respectful, and we reserve the right to block or remove comments that we deem as inappropriate for Holy Family social media.

#### **4.6 – PROCEDURE FOR SERIOUS INFRACTIONS**

When a student is in serious violation of school rules or demonstrating behavior in opposition to Holy Family values, parents will be contacted for a conference. These violations may be one-time offenses or repeated violations. Serious violations may include, but are not limited to fighting, threatening or extreme disruptive or immodest behavior, bullying/harassment, vandalism/destruction of property, blatant defiance or disrespect, possession of, use, or attempts to provide/sell tobacco products, alcohol, drugs or inhalers, or the possession of a weapon/firearm.

The school reserves the right to contact police in the case of illegal activities performed by students. Parents will be notified of police involvement. An internal threat assessment team may be convened whenever school employees believe there is potential for threats to others. If student behavior brings for concerns for the student's well-being, confidential reporting will be made to Child Protection Services who determine if parent contact is made.

When working through behavioral issues occurring at school and/or impacting the school environment, students may be removed from classes and placed in a supervised time out area until parents arrive (if at school) or asked to remain home. In cases of serious incidents, students may not return to class until a parent conference takes place. This will occur in as time a manner as possible, but investigations often require more time between incident and the parent conference. Parents will need to exercise patience when investigation prohibits an immediate conference. If deemed necessary by the principal, the student may be placed on administrative leave until the investigation is completed and a satisfactory resolution is attained.

#### **4.7 – SUSPENSION FROM SCHOOL**

**Suspension – Probation – Loss of Privileges** In addition to multiple demerits or infractions, situations involving serious offenses against school rules and regulations, or expected student behavior, may also result in suspension, probation, or loss of student privileges. Student privileges may include all extracurricular activities, field trips and end of year activities.

**Suspension** is a serious matter and requires a parent conference with an administrator, typically the Principal. Students are not allowed to attend school or any school-related co-curricular or extra-curricular activity while on suspension. A meeting, either directly before or after the suspension, usually takes place between the parents and the Principal. The school reserves the right to expect that an outside assessment occur before the student can return to school. Parents are responsible for any costs of the assessment, and continued counseling may be part of the agreement upon the student's return to school. Reasons for suspension may include but are not limited to: fighting other students, demonstrating a serious breach of academic integrity, truancy from the school campus, endangering the safety and security of themselves or others, threatening the lives of others, significantly destroying school property, using or possessing alcohol, tobacco, and/or illegal drugs at school or school functions, and contributing to behavior that is in direct opposition to the morals and values of the Catholic Church and Holy Family School.

The school reserves the right to call law enforcement, to suspend students and to expel them pending fair process for serious offenses even if no previous demerits or suspensions have been issued. Extracurricular clubs, organizations, and parish CYO athletic teams may suspend and/or expel from participation as described in their written organizational rules. Students and parents are notified by a school administrator, usually the Principal, when the school intends to suspend a student for one day. One day suspensions do not require a parent meeting, but parents may request a meeting with the Principal. In some cases, the student may be asked to leave school immediately and placed on administrative leave until the conference can take place. When a student is suspended for more than one day, administration will provide the student and at least one parent (or guardian) with fair process. This process provides the student and a parent with an opportunity to hear what rule(s) have been violated per the school's investigation and the opportunity for the student to tell his/her side of the story and speak against the proposed penalty. Parents will receive verbal or written notice of the decision to either suspend or provide an alternate penalty. Following this notification, the family may request the opportunity to have the decision reviewed by another school administrator. One to ten days of suspension can be issued for any given action depending on the seriousness of the incident. Students and parents should expect consecutive days of suspension for more serious infractions.

Students will be allowed to make up missed school work in a reasonable amount of time to be determined

by the teacher for no more than fifty percent credit. However, no student's quarter grade should drop more than a letter grade due to each incident of suspension. In addition, students are suspended from all school activities during the suspension. Exceptions to this are rare and will only be made for a unique and unusual circumstance with approval by administration. In rare cases when an infraction occurs at the end of the school year, the suspension may be carried over to the beginning of the next school year. When suspensions are given, parents are expected to provide the proper environment at home conducive to the seriousness of the suspension. Upon return to school, the student may be placed on a probationary behavioral plan depending on the seriousness of the behavior that caused the suspension. The school reserves the right to immediately expel or to deny students readmission at the end of the school year if the inappropriate behavior continues. *Note: The child's age and development will be considered in determining an appropriate course of action.*

#### **4.8 – EXPULSION FROM SCHOOL**

In rare and extreme cases of dangerous, criminal or other serious misbehavior, or when other measures have not corrected unwarranted behavior, Holy Family reserves the right to expel a student from school. In fairness to the students and their parents, a fair process review will be followed. The decision to expel a student or not to allow a student to re-enroll for the following year will be made only by the Principal and/or Pastor.

#### **4.9 – SECLUSION AND RESTRAINT**

Holy Family School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website.

#### **4.10 FAIR PROCESS REVIEW**

In the event that a parent contests a suspension, expulsion, exclusion, administrative withdrawal, or decision not to enroll or re-enroll in the school, a fair process of review may be requested by parents. This process provides an opportunity for parents to conference with the school principal or designee to hear the rule violations and to speak against the proposed penalty. After the conference, the principal/designee will notify parents verbally or in writing of the decision. Upon notification, parents may request an opportunity to have the decision reviewed by the pastor or his designee. Neither the Holy Family School Commission and its members or the Office of Catholic Schools is involved in these types of school decisions.

#### **4.11 EXCLUSION**

A separate category of long-term or permanent removal, usually used for non-disciplinary reasons, is termed *exclusion*. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws (IC 20-34-4-5), failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness (i.e., for the protection of fellow students), non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons. Long-term or permanent removal may also be for disciplinary purposes. Exclusion takes place after a fair process of review.

#### **4.12 HOLY FAMILY SCHOOL ANTI-BULLYING POLICY**

##### **Bullying Prevention Program**

Holy Family School's goal in prevention is to create a positive, nurturing, and bully-free environment so that our students may experience a Catholic faith-based community at its most profound – in daily life. Because of the various stages of childhood development ranging from 3-5 year-olds (Early Childhood) through 6-8<sup>th</sup> grade (Early Adolescence), the different ages and development of the children will determine both the prevention measures as well as response measures.

Prevention includes the following:

- On-going training for our faculty and staff and students on bullying prevention including the empowering of bystanders to take a stand so that the silent majority becomes the caring majority.
- Reporting and investigating procedures
- Interventions and responses to bullying incidents
- Providing parents with communication and strategies for prevention and response-to-bullying

Training:

- Faculty and staff will be trained in what constitutes bullying and their roles in preventing and their responsibilities in reporting. *A Response Guide: Taking Action Against Bullying and Harassment Anywhere on Campus* is provided.
- Students will be trained in how to report bullying incidents, how to support the victims of bullying, and how not to bully - dealing with the underlying reasons why they behave this way and understanding the social conventions expected in a Catholic school.

- Faculty and staff trainings take place at faculty and/or staff meetings or full days of faculty professional development. Students receive training through classes. Bullying prevention lessons are incorporated into the school's curriculum at all levels.

***Reports of Bullying/Harassment Incidents:***

Holy Family Catholic School is committed to protecting its students from bullying and harassment for any reason and of any type. Holy Family Catholic School believes all students are entitled to a safe, equitable and harassment-free school experience. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, is prohibited.

The standards of this policy constitute a specific, focused, coordinated, and integrated system of support for all students, staff and families that will support positive relationships within Holy Family Catholic School. It is designed to ensure that the staff has been trained to provide awareness, intervention training and to direct follow-up when incidents are reported and/or occur.

***Reporting and Investigating:***

1. The informal complaint process allows the student who believes he/she has been bullied or unjustly mistreated to resolve the issue through a consultation process rather than a formal complaint process. The student or parent discusses the incident with the classroom teacher who takes steps to resolve any relationship or social behavioral concerns between the students. Additional steps may also be taken by the teacher such as disciplinary consequences, re-arranging seats or groupings, and increased supervision to ensure the victim does not experience the issue again.
2. The formal complaint process also begins with the teacher who completes the Bullying Incident Reporting Form and meets with the coordinator for behavioral/counseling services. The coordinator and teacher meet with the student and investigates the alleged bullying and completes the Bullying Investigation Form.
3. The coordinator makes contact with the parents of those students involved. She continues interventions by completing the Elementary School Student Safety Plan and makes recommendations for any external services for the victim or the bullying student if applicable. The coordinator meets with the principal to review the reports and procedures taken. The principal determines if further action needs to be taken, including completing a threat assessment if needed.
4. Disciplinary action may result in a first-time that may include counseling, detentions and/or demerits. Repeated violations of the anti-bullying policy or a single serious incident may result in suspension or expulsion.

**SECTION 5 – STUDENT SUPPORT SERVICES**

**5.1 – LEARNING COORDINATOR AND COUNSELING SERVICES**

Holy Family School strives to meet the needs of the individual child. The school student services coordinator, counselor, administration, teachers and support staff provide services for the spiritual, emotional, physical, and academic needs of our students. Individual and group conferencing, mediation of

conflicts, and class guidance programs are provided to students at Holy Family. Additional services, such as academic interventions, case conferences for special needs, follow-up with teachers, students and parents, and special school assemblies enhance each child's potential for success and well-being. Counseling support or services are provided for students who qualify through the New Albany-Floyd County Schools Student Services Office. Questions regarding student's academic, or social-emotional needs should be directed to the Learning Coordinator. Holy Family provides an on-site counselor from St. Elizabeth's Catholic Charities one day per week to provide individual and small group counseling. Referrals may be made by the principal, classroom teacher, the student or the parent. An initial visit with the counselor does not require parental permission. However, ongoing or long-term counseling would require parental permission.

### **5.15 – RESPONSE-to-INTERVENTION (RtI)**

Holy Family recognizes that students do not all learn at the same level and rate. In addition, some students require more repetition, additional time, remediation or a different presentation to fully comprehend content or master skills. Others need additional training in literacy skills and problems-solving. Through various means, including both classroom and out-of-classroom interventions, teachers and support staff work to bring each child to grade-level performance.

Our Intervention Specialist, Classroom Teachers and Classroom Assistants provide invaluable support to this effort to help all students be successful. Teachers have been trained in differentiated instruction and levels of intervention as well.

### **5.2 – WELLNESS POLICY**

The Archdiocese of Indianapolis a created wellness policy for Archdiocesan schools and Holy Family's wellness team works to assist parents, students, faculty, and support staff in administering this policy. School and family are expected to work as partners in promoting healthful nutrition, physical activity and healthful lifestyles for ourselves and our students. Drug/Alcohol and tobacco resistance programs are provided at various levels throughout the year.

### **5.25 – NUT-FREE SCHOOL ENVIRONMENT**

Holy Family is sensitive to the growing number of students with serious allergies, the most common of which are peanut or tree nut allergies. Holy Family will endeavor to become a "nut-free" school through policies and protocols that as of this date are still being developed. When this information is available, it will be shared with parents and added to the Parent-Student Handbook.

### **5.3 – HEALTH SERVICES AND IMMUNIZATIONS**

Floyd County Health Department provides annual screening of hearing, vision, and scoliosis/postural defects at various grade levels. In addition, assistance with immunization information and regular immunization dates are available as required. A statement from the Archdiocese regarding the Human Papillomavirus (HPV) Vaccine is distributed to parents of sixth grade girls. Schools are required to report annually the status of student immunizations.

## **5.4 – ENGLISH LANGUAGE SURVEY AND WIDA ASSESSMENTS**

The State of Indiana requires all parents enrolling a child for the first time into an Indiana public or non-public school to complete an English language survey to determine the primary language used at home. In the event English is the second language, students may be required to complete a WIDA (World-class Instructional Design Assessment). WIDA's mission is to advance academic language development and academic achievement for linguistically diverse students through high quality standards, assessments, research, and professional development for educators. Holy Family students qualifying for this assessment may receive additional English Language support throughout the year.

## **SECTION 6 – THE SCHOOL DAY**

### **6.1 – GENERAL DESCRIPTION AND DAILY SCHEDULE**

To ensure the orderly and safe operation of the school day and optimum time for instructional activity, school rules and procedures are necessary. The following guidelines are designed to allow for consistent, smooth operation of the school day. Parents are asked to review these guidelines with their child(ren).

**Parents:** Morning arrival and afternoon pick-up are very important procedures for the smooth operation of traffic flow, and more importantly, for the safety of all. Please inform all your family's drivers of these important procedures.

#### **Morning Arrival Procedures: 7:00 – 7:40 am**

- **SAFETY FIRST:** While no one wants to get to school or work late, the most important thing is that all are. Drive 10mph or slower in the parking lots, allow plenty of space for others, and always be looking for pedestrians, especially small children. If you are dropping your children off before 7:00 am you must stay with them and not let them walk to the cafeteria without your supervision. There is no school staff person available to watch your child before 7:00 am.
- Make every effort to have your child at school by 7:40 or sooner to allow for morning traffic and adequate time for your child to get to the classroom before classes begin at 7:45. Students arriving after 7:45 are tardy and must sign in at the office.
- **Pre-school Parents:** Pre-school drop-off procedures are outlined in the pre-school handbook. Please consult with the Pre-School Staff if you have questions.
- **K-8 Parents:** Morning Drop-off procedures are outlined below. For families new to the school, all vehicles are to enter the property from either the main entrance between the church and the parish offices, or from the access road from Green Valley Road. **DO NOT** use the back parking lot for morning drop-off (exception: faculty and pre-school parents.)
- **Main Entrance:** Vehicles enter the main drive and drop students at the church narthex entrance. Student door openers will be assisting from approx. 7:25-7:40. After drop off, make a U-turn and go back out the main drive.
- **Green Valley Road or East Daisy Lane Entrances:** Enter next to the garden and follow the driving lane to the main office doors for drop off. Student door openers will be assisting from approx. 7:25-7:40. Turn around in the primary playground lot and return back out the Green Valley Road or East Daisy Lane access.
- **Parents walking children into the building:** From either entrance, park in the large lot east of the parish offices. **DO NOT PARK** in the first 10-12 spaces nearest the playing field as this is the driving lane, nor along the main entrance between the church and parish offices. Carefully walk children in along the sidewalk near the large maple tree and mailboxes and follow the pedestrian

area between the cones. Avoid running at all times.

- Upon entering the building: REMEMBER that no staff member is available to watch your child(ren) before 7:00 am. Between 7:00 and 7:30, students are to go to the cafeteria. Those arriving after 7:30 are to go to their homeroom. Older siblings are encouraged to accompany younger ones to their classroom.
- After 7:40 and during the school day: Parents bringing in children tardy or late due to appointments, etc., enter through the main drive or Green Valley Road access and may park in designated spaces along the school wall if spaces allow or in the large lot. Please accompany your child into the building and press the access button at the main office entrance. Upon admittance, please sign in your child(ren) at the Office. Once students arrive at school, they must remain in the building. Students are not allowed to wander the grounds or leave the campus for any reason.

### **Daily Schedule**

7:00 - 7:45	Arrival
7:45	Prayer and daily announcements, Homeroom period
9:30 - 10:00	10-15 minute break or recess; students may bring a nutritional snack from home for K-4
10:45 - 11:45	Lunch/recess – grades K-2
11:20 – 12:00	Lunch/recess – grades 3 &4
11:30 – 12:00	Lunch - Pre-school
11:50 - 12:30	Lunch/recess – grades 5 & 6
12:00 – 12:30	Lunch /recess – grades 7 & 8
2:55	Dismissal – K-2
3:00	Dismissal – 3-8

### **Late Opening (two hour delay)**

9:00 - 9:45	Arrival
9:45	Prayer and daily announcements, Homeroom period
10:45 – 11:35	Lunch/recess – grades K - 2
11:15 – 12:00	Lunch/recess – grades 3 & 4
11:35 – 12:30	Lunch/recess – Pre-school
11:45 -12:30	Lunch/recess – Grades 5 & 6
12:00 -12:30	Lunch/recess – grades 7 & 8
2:55	Dismissal – K-2
3:00	Dismissal – 3-8

**Snacks and Home Lunches** - Parents are strongly urged to inspect snacks brought to school by their children. Candy and/or high sugar or high/fat items are not nutritional snacks. Any of the following are encouraged: 100% juice, fresh fruits or vegetable sticks, pretzels or whole-wheat crackers. Students are not allowed to bring fast-food lunches or have parents deliver them to the cafeteria, and soft drinks are not allowed. Once per month, teachers may provide candy, food or juice drinks as an incentive or reward. Healthful nutritional alternatives must also be provided at that time. Parents are not allowed to bring in birthday treats, such as cupcakes, soft drinks or other “sweets” unless with specific permission of the teacher or principal.

**Deliveries to the office** - While parents may schedule with teachers to have birthday treats brought to the classroom, the school office DOES NOT accept deliveries of ANY items from third party vendors or

anyone who is not a parent for the purpose of school. Please make sure your child brings all school supplies, homework, lunches, clothing, after-school supplies, and instruments as they come in to school at the beginning of the day. The office is not a holding area for these items, and three violations of this policy will cause your student to receive an infraction. Note: floral arrangements, celebration balloons and other deliveries to an individual child should be avoided. If they are delivered, they will not be sent to the classroom but will be sent home with the child at end of day.

**Phone Calls from the Office** - Please send your children in the appropriate dress code for the day. If your child has forgotten something or must call to fix a dress code violation, he/she may use the phone, but use of the phone three times for this purpose will result in an infraction. If your student is calling for medical purposes or soiling of clothing, no infraction is given.

**Admittance into the School** - When a visitor buzzes in at any door with an intercom, the office staff requires that person to share their name and purpose for visiting. The school office staff shall have at its discretion the right to deny anyone admittance to the school for any reason which protects students, faculty and staff.

**Schedule Appointments after School** - Holy Family School discourages scheduling of dental, orthodontic and other appointments during school hours, or at such a time which causes a student to arrive after 7:40 am or to leave before 2:40 pm. We would recommend that you schedule appointments after school so that you can follow a normal dismissal procedure and not have to pull your vehicle out before the regular flow of traffic. Please take into consideration that all vehicles are normally cleared from our parking lot no later than 10-15 minutes from final dismissal at 3:00 pm.

#### **Afternoon Dismissal Procedures: 2:55 pm**

Dismissal is by parking permit, which will be designated by student grade, families, etc. NOTE: Parents should park in the location designated by their parking permit. Students whose ride has not arrived at dismissal time will be sent to the cafeteria and remain until 3:15, when Aftercare begins. Parents must come into the building to pick up students and sign out from the cafeteria or Childcare room.

**Parking Lot Entrances:** We will be using the entrance to the Large Lot and the access road that runs through Trinity Plaza out to Green Valley. To help alleviate the amount of traffic on Daisy Lane, please use the following instructions for entering the large parking lot:

- If you are coming from Daisy Lane (via State Street), please use the entrance to the Large Lot
- If you are coming from Green Valley Road, please use the access road that runs through Trinity Plaza to the Large Lot.

**Exiting the Campus:** The Main Driveway will be an Exit Only driveway. Left lane exits toward State Street and Right lane exits toward Green Valley Road.

**Primary (K-2) only:** All those picking up ONLY K-2 students will have the BLUE parking permit. These cars will start the dismissal procedure by lining up at the Main Entrance and forming a single line around the Primary Parking lot and over to the Large Lot. Students will be released directly to those cars in the designated Loading Zone, which will be the Main Entrance Doors. After you have your student(s) in the car and a staff member has dismissed your flight, you may proceed down the main driveway to exit onto Daisy Lane. DO NOT LINGER to chat with teachers or other parents unless you are well out of the pickup/driving area. DO NOT PARK in the main driveway; you will be asked to move your vehicle.

**NOTE:** Cars parked along the building must turn off the ignition. All vehicles parked along the building must turn off the ignition. See Indiana Indoor Air Quality State Law { Article 33. Title 410 IAC 33-1-1}.

**All other drivers:** Please inform anyone who may be picking up your child(ren.) For all those picking up older students (3-8th) or a combination of primary and older students, you will be given a different color parking permit. Please park in the appropriate zone in the large lot east of the parish offices as follows:

**Parking:** Drivers should park in designated areas determined by their dismissal flight.

1. Please see the Map to find the appropriate parking spaces for your dismissal flight.
2. Dismissal Flights will be designated by student's grade, families, and carpools.
  - BLUE FLIGHT: Picking up K-2nd Grade Student(s) Only
  - PURPLE FLIGHT: Picking up 3rd-6th Grade Student(s) Only
  - YELLOW FLIGHT: Picking up 7th-8th Grade Student(s) Only
  - PINK FLIGHT: Picking up a combination of students with the youngest student in K-2nd grade and one or more 3-8th graders
  - GREEN FLIGHT: Picking up a combination of students with the youngest student in 3rd-6th grade and one or more 7-8th graders.
3. Once the BLUE Permits have moved through the dismissal line, the cars in the Large Lot will follow the same procedure, starting with the PURPLE Flight.
4. The order of Student Pick-Up will be:
  - BLUE Flight
  - PURPLE Flight
  - YELLOW Flight
  - PINK Flight
  - GREEN Flight

**NOTE:** Please observe all traffic cones and follow directions provided by administration/faculty members or police officers directing traffic. After a couple days, drivers should understand the correct flow patterns in the lot. Again, please inform ALL your family's drivers of these procedures.

**Inclement Weather during Dismissal** – Dismissal will be delayed during severe weather or warnings. If possible, the school will provide a text alert to parents informing them of the inclement weather dismissal. Drivers are asked to be patient during this time and may enter the building to seek shelter during severe weather. During this time, students must be escorted by their parent/driver; a general dismissal will not occur until the immediate threat of lightning or weather warning passes.

**Aftercare Pick-up** - Drivers picking up students after dismissal is completed will need to park in either the large lot or in the back parking lot behind the cafeteria. You will need to go to the cafeteria via the new ramped entry using your parent access code to sign your child out of Aftercare. Students are not released unless accompanied by a parent/family driver. Please be careful of other vehicles and pedestrians.

**After-school Practices or Co-Curricular Activities** - All students staying after school for activities or athletic practices or games are required to go to the cafeteria. Coaches and activities moderators are to meet and sign out students from the cafeteria. Do not make arrangements with students to meet at any other designated location after dismissal except the cafeteria unless the moderator is a staff member and previous meeting arrangements have been made.

**Early Dismissals** - Holy Family School will dismiss at 2:00 pm on Good Friday for religious services. Children who are in Aftercare that day will be attending the Good Friday services. Other early dismissals may be announced due to weather conditions or as needed via SMS text messaging through

## **6.2 – AFTERCARE SERVICES PROGRAM**

As a convenience to the parents, Holy Family offers an Aftercare program for students Pre-K-8. Aftercare hours are from 3:15 until 6:00 pm. These services include snacks, activities, games, opportunity for study, physical activity and rest time. All students are expected to behave in a manner appropriate to the classroom when in Aftercare and all school rules apply; students who demonstrate an inability to abide by school rules and behavior will be denied Aftercare privileges. NOTE: Aftercare services are for Holy Family students only. Students may bring a change of clothing to Aftercare. Appropriate attire would be those items outlined in section "8.3 – Out of Uniform Dress Code."

Students found on the grounds, not involved in an authorized after school or extracurricular activity will be placed in aftercare, and the parents will be notified and invoiced appropriately.

## **6.3 – PRESCHOOL HOURS**

Preschool classes are either two-day for three year-olds (Tue/Thu) or three-day for four- five year-olds (Mon/Wed/Fri) with class times at 8:00 - 11:15. Parents are required to walk their pre-school child into and out of the building each day and to follow proper sign-in and sign-out procedures. There is a code given to Preschool parents that will allow them to pick up their children from 10:50 - 11:05 am at the main office doors. Children arriving early or staying after class are required to sign into the Childcare room. Parents are to use the small (cafeteria) parking lot before 8:00 am and after 3:00 pm. Between those hours, parents are to use the east parking lot and enter through the Office doors. Aftercare is not available the last school day before Christmas and the last day of the school year.

## **6.4 – ATTENDANCE, ABSENCES AND TARDINESS**

Regular attendance is essential to a student's success and cannot be overemphasized. Parents are asked to make every effort to get children to school each day and to have good health and nutrition practices at home. However, if a child is ill with fever (over 100°), nausea, etc., please do not send him/her to school to suffer and to expose others to the illness. In the case of fever, do not send your child back to school until she/he is fever free for 24 hours after being off fever reducing medicine.

### **General Attendance Rules:**

- Students are expected to be on time and in school for the entire day each school day.
- On the day of a student's absence, the parent should call the School Office to explain the absence. The absence will be excused if it meets the criteria below. Regardless if the absence is excused or deemed unexcused, parent/guardian must contact the school office within 24 hours or provide appropriate documentation. If contact is not within 24 hours, the absence will be unexcused.
- In the event of frequent illness requiring excessive absences, the child must be under the care of a physician, and validation of illness may be required.
- Chronic or excessive number of absences will lead to a parent conference, Indiana defines chronic absenteeism as eighteen days or more absent during any school year for any reason.

## **6.5 – K-8 SCHOOL CLOSINGS AND INCLEMENT WEATHER POLICY**

Holy Family will continue to have its own communication announcements with regard to school closings, delays, or late openings due to inclement weather only. We will use the jupitergrades.com program, and parents will be contacted by email, phone or text or combination of all. We also receive radio severe weather alerts through the National Weather Service bulletins.

Please watch your local TV news coverage (WDRB and WAVE) for school closing and delay information during these times. NOTE: When the local area is under a severe weather or tornado “WATCH,” general precautions will be taken and all students will remain indoors. When the local area is under a severe weather or tornado “WARNING,” tornado drill procedures will be enacted. Students are not released to the parking lot during any kind of severe weather “WARNING.” Parents are urged to come inside the building and participate in tornado drill procedures until the WARNING has passed.

## **6.6 – PRE-SCHOOL CLOSINGS AND INCLEMENT WEATHER POLICY**

When Holy Family School is on a two-hour delay due to weather, the morning Pre-school classes will be canceled. Morning drop-off for Childcare will begin at 9:00. If Holy Family School experiences an early closure due to weather, the afternoon pre-school childcare will be cancelled if enough time for communication to parents is allowed. The extended care program will remain open until all students have been picked up by their parents. Please review the Pre-School Handbook for additional information.

## **SECTION 7 – WELLNESS, SAFETY AND EMERGENCIES**

### **7.1 WELLNESS GUIDELINES**

Holy Family School strives to provide an environment and educational programs that promote the development of life-long healthful habits and wellness among students and staff. Family medical history, nutrition, physical exercise, good sleep habits, immunizations, regular medical checkups and treatments, and positive healthful life choices all contribute to a healthy mind and body. In addition, development of self-esteem, social skills, and a loving, nurturing environment at home and in school contribute to good mental health and wellness.

Holy Family provides a Wellness team of faculty, staff and parent to conduct surveys, set goals and protocols for a positive wellness program for staff and students. In addition, staff are trained at the State of Indiana and local initiatives in nutrition and fitness to meet and exceed compliance requirements. In addition, Holy Family follows the Archdiocesan Wellness policy checklist to guide various aspects of our wellness efforts.

Parents are asked to be especially mindful of foods sent to school through school lunches. Some students have allergies to tree nuts and/or peanuts. Excessive snacks, high-sugar, high fat or high levels of processed foods should be avoided as numerous studies have proven that these are detrimental to student nutrition unless consumed only occasionally. Parents are asked not to bring in cupcakes and other celebration foods. End of month birthday celebrations are to be coordinated through the teacher/room parent and must provide a balance of nutritional choices. Soft drinks and fast-food lunches are to be avoided. On occasions, the school will host celebration activities that do provide some of these items.

### **7.2 – CONTACT INFORMATION AND MEDICAL RECORDS**

As a precaution for emergencies, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)

2. Complete and up-to-date address
3. Home phone and parent work phone numbers
4. Emergency phone number of a friend or relative
5. E-mail addresses
6. Physician's name and phone
7. Medical alert information, special medical conditions - Children are not allowed to carry medication with them. (Exception – Epi-pens or inhalers may be carried by students who require this medication in emergencies. Additional Epi-pens are available in the cafeteria.)
8. Medication information (if received medication at school). The school staff will administer properly prescribed medication.
9. Student release to non-custodial parent or other guardian
10. Permission to photograph and to release photos for school/media use. This form is sent in the Registration Packet mailed in June each year. Please make changes and sign to collect this information.

### **7.3 – PRECAUTIONARY DRILLS AND SAFETY PROCEDURES**

Fire, tornado, earthquake and disaster drills are held on a regular basis and in accordance with state guidelines. Detailed escape plans are posted inside the door of each classroom. In addition, all faculty and staff members are trained annually on evacuation procedures and emergencies. Select staff members also receive training in handling fire extinguishers and/or receive CPR and First Aid training. Newly certified teachers or teachers renewing their teaching license are also required to complete CPR and defibrillator use training.

### **7.4 – EMERGENCY PLANS AND EVACUATIONS**

Holy Family School maintains both an emergency plan and a fire evacuation plan in the event of such an emergency. Faculty and staff receive training and have specific instructions and roles for evacuations. NOTE: If the school building is evacuated due to a fire or other emergency, first, do not panic and immediately come to the school. Second, do not immediately call the school. The school staff along with support from the parish, fire and law enforcement officials, will handle the immediate needs of the students. Students will be gathered and organized in one of the following areas: 1) playing field by the east parking lot; 2) the church, if deemed safe; 3) Marchino Hall, if deemed safe. If the entire campus needs to be evacuated, the assembly point will be the gymnasium at Green Valley School. Radio and TV announcements and the school website will provide parents with information about meeting up with your child in the event such an evacuation is necessary.

### **7.5 – MEDICATION POLICY**

The school staff is prohibited from dispensing medication to students unless a prescription is on file. Non-prescription medications, such as pain relievers and cough medicine, will not be administered by school staff unless a prescription has been written for such items. All students who are taking prescription medications must come to the school office to receive medication. Physician's statement is required for injuries requiring crutches, braces, casts or injuries requiring exemption from activities/Physical Education class or other physical activity/accommodation.

#### **General Rules:**

- The first dose of any medication must be given at home prior to the office dispensing the medication if the child has never been on the particular medication before.
- If prescription medications are in the original container labeled with the child's name, name of medication, date prescribed and directions for administration and have a current date, further documentation from a physician is not needed. However a parent must still complete and sign the medication permission form to allow Holy Family staff to administer the prescribed medication.
- Non-prescription medications must be provided by parents and be in the original container. In addition, non-prescription medications must have a physician's authorization as well as a parent's signature on the medication permission form.
- Sample medications must have complete instructions including name of medication, dosage information, time to be given, date and physician AND parent signature with the first dose to have been given at home.
- Children are NOT allowed to keep any medication with them. All medication is to be kept in the school office.
- Prescription Epi-pens are stored in a location in or near the student's classroom, locker or backpack, and additional un-prescribed adult and child Epi-pens are kept in the school office and cafeteria for emergency use.

#### **7.5 – BLOOD PATHOGENS/BODILY FLUIDS AND UNIVERSAL PRECAUTIONS**

Teachers, staff and students are instructed how to properly handle bodily fluids such as vomit, blood or excrement. In the event of an accident or injury exposing bodily fluids, utmost care will be used, and the student will be immediately isolated and the area evacuated until the fluids are no longer present. The student may be sent home or parents may be called if clean clothes are necessary. The student will not be readmitted to class in clothes soiled by bodily fluids. Teachers are provided emergency packets for each classroom and the playground in the event of an emergency to address scrapes and minor cuts.

#### **7.6 – PESTICIDE NOTIFICATION REGISTRY**

Indiana Pesticide Use at Schools Rule (357 IAC 1-16) requires that only trained or licensed employees or contractors are engaged to apply pesticides (weed killers, fungicides, rodenticides, etc.) in or around the school. In addition, Holy Family maintains a Pesticide Notification Registry of parents, guardians and staff members requesting to be notified of pesticide applications. To be placed on the Pesticide Notification Registry, please contact the School Office. Except for immediate health threat situations, individuals on the registry are notified at least 48 hours in advance of the application. Note: Pesticides are not used when children/staff are in the area.

#### **7.7 – VISITORS**

Visitors to HF should buzz in at the main office doors and give their name, and the nature of their visit to school. It is up to the discretion of the staff in the office whether or not the door is opened, for the safety of the school. Visitors to Holy Family must enter at the Office doors and register in the Office. All parents, guest speakers, and other non-staff personnel must sign in and out when visiting campus. Visitors are to wear nametags at all times. Adults are asked to use the restrooms either in the Staff Workrooms, the Office restroom or the church narthex restroom. Students wishing to bring visitors or have a friend

“shadow” at Holy Family must have permission from the principal at least one week in advance of the visit. Parent volunteers may not bring toddlers or infants unless express permission is given by the principal. At no time are children allowed in the school kitchen.

## 7.8 – FIELD TRIPS

Many valuable educational activities are important enough to take students away from campus during the day. These field trips provide many excellent hands-on and often real-world experiences. They are considered educational, and students are generally expected to participate. If students do not participate, they are required to remain at school and complete appropriate work during the field trip. Students may be denied participation in field trips for serious unwarranted behavior or academic failure due to poor effort. The decision to deny any student participation will be made by the principal.

**NOTE:** If parents do not wish for their child to attend a particular field trip, they should consult with the teacher for a final decision and possible alternative activities.

Parents may volunteer for particular trips to chaperone students. In most situations, it is not appropriate for parents to bring younger siblings of students. Chaperones have an important role and their attention should be directed to the teacher and the class. Exceptions to this must occur only after consultation with and permission of the teacher and/or principal. **Note: ALL CHAPERONES are required to complete *Safe and Sacred* training prior to the trip.**

## 7.9 - JUPITER-ED or [jupitergrades.com](http://jupitergrades.com) PARENT NOTIFICATION SYSTEM

Holy Family School, in order to communicate emergency, weather-related events, closings, delays, as well as important, urgent, and other school events and notifications, has contracted with JupiterEd. This service is meant to provide notifications to parents and guardians, with registered students at Holy Family School. You understand and agree to the JupiterEd policies below as well as these removal policies:

### General Rules:

- If you in any way opt out of receiving email, text, or voice message on some or all contact information, you are opting out of regular communication from Holy Family School, which is intended to inform you of school delays, closings, and regular weekly information.
- If you have any questions or concerns, please call the school office at (812) 944-6090, and talk with the Administrative Secretary.
- If you need a Jupiter login or need your password reset, you can also contact the school office.
- To make sure you receive TEXT (SMS) Messages, follow this procedure:
- LOGIN at [JupiterGrades.com](http://JupiterGrades.com)
- Go to "Settings" in the left hand Menu
- On the Settings Page, fill in your parents/contact phone and Wireless Carrier (if Carrier is not selected, you will NOT get notifications.)
- You can also choose What types of notifications you will get, and when.
- You must make these changes for EACH of your Holy Family Students.
- We recommend watching the short 5-minute and informative "Video Tour" located in the menu bar.

## **7.10 ARCHDIOCESE OF INDIANAPOLIS SAFE ENVIRONMENT GUIDELINES FOR CONDUCT WHEN INTERACTING WITH MINORS (See Appendix B)**

### **SECTION 8 – STUDENT DRESS CODE**

The Holy Family dress code is designed to be simple, inexpensive, and easy for parents to maintain. It also reflects traditional Catholic values, personal discipline, and cooperation, yet provides for some variety and personal choice.

#### **8.1 – HOLY FAMILY DRESS CODE FOR BOYS**

1. **Pants:** Navy or khaki blue dress slacks purchased from Shaheens in Louisville, River City Workwear or approved look-a-like. No denims, corduroys, zip-offs, cargo, or carpenter pants are allowed. Rolled cuffs, decorative stitching, and/or trim of any kind are not acceptable. Sweatpants and gym shorts are not allowed. All boys may wear khaki tan or navy shorts or trousers. Color should not be white, off-white or khaki green. Style and length should conform to the regular dress code.
2. **Shirts:** Plain white dress shirts, long or short sleeve. White, light blue or navy polo shirts with Holy Family logo (through River City WorkWear) long or short sleeve. Plain white polo shirts if covered by a sweater. (Undershirts - the only acceptable undershirts are plain all-white, short-sleeve T-shirts.) No colored stitching or trim is permitted. Providence HS logo on the left pocket area is acceptable as well. Shirrtails should be tucked in at all times unless designated as a reward or incentive. No plain navy shirts are allowed. Eighth grade boys may wear designated gold polo shirt.
3. **Spirit Shirts:** Students may wear PTO “spirit” T-shirts on monthly spirit days, on field trips, or other days designated for spirit wear.
4. **Sweaters:** Navy blue varsity or navy blue sleeveless vest or long sleeve sweater may be worn.
5. **Sweatshirts:** Only approved PTO sweatshirts may be worn over a uniform shirt. Sweaters or sweatshirts with hoods, decorative knitting, and other colors will not be permitted. Students in grades K-8 may wear ¼ zip sweatshirts sold by PTO. Providence High School is the only other sweatshirt allowed to be worn during the school day.
6. **Belts:** Plain black, navy, or brown belt should be of correct size and properly worn. Large shield buckles may not be worn.
7. **Shorts:** Navy or khaki walking shorts may be worn for the entire school year. Shorts must be purchased from Shaheens, River City Workwear or be an approved look-alike. Shorts with logo or off-colors are not acceptable. Over-large, baggy, or cargo styles are not acceptable. Shorts length should be no more than three inches above the top of the knee or more than one inch below the knee. Not allowed: long bermuda style shorts. Color should not be white, off-white or khaki green. Style and length should conform to the regular dress code.
8. **Socks:** Plain navy or all-white crew socks or plain white footies must be worn. Socks or footies are mandatory. Note that bright colored or striped socks are not allowed. Only the colors listed below.
9. **Shoes:** Dress or athletic shoes. Boots of any kind are not acceptable unless designated during winter weather. Shoes are to be clean, polished, if appropriate, and properly laced at all times. Sandals, clogs, or other open-heel shoes may not be worn.
10. **Hair:** Hair should be of appropriate style and well groomed. Students may not wear painted or brightly colored hair, or unusual styles for assemblies, special events, etc. A clean, shaven face should be presented at all times.
11. **Other:** Earrings, heavy chains or wallet chains are not allowed. Other jewelry such as rings and

necklaces should be kept to a minimum. Hats and/or jackets are not to be worn in the classroom. Clothes should fit properly and be clean and free of rips or shreds. No face painting or tattoos are allowed.

12. P.E. Dress Code for 5th-8th Grade: Students are required to change into designated P.E. uniform before class and back into school uniform after class.

## **8.2 – HOLY FAMILY DRESS CODE FOR GIRLS**

1. Jumpers (grades K-4): Plaid jumpers purchased from Shaheens in Louisville or River City Workwear are acceptable. Jumper length should be no shorter than three inches above the top of the knee. Dark colored athletic-style shorts must be worn under the jumper. Shorts are mandatory under all jumpers. Length is to be no shorter than three inches above the top of the knee.
2. Skirts (grades 5- 8): Plaid skirts purchased from River City Workwear or Shaheens are acceptable, and skirt length is to be no shorter than three inches above the top of the knee. Dark colored athletic-style shorts be worn under the skirt. Shorts are mandatory under all jumpers. Length is to be no shorter than three inches above the top of the knee.
3. Skorts (K-8): Plaid skorts purchased from River City Workwear or Shaheens are acceptable, and skort length is to be no shorter than three inches above the top of the knee.
4. Slacks: Navy blue or khaki dress slacks purchased from River City Workwear or Shaheens, or approved look-a-like may be worn at all grade levels. No skinny jeans, jeggings, denims, corduroys, zip-offs, cargo, or carpenter pants are allowed. Rolled cuffs, decorative stitching, and/or trim of any kind are not acceptable. Sweatpants and gym shorts are not allowed. Color should not be off-white or khaki green. Style and length should conform to the regular dress code.
5. Blouses/Shirts: Basic plain white uniform blouse, long or short sleeve. White, light blue or Navy Holy Family polo shirts (available from River City Workwear) long or short sleeve. Plain white polo shirt if covered by a jumper or sweater. (Undershirts - the only acceptable undershirts are plain all-white, short-sleeve T-shirts.) No colored stitching, lace, ruffles, or trim is permitted. Oversize or baggy blouses are not acceptable. Providence HS logo on the left pocket area is acceptable as well. Shirrtails should be tucked in at all times. Eighth grade girls may wear designated gold polo shirt.
6. Spirit Shirts: Students may wear PTO “spirit” T-shirts on monthly spirit days, on field trips, or other days designated for spirit wear.
7. Sweaters: (Optional) Navy blue varsity or navy blue sleeveless vest or long sleeve sweater may be worn. Sweaters with hoods, fancy sleeves, decorative knitting, zippers and royal blue will not be permitted. Only button-up or pull over sweater can be worn.
8. Sweatshirts: Only approved PTO sweatshirts may be worn over a uniform shirt. Sweatshirts with hoods, decorative knitting, and other colors will not be permitted. Students in grades K-8 may wear ¼ zip sweatshirts sold by PTO. Providence High School is the only other sweatshirt allowed to be worn during the school day.
9. Belts: Plain black, navy, or brown belt should be of correct size and properly worn. Large shield buckles may not be worn.
10. Shorts: Navy or khaki walking shorts may be worn for the entire school year. Shorts must be purchased from Shaheens and River City Workwear or be an approved look-alike. Shorts with logo or off-colors are not acceptable. Short length should be no more than three inches above the top of the knee or more than one inch below the knee. Not allowed: long Bermuda shorts, skinny or legging style shorts. Color should not be off-white or khaki green. Style and length should conform to the regular dress code.
11. Socks: Plain navy or all-white crew socks or plain white footies must be worn. Socks or footies are mandatory. Note that bright colored or striped socks are not allowed. Only the colors listed

below. Socks should be free of lace, ruffles, or trim of any kind. During the colder weather, navy blue leggings or tights may be worn. Not allowed: sweatpants.

12. Shoes: Dress shoes or athletic shoes must be worn. Boots of any kind are not acceptable. Shoes are to be clean, polished, if appropriate, and properly laced at all times. Sandals, flip-flops, clogs or other open-heel shoes may not be worn due to safety factors.
13. Hair: Hair should be of appropriate style and well groomed. Students may not wear painted or brightly colored hair or unusual styles for assemblies, special events, etc.
14. Other: Small earrings or small loops may be worn in the lower earlobe only. Other jewelry such as rings and necklaces should be kept to a minimum. Heavy chains may not be worn. Hats and/or jackets are not to be worn in the classroom. Clothes should fit properly and be clean and free of rips or shreds. No face painting or tattoos are allowed.
15. P.E. Dress Code for 5th-8th Grade: Students are required to change into designated P.E. uniform before class and back into school uniform after class.

### **8.3 – OUT OF UNIFORM DRESS CODE**

On certain occasions, students will be allowed to be out of their normal uniform clothes. We ask that students and parents comply with a few sensible guidelines in determining what clothes to wear on these days. Your continued support in this area is essential in making these days successful. Students must wear clothes that are appropriate for school and church.

Holy Family School allows the out-of-uniform dress codes below. NOTE: School uniforms may be worn on any out-of-uniform days listed below.

During the cold-weather season, students MAY wear shorts, skorts, or skirts, but in extreme cold, parents should take appropriate precautions to see that students are properly dressed for the conditions. Long socks, leggings, long trousers, heavy coats, gloves, and hats may all be needed. Students must remove jackets, sweats, and other winter accessories when arriving at the classroom.

#### **8.3.1 - DRESS-UP DAY**

Khaki or dressy shorts for boys or girls are allowed. Girls should wear dresses, skirts or dress slacks. Boys should wear dress slacks, or khaki pants. Dress sandals are permitted with a low heel. Bring a change of shoes for after the ceremony. If you have PE class this day, you should bring another change of shoes.

Shirts, tops, and blouses must cover the shoulders and shirttails must be tucked in at all times. Shorts should be length outlined in uniform code above. Length is to be no shorter than three inches above the top of the knee. Spaghetti strap tops are not permitted. Tank tops are not permitted. In all cases, clothes should be clean, free of tears, and of proper fit. Any piece of clothing that is considered offensive or promotes alcohol, cigarettes, drugs or violence will not be tolerated. The best rule to follow is: when in doubt, get permission first from the school or don't wear it! If dress shoes are worn for a dress-up day, another pair of shoes should be brought to school for recess and physical education class.

### **8.3.2 - SPIRIT-WEAR DAY**

Spirit Day Wear is allowed on designated days. Students may wear the current or any previous years' PTO Spirit shirt. Students may also wear jeans or appropriate length dress slacks or shorts. Yoga pants or any other tights pants are NOT ALLOWED. Hooded sweatshirts are not allowed on spirit days. Gym shorts and sweats are only allowed for spirit-wear days and on jeans/auction non-uniform days. Boots are acceptable if designated by the administration or during winter weather. If boots are worn another pair of shoes should be brought to school for physical education class.

### **8.3.3 - JEANS DAY/AUCTION NON-UNIFORM DAY**

Students may wear jeans or appropriate length dress slacks or shorts. Hooded sweatshirts are not allowed on jeans/auction non-uniform days. Gym shorts and sweats are only allowed for spirit-wear days and on jeans/auction non-uniform days. Yoga pants or any other tights pants are not allowed. Shirts, tops, and blouses must cover the shoulders. Shorts should be length outlined in uniform code above. Length is to be no shorter than three inches above the top of the knee. Spaghetti strap tops are not permitted. Tank tops are not permitted. In all cases, clothes should be clean, free of tears, and of proper fit. Any piece of clothing that is considered offensive or promotes alcohol, cigarettes, drugs or violence will not be tolerated. The best rule to follow is: when in doubt, get permission first from the school or don't wear it! Sandals are not permitted. Boots are permitted. If boots are worn another pair of shoes should be brought to school for physical education class.

### **8.3.4 - MAY CROWNING**

No shorts for boys or girls this day. Girls should wear dresses, skirts or dress slacks. Spaghetti-style tops are not allowed. Yoga pants or any other tights pants are NOT ALLOWED. Boys should wear dress slacks, or khaki pants. Dress Sandals are permitted with a low heel. Bring a change of shoes for after the ceremony. 8th Grade dress code for May Crowning will be the same for Graduation.

### **8.3.5 - FIELD TRIP DAY**

Students are reminded that, when in the community, they represent Holy Family School. Dress code will be appropriate for the occasion and may include school uniform, dress-up clothes, or out-of-uniform clothes. Yoga pants or any other tights pants are NOT ALLOWED. The same standards as for school attire will be maintained, and students violating the dress code may forfeit the field trip. Teachers will provide necessary field trip dress code information in advance of the event.

## **8.5 - CONSEQUENCES FOR DRESS CODE VIOLATIONS**

Minor violations of the dress code, such as no belt, shirt tails out, etc., may result in a warning or infraction. Major violations such as inappropriate length skirts, shorts, or skorts, inappropriate logos, colored, hair, etc., may result in an infraction and/or the student being sent to the office. Parents may be required to replace the inappropriate dress items before the student is allowed to return to class. If a student's uniform length, style or color is deemed inappropriate for school wear, parents will be given one week to make alterations or purchase clothing appropriate for school wear. For continuous violation of the dress code policy, students may be given one or more morning detentions (7:00-7:30) until the problem is resolved. Refusal to meet dress code policy may result in the student being asked to leave Holy Family School.

## **8.6 – ACCESSORIES AND VALUABLES**

Students should not bring valuables or accessories to school. Game cartridges, electronics, expensive trading cards, iPads or iPods, cellular phones or other accessories are allowed only on a limited basis, based on the discretion of each teacher and the administration. Holy Family will not be held responsible for loss, theft or damage of such articles.

If necessary, these items will be confiscated and returned only to parents upon request. Backpacks are not to be carried between classes. NOTE: Students caught cheating with or using a cell phone to call or text-message during class will lose credit for the test or quiz and the phone will be confiscated. Use of any electronic devices will only be allowed by permission of the teacher.

## **8.7 – SEARCH AND SEIZURE**

Holy Family School reserves the right to have a student empty the contents of a purse, pocket, backpack, or gym bag if illegal substances, weapon, or theft is suspected. Such searches will be done in the presence of the principal and another staff member. Parents will be contacted in the event of a search of student property. Refusal to cooperate with a request of this nature will result in the school contacting police officials. Middle School lockers are the property of Holy Family School and may be searched if a teacher or the administrator deems necessary. Any searches or seizures will be conducted in accordance with Archdiocesan school guidelines. Students may be asked to turn out pockets, but school personnel are not allowed to search students' clothing at any time.

## **8.8 – EXCESSIVE CELEBRATIONS**

Parents and students are expected to refrain from excessive celebrations such as limo rides, year-end parties, and other festivities, unless such activities are approved by the principal and/or provided as bid items at the school auction premiere. This includes ordering and having items delivered to your child(ren) during the school day, including gifts, flowers, balloons, etc., for any occasion.

# **SECTION 9 – SCHOOL FINANCES**

## **9.1 – FINANCIAL OBLIGATIONS AND TUITION RATES**

Holy Family School is operated through the finances raised by tuition and fees, fund raising activities and through a contribution from Holy Family Parish. For the benefit of all, it is imperative that parents maintain a current balance on their financial obligations with Holy Family. In addition, parish members are expected to give of time, talents and treasure, which include volunteer or service time and contributions to the Church. Tuition rates have been established and should provide for a fair contribution from all, parishioner and non-parishioner alike. Every effort is made to see that students receive the highest quality instruction, materials, and school facilities. We appreciate the total cooperation on the part of parents to meet their financial obligations.

NOTE: Holy Family School reserves the right to deny registration of students whose families display a history of non-payment of tuition and/or fees. Additionally, progress reports, report cards, and parent/teacher conferences, as well as participation in special events such as 8th grade graduation, may be withheld if payment of any fees are in arrears.

## **9.2 – METHOD OF PAYMENT**

School families have four payment options for tuition, including: full year payment in July; half-year payments in July and January; ten monthly payments August through May with FACTS Tuition Management Co.; or twelve monthly payments June through May with FACTS. Lunch and Aftercare fees are to be maintained on a monthly basis.

## **9.3 – REFUNDS AND RETURNED CHECKS**

Refunds for students transferring midyear to another school are based on a daily cost and are pro-rated according to the number of days a student attended Holy Family for the current year. Other non-tuition accounts (lunch, aftercare, etc.) will be refunded for balances over \$5.00. There will be a \$10 charge for all returned checks. Those that are returned for insufficient funds will be re-deposited.

## **9.4 – FINANCIAL ASSISTANCE**

Holy Family Parish and School are committed to providing the highest quality education at the most reasonable price. In addition, the Parish has made a commitment that parishioners not be denied Catholic education because of financial hardship. Parishioners who need financial assistance to cover the cost of tuition and/or books and fees are strongly encouraged to apply for aid. Please contact the school or parish office for an application or visit the school website for the application. (Applicants must apply annually for assistance, and the due date for applications is May 1 of the current year.)

## **9.45 FEDERAL FREE/REDUCED LUNCHES AND TEXTBOOK REIMBURSEMENT**

The federal government provides assistance to families in need for school lunches and textbooks. Any school family may apply for free/reduced lunches and textbooks. Application forms are available in the school registration packets or at the school office.

## **9.5 SCHOOL CHOICE VOUCHERS AND TAX CREDIT SCHOLARSHIPS**

Current Indiana law provides for State sponsored tuition vouchers or Holy Family sponsored tax credit scholarships for qualifying families based on family income and/or special education eligibility. Approved vouchers can pay up to 50% or 90% of tuition expenses for one or more qualifying children per family. Tax credit scholarships (SGOs), typically \$1,000 or more, can pave the way for eligibility for a voucher in future years. Families qualifying for Indiana School Vouchers or Tax Credit Scholarships are required to pay remaining portion of tuition and all fees on schedule. Active Holy Family parishioners could qualify for a combination of tax credit scholarships and parish tuition assistance (See 9.4 above) based on financial need and availability of funds. To determine eligibility, families should contact the parish office.

*Note:* Tax Credit Scholarships provide excellent benefits to donors, with as much as 85% of the donation to the scholarship program being refunded through state and federal tax incentives. Generous Holy Family parishioners provide the funding of the tax credit scholarship program. Families wishing to inquire about being a tax credit scholarship donor should also contact the parish office.

## **SECTION 10 – CO-CURRICULAR AND EXTRA-CURRICULAR**

## ACTIVITIES

### 10.1 – PARTICIPATION REQUIREMENTS

Holy Family Parish and School are committed to the total development of each child and recognize that many valuable activities cannot be conducted during the school day. Holy Family provides a wide array of parish CYO athletic programs, co-curricular and extra-curricular activities. Through many school and parish volunteer efforts, students of Holy Family can participate in these developmental, social, and educational opportunities.

We strongly encourage parents to involve their children in these activities. A sense of balance is always important and time constraints, interests, and needs of the child should be considered. To participate in co-curricular activities, students are expected to maintain proper academic and behavioral standing. If the activity takes place on a school day, the student must attend school that day to participate in the after-hours activity.

Leadership, sportsmanship, and fair play are all important values and skills taught through our co-curricular and extra-curricular programs, and all students and their parents are expected to abide by the rules of the game or competition, and to respect the opponents or fellow participants on the field, court classroom or stage. Students or parents who display inappropriate behavior, language, or do not abide by the rules of the activity may be removed and prevented from further participation.

### 10.2 - GENERAL LISTING OF ACTIVITIES

#### Holy Family Parish/School activities include:

Altar servers	Boy Scouts	Brownies
Cub Scouts	Eagle Ambassadors	Eagle Leadership Team
Girl Scouts	7th and 8th Grade Retreats	Liturgical Musicians
National Junior Honor Society	Elementary/Middle Level Choirs	

#### CYO Athletics Teams Include:

Boys' and Girls' Basketball	Football	Cheerleading
Boys' and Girls' Cross Country	Volleyball	Boys' and Girls' Golf
Boys' and Girls' Soccer	Boys' and Girls' Track	Wrestling

(Additional parish and deanery teams if enough are interested)

#### Deanery Competitions and Performance Opportunities Include:

Academic Olympics	Deanery Science Fair	Deanery Musical
Deanery Fine Arts Festival	Deanery Honor Choir (5-8th)	

#### State/National Sponsored Activities Include:

ISSMA Music Contests	Science Olympiad Team	SCRIPPS Spelling Bee
Hoops Shoot Contest	Academic Super Bowl	Geography Bee

### **10.3 - HOLY FAMILY ATHLETICS AND ATHLETIC BOARD**

Athletic opportunities play an important role in the activities of our children, and we are blessed to have a rich tradition of varied and quality programs. Operating through the Deanery CYO program, Holy Family parents and community members serve on our Athletic Board and fill our coaching ranks. Many volunteers are needed to facilitate the athletic program. Rules and procedures for Holy Family Athletics are provided by the Athletic Board.

Each year, The Athletic Board recognizes all students who participate in Holy Family athletics during the school year at a year-end assembly. In addition, the Athletic Board presents two graduating students, a boy and a girl, with the coveted Eagle Award for athletics. The Don Spellman and Frank Zoeller memorial awards are presented to deserving students in individual sports.

### **10.4 – HOLY FAMILY SCHOOL SONG (tune of *You're a Grand Old Flag*)**

Oh, our hearts are true  
Holy Family, to you  
Every boy, every girl, sings your praise.  
We shall ever try to keep our standards high  
We'll love you through all our school days!  
Keep your gold and blue,  
We'll be loyal to you  
And to all for which we stand.  
May the Holy Family lead us on.  
We're the best school in all the land!  
Rah! Rah!

## **APPENDIX A PHOTO/VIDEO AND NAME RELEASE**

### **A.1 – ARCHDIOCESAN GENERAL/PASSIVE PHOTO/VIDEO and NAME RELEASE POLICY**

A passive consent release is to be included with the annual sign-off page of the student/parent handbook in schools or as a separate statement to parents for other parish ministries regarding the use of images and also concerning other records or information allowing parents to object to release if they wish. This statement should be worded similar to the following:

- I understand that from time-to-time images (photographs, videos, etc.) of my child may appear without specific identifying information in school or parish publications, brochures, programs, or on websites unless I object in writing (such objections cannot be construed to include “crowd shots” in public settings such as athletic events, youth rallies and other such events over which the school/ parish may not have overall control). The use of images with identifying information shall require specific parental permission before publication.

Parents may review, copy, seek to amend or disclose student information in school records upon 48 hours prior notice to the school office. School records may be shared for legitimate purposes by the school without consent (for example, when a student enrolls in another school within the Archdiocese of Indianapolis or matriculates to a higher level [i.e., from middle school to high school], and other similar situations). The school will request a signed parent release for records being sent to public schools or

Catholic schools outside the archdiocese. Special provisions for release of certain records may apply to children with identified special needs.

“Directory information” regarding my child may also be shared for legitimate purposes without parental consent. Directory information is generally defined as: names, addresses, telephone listings, e-mail addresses, date and place of birth, honors and awards, dates of attendance and similar information for school/parish use for purposes such as program rosters, athletic rosters, parish directories, parent-to-parent directories, playbills, programs, yearbooks, honor rolls and other such purposes. Directory information may generally be released to third parties such as school photographers, colleges, military recruiters, trip organizers, class ring vendors and others for legitimate purposes unless the parent objects in advance in writing.

Holy Family School shall maintain a list of all parent objections to the use of unidentified images and/or directory information and make every attempt to ensure that such objections are honored by the school.

A permission form for the authorization for use of photographs or likenesses (active consent) shall be used in all cases on a per occurrence basis when images of children or adults are identified in and released for any publication by the school or parish along with accompanying information about the person, their accomplishments, etc. The following or similar wording should be included in the release:

- I, (name of subject), do permit and authorize School/Parish and its employees, agents, and personnel who are acting on behalf of the School/Parish to use my photograph or other likeness and appropriate identifying and accompanying information for purposes related to the educational mission of the School/Parish, including publicity, marketing, and promotion of the School/Parish and its various programs and ministries. I understand my photograph or likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, billboards or signs, brochures, placement on websites, or in newspapers.
- I understand that, although the School/Parish will endeavor to use my photograph or likeness and identifying and accompanying information in accordance with standards of good judgment, the School/Parish cannot warrant or guarantee that any further dissemination of my photograph or likeness and information will be subject to School/Parish supervision or control. Accordingly, I release the School/Parish from any and all liability related to dissemination of my photograph or likeness.
- Signature of subject and date:
- If the subject is under the age of 18 years, must also be signed and dated by parent (guardian):

Such permission and release of liability for the authorization for use of identified photographs or likenesses shall be obtained in all cases or the image should not be used.

Rule Promulgated: 04/20/2010 by Annette “Mickey” Lentz, Executive Director, Catholic Education and Faith Formation

## **B.1 – FAMILY PARTICIPATION AGREEMENT**

All Holy Family School families are required to read the handbook and sign the Family Participation Agreement. Parents refusing to sign the participation agreement will nonetheless be held responsible to the handbook policies and procedures. Refusal to abide by the handbook will be grounds for dismissal from Holy Family School.

## **APPENDIX B: 1 12/17/2014 ARCHDIOCESE OF INDIANAPOLIS SAFE ENVIRONMENT GUIDELINES FOR CONDUCT WHEN INTERACTING WITH MINORS**

**RATIONALE** The Archdiocese of Indianapolis provides these guidelines for clergy, religious, and laity who are employees or volunteers working in and on behalf of its schools or parishes, and other archdiocesan programs or agencies which engage in ministry to minors. Minors are dependent on adults, particularly adults in positions of trust and leadership. It is vitally important, therefore, that reasonable prudence be exercised by all adults who perform services on behalf of the archdiocese which involves interaction with minors.

The following is a set of practical guidelines for conducting yourself which must be observed by all clergy, religious, lay employees, and volunteers of the archdiocese when dealing with minors. These guidelines are not intended to prevent you from performing your service or ministry but rather to assist you in employing good judgment and appropriate discretion when interacting with minors. If you find it necessary to depart from these guidelines due to some extraordinary circumstance, you should be aware of your departure and must be able to justify your actions and notify your supervisor as soon as possible. If one-on-one involvement with a minor is unavoidable, you must use extreme discretion in your dealings with the minor. Please consult your supervisor for direction if your situation is not clarified by these guidelines.

**DEFINITION** A minor is anyone who has not yet reached his or her eighteenth (18th) birthday or is 18 but still a high school student. All clergy, religious, lay employees, and volunteers of the archdiocese will observe the following guidelines when engaging in ministry to or otherwise interacting with minors:

### **PRACTICAL GUIDELINES**

1. Minors may not stay overnight in a parish rectory in the archdiocese unless they are relatives of the priest in residence.
2. Avoid physical contact with a minor. Never engage in any corporal punishment. In situations where physical contact is necessary and proper, such as in sacramental preparation, use sound discretion and moderation. If a minor initiates innocent physical contact out of acceptable affection, an appropriate response (side hug) is proper if not prolonged.
3. Except in unavoidable circumstances that require otherwise, for example a pre-school student who needs assistance in the restroom, do not be alone with a minor in a residence, school, sleeping facility, locker room, rest room, dressing facility, vehicle, or other closed area. For example, one adult may transport 2 or more youth in a vehicle.
4. Any one-on-one counseling, tutoring, training, or other assistance or service with a minor must be conducted in an open room setting without closed doors, except for a door with a window, and only if readily observable by others who may be in the room or in the hallway outside the room. 2

12/17/2014

5. Seek responsible adults who have completed Safe and Sacred training and a background check through the Archdiocese of Indianapolis (or a comparable diocesan safe environment program if from another diocese) to be present as chaperones involving events with minors. The archdiocesan recommended chaperone to minor ratio is 1:6 for Elementary and Junior High students and 1:8 for High School students.
6. For gatherings and field trips where both male and female minors are present, the preference would be to have chaperones of both genders whenever possible. For minors meeting in a private home for an archdiocesan/parish represented activity (Small faith groups, Girl Scouts, etc.), there must be appropriate chaperoning by at least 2 adults who are not related to each other. The participating minors should have parental/guardian permission to be at the event.
7. Topics or vocabulary that would not be discussed or used comfortably in the presence of parents should not be discussed or used with minors.
8. In regards to using social media with minors, adults should be advised of the Social Media Guidelines promulgated by the Archdiocesan Office of Catholic Education which offers helpful tips to maintain safe boundaries with minors.
9. Alcohol should not be offered or made available to anyone under the age of 21. Alcohol may not be used by an adult when in a chaperone role.
10. Always maintain a professional posture in dealing with minors. Avoid unwarranted emotional attachment and be aware of the attraction that minors may have for adults in positions of authority and trust. If you perceive emotional or physical attraction developing, report the situation to your supervisor and then refer the minor to another qualified adult, particularly in counseling situations.
11. If one-on-one counseling, tutoring, training or other care of a minor requires frequent or regular appointments, parents should be notified that these appointments are occurring.
12. The following lodging standards apply to hotel and dormitory room accommodations for adults and minors who participate in overnight events. These standards are consistent with the model proposed by the National Federation for Catholic Youth Ministry which discourages the rooming of adults with minors. The Archdiocese of Indianapolis endorses this position.
  - **Hotel Rooms:** A typical hotel room is a room consisting of at least two beds with quad occupancy. No adult shall room with or occupy the same hotel room with a minor except in the case of a parent and the parent's minor only; in the rare case where a minor may need the presence of an adult for medical reasons; or, in the event that unscheduled and unforeseen circumstances beyond the control of event participants occur which necessitate at least two adults to occupy the same hotel room with at least two minors. A married couple may share the same hotel room, with or without their children, assuming appropriate facilities are available, but no other mixed gender hotel room arrangements are allowed. Adult participants should room in proximity to the rooms occupied by minors, either by staggering rooms across from or next to those rooms occupied by minors. Adults may conduct brief bed checks of hotel rooms occupied by minors only at pre-determined times.
  - **Dormitory-Type Accommodations:** Adults and minors of the same gender may occupy dormitory room type accommodations provided there is a minimum of two adults and four minors per room and no separate accommodations are available for the adults. Adults must establish separation barriers or privacy zones in the dormitory room which shall include a temporary blanket or sheet wall when possible in order to keep their sleeping and dressing area separate from the minor area. No mixed gender dormitory room arrangements are allowed. In large sleeping areas such as gymnasiums, establish gender separation barriers as previously described.

- **Respect of Privacy:** Adult participants must respect the privacy of minor participants in situations such as changing clothes, taking showers, etc. Adults must protect their own privacy in similar situations. Other than for pre-determined bed checks and the limited time necessary to assist minors in settling into or vacating from their rooms, an adult participant should not intrude into a minor's room or designated area except to the extent that health or safety concerns require. Moreover, before an overnight trip occurs, all minor and adult participants should be made aware of any consequences for non-compliance with the determined lodging standards. Such consequences shall include a requirement that individuals who violate the lodging standards may be required to return home early, if practical, and be denied the opportunity to participate in future overnight events.
  - **Code of Conduct:** The Archdiocesan Code of Conduct [www.archindy.org/abuse/code.html](http://www.archindy.org/abuse/code.html) describes expected conduct of adults and should be communicated and signed by the adult at the local level in advance of the activity and/or overnight trip.
13. All have an obligation to take appropriate steps to protect minors, particularly when they are in the care of the church. If you observe another adult violating these guidelines or engaging in other conduct which causes you to have reason for concern for the well-being of a minor, ensure the safety of the minor and report your concerns to your supervisor immediately.

If you have reason to believe that child abuse or neglect has occurred or is occurring, you must follow the Archdiocesan policy on reporting incidents of child abuse to civil authorities and report the matter to your supervisor immediately or if unavailable submit a report on the Archdiocese of Indianapolis reporting website. 4/12/17/2014 \*The Indiana law requires that any individual who has reason to believe that a minor is a victim of abuse or neglect must report immediately to Local Child Protection Services Agency hotline: 800- 800-5556 or the local law enforcement agency. Under Indiana law, it is a criminal act not to make such a report. This law applies to all adults without exception. You must also report to the archdiocesan Victim Assistance Coordinator at 800-382-9836 ext. 1548. Confidential reports can be made anonymously to the archdiocese @ [www.archdioceseofindianapolis.ethicspoint.com](http://www.archdioceseofindianapolis.ethicspoint.com).

Note: These are guidelines for all schools set forth by the Archdiocese of Indianapolis, and Holy Family reserves the right to add restrictions or rules that would provide additional measures of security and safety for the protection of our students.

## **Appendix C: CHOICE Lottery Process for Holy Family School**

Background: On June 29, 2011 and July 8, 2011 the Indiana Department of Education (IDOE) issued memos to prospective CHOICE Scholarship schools designed to provide technical assistance regarding the lottery provision of IC-20-51-4-3(c) which was included in House Enrolled Act 1003, Public Law 92.

HEA 1003 states, "If the number of applications for enrollment in an eligible school under a CHOICE Scholarship exceeds the number of CHOICE Scholarships available to the eligible school, the eligible school must draw at random in a public meeting the applications of applicants who are entitled to a CHOICE Scholarship from among the applicants who meet the requirements for admission to the eligible school."

Conditions:

1. The admission process to Holy Family School and the CHOICE Scholarship/lottery process are two distinct processes. Students must meet the school's admission process and criteria before being considered for a CHOICE Scholarship. If a student meets the admission criteria and would enroll contingent upon their ability to pay tuition and fees, then they can be considered a potential voucher (CHOICE Scholarship) recipient.
2. Holy Family School will hold an open early-enrollment period between January 1 and March 31<sup>st</sup>. All current-year students and/or siblings of current students are given preference over registrants new to Holy Family School and would be exempt from a lottery process. All new entrants to the school will be accepted on a first-come, first-served basis. If there are more potential CHOICE Scholarship recipients than space available, they will be placed on a "waiting list" until the public lottery drawing, which will occur on the second Monday of April.
3. If classroom space allows, CHOICE Scholarship students and non-scholarship students alike may be accepted beyond the early-enrollment period pending their eligibility through the normal admissions process.
4. All applications for CHOICE Scholarships for the 2016-2017 school year must be submitted to the IDOE by September 1, 2016.

### **Appendix D: Student Placement Parent Input Policy**

Holy Family School respectfully requests that parents honor the faculty's and the administrator's professional judgments about student placement. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child. Our focus is improving student achievement by meeting student needs through well-balanced heterogeneous classrooms. In order to create balanced classes of students, many factors are considered including the following: academic ability levels, student needs, and behavior concerns.

Letters requesting placement for a child are neither encouraged nor discouraged, but provide parents a means of input.

#### **REQUESTS THAT WILL BE CONSIDERED INCLUDE:**

- Issues relating to learning disabilities will be considered. (Testing from a psychologist and/or doctor diagnosis required and test results on file with the school.) Information concerning the learning disability of a child is essential in meeting the needs of a child and is always welcome.
- Issues relating to a medical need or physical impairment would be considered.
- Emotional issues which dramatically impact the learning environment would be considered.
- Requests for a particular teaching style that would best match a child's learning style would be considered.
- Parents of multiples (twins, triplets, etc.) may request to have their children placed in the same classroom or separate.

**Please be aware that the final decision on all placements rests with the teachers and administrator. All parent input regarding student placement must be received in the form of a letter in the school office by 9:00 on the last Friday of April to be considered for the next school year.**