

Holy Family Parish School
2329 W. Reservoir Boulevard
Peoria, IL 61615
(309) 688-2931
FAX: (309) 681-5687
<http://www.peoriahollyfamily.com>

Dear Parents and Students,

***“What greater work is there than training the mind and
Forming the habits of the young?”
St. John Chrysostom***

Welcome to Holy Family Parish School! In choosing Holy Family School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. The partnership between our families, teachers, priests and staff at Holy Family Parish School enables us to work together to ensure that every student receives the best possible education.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Sharon Zogby
Principal

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2008 – 2009 SCHOOL CALENDAR

August

7	Thursday	Fee Day (3:00-7:00 PM)/Uniform Exchange	
15	Friday	Faculty Day of Recollection (7:00 – 12:00)	
18	Monday	Faculty Institute (8:00 – 1:00)	Institute – No School
19	Tuesday	First Day of School (8:30 – 11:00)	2 ½ Hour Session
20	Wednesday	First Full Day of School (8:30 – 3:30)	

September

1	Monday	Labor Day	Holiday
4	Thursday	Fall Fundraiser	
9	Tuesday	Back To School Night	
15 – 24		Iowa Test of Basic Skills	

October

10	Friday	School Improvement Day (Staff Only)	No School
13	Monday	Columbus Day	Holiday
30	Thursday	Morning Classes (8:30 – 11:30) Conferences: (12:45 – 5:00; 6:00 – 8:00 p.m.) Halloween Parties (10:00 – 11:15)	3 Hour Session
31	Friday	Parent Conferences (9:00 – 12:00)	

November

10	Monday	School Improvement Day (Staff Only)	No School
11	Tuesday	Veterans Day	No School
26	Wednesday	Faculty Institute (8:00 – 11:30)	Institute – No School
27	Thursday	Thanksgiving Holiday	Holiday
28	Friday	Thanksgiving Vacation	No School

December

19	Friday	Christmas Parties (2:00 – 3:15)	
22 – Jan. 3		Christmas Vacation	No School

January

5	Monday	School Resumes	
16	Friday	End of First Semester School Improvement Day (Staff Only)	No School
19	Monday	Martin Luther King's Birthday	Holiday
25 – 31		Catholic Schools' Week	

February

13	Friday	Valentines Day Parties (2:00 – 3:15)	
16	Monday	Presidents' Day	Holiday
24	Tuesday	Fiesta Day	
25	Wednesday	Ash Wednesday	

March

16	Monday	School Improvement Day (Staff Only)	No School
17	Tuesday	St. Patrick's Day	No School
26	Thursday	Morning Classes (8:30 – 11:30) Parent Teacher Conferences (1:00 – 5:00 p.m.)	3 Hour Session
27	Friday	Parent Teacher Conferences (9:00 – Noon)	No School

April

6 – 13		Easter Break	No School
14	Tuesday	School Resumes	
29 – 30		Dance Recital (7:00 p.m.)	

May

1	Friday	School Improvement Day (Staff Only)	No School
18	Monday	Field Day Activities	
21	Thursday	Last Day of School for Students (8:30 – 10:30)	
22	Friday	Last Day of School for Teachers (7:00 – 12:00)	

Reporting Periods

1 st	August 19-October 17
2 nd	October 20-January 15
3 rd	January 20-March 13
4 th	March 18-May 21

Progress Report Dates

1 st	September 19
2 nd	November 21
3 rd	February 13
4 th	April 24

Report Card Dates

1 st	October 23
2 nd	January 22
3 rd	March 19
4 th	May 21

PLEASE NOTE: For a more complete and updated calendar, visit www.PeoriaHolyFamily.com

Each year a schedule of holidays and Holy Days is given to you for home reference. This calendar is adhered to as closely as possible and you will be notified well in advance of any changes. Please refer to the school and church calendar on Dynacal, the main calendar located on the Holy Family website: www.PeoriaHolyFamily.com

**Holy Family Parish School
Celebrating Fifty-one Years of History**

After World War II, the northwest side of Peoria grew rapidly and the Diocese of Peoria decided to create a new parish out of Saint Philomena. On April 6, 1956, the first shovel of dirt was turned for a chapel and the first six classrooms of Holy Family School.

Holy Family Parish School opened on September 10, 1956, with an enrollment of 265. Three Benedictine Sisters from Nauvoo, Illinois, and three lay teachers staffed the school.

Due to the rapid growth of the parish, six additional classrooms and a cafeteria were completed in January of 1960. Construction of a convent followed, and by May of 1961, the Benedictine Sisters moved into their home on Wagner Lane. They staffed the parish school from 1956 – 1991.

School enrollment mushroomed to over 700 students. To ease the burden, the boundaries of the parish were changed in June of 1962 to allow for the formation of another parish – St. Vincent de Paul. However, by 1965, enrollment again reached 604.

In October of 1979, the Conventual Franciscan Friars of St. Bonaventure Province assumed pastoral care of the parish. Today, Holy Family Parish School has an enrollment of 250 from preschool/pre-k (3 and 4 year olds) through eighth grade.

Motto

First, we are Catholic.
We pray, we learn, we respect, we serve.
We are a Holy Family.

Mission Statement

Under the guidance of Jesus, Mary and Joseph,
we are a Holy Family that stresses academic excellence
with unique opportunities to develop body, mind, and spirit.

As a Catholic community, we pray, we learn, we respect,
we serve.

***BE IT KNOWN TO ALL WHO ENTER HERE THAT CHRIST IS THE REASON FOR OUR SCHOOL.
HE IS THE UNSEEN BUT EVER PRESENT TEACHER IN ITS CLASSES.
HE IS THE MODEL OF ITS FACULTY AND THE INSPIRATION OF ITS STUDENTS.***

FACULTY AND STAFF

Pastor..... Father Michael Glastetter, OFM Conv.
Parochial Vicar..... Father Alejandro López, OFM Conv.

Principal..... Sharon Zogby

Preschool Peggy Pauli / Marla Maroon
Pre-K Leslie Koch / Margo Tony
Kindergarten..... Tina Nester
1st Grade..... Martha Rowe
2nd Grade..... Mary Ralph
3rd Grade..... Karen Beran / Cheryl Craft
4th Grade..... Jane O'Malley
5th Grade..... Debra Parr
6th Grade..... Melodie Dobner, Rhonda Motyl
7th Grade..... Paul Bahnfleth, Fran Weber
8th Grade..... Marty Doherty, Mary Donahue

Computer Lab..... Mark Reese
Spanish..... Brooke Kumming
Physical Ed/Dance..... Tamra Challacombe
Music..... Elaine Pemberton
Band & Orchestra..... Bill Booher
DRE..... Nikki Arendell
Special Needs..... Leslie Koch

SUPPORT STAFF

Secretary..... Maria Rudloff
Kitchen..... (Manager) Lori Schwegmann, Tami Banister, Cindy Butler,
Saide Mansour, Mary Masso
Custodians..... Ingolia Cleaning Service
Before/After Care..... Jeannie Gusler (Director), Anne Bohannon, Anna Maria Devecchi
Library..... Karin Simmons
Lunch and Playground Monitors..... Anne Bohannon, Jeannie Gusler

HOME AND SCHOOL ASSOCIATION

President..... Judy Shanahan

EDUCATION COMMISSION

President..... Greg Shaheen
Members..... Amy Cornelison, Maria Hurst, Theresa Jochman, Anne Kennedy,
Tim Kennedy, Mary LaKemper, Dave Poehls

STATEMENT OF PURPOSE

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom..." [The Religious Dimension of Education in a Catholic School, #25]

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised." [Sister Mary Angela Shaughnessy, SCN, J.D., PhD.]

PREFACE

Holy Family Parish School was established in 1956 and is governed by the Diocese of Peoria. Holy Family Parish currently has around 1000 families and the Conventual Franciscan Friars are the pastoral administrators. The Pastor, Father Michael Glastetter, views Catholic education as an investment in the future of the students and the Church. Holy Family Parish is committed to advancing the religious training, educational opportunities, and the social and physical environment for our students. The Catholic community is growing with cooperation and respect among students, staff, families, and parishioners.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Family, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

When the ability of our students is compared to their achievement level, Holy Family students achieve above their predicted level on almost every test. These results give testimony to the efforts of our faculty and staff at Holy Family Parish School. Holy Family students meet or exceed all state standards.

To insure that your student has a successful academic year, please take time to familiarize yourself and your child with the contents of this handbook. It includes the guidelines for student dress, conduct, and academic achievement, along with information about transportation, food service, field trips, and athletics. When you need additional information or clarification, you are encouraged to call the school office at 688-2931.

PHILOSOPHY

Holy Family Parish School is a Catholic educational institution within the teaching apostolate of the Peoria Diocese. We believe that in our school each pupil will be given the opportunity to develop as a whole person in an atmosphere of mutual respect and charity. We believe that as educators, we must provide a positive educational experience for each child, keeping in mind each child's uniqueness as a child of God, in an environment encouraging intellectual curiosity and independence, self-discipline, and the formation of values that will enable students to function in society as true Christians. We believe that children need basic academic skills in order to function as successful members of society. We believe the opportunities to acquire these skills are presented to all students and reinforced by concerned conscientious teachers. We believe that as Christian educators, we must reinforce the Christian attitude and values learned in the home, and provide learning experiences that will serve as a basis for spiritual awareness in each child. We believe that with parental support and teacher guidance, these skills and objectives can be taught in a positive learning environment to all students attending Holy Family Parish School.

OBJECTIVES

- Educate the pupils in their duties to God, neighbor, and themselves.
- Aid students in evaluation of their own capabilities and vocational possibilities.
- Emphasize Catholic doctrine in all fields of study so that each student develops a Christian attitude towards life.
- Acquaint them with the heritage they have in common with the human race and that which is theirs by reason of being a citizen of the United States.
- Establish habits that will help them acquire and maintain sound mental and physical health.
- Educate the child to choose and enjoy cultural leisure and entertainment.
- Assist in the development of aptitude, interests, and skills for useful citizenship in the United States.
- Maintain a balance of physical and mental activities for each group attending Holy Family Parish School while being attentive to individual differences.
- Help the child realize that the most effective education is self-education.

RELIGION PROGRAM

The goal of the Religion Department at Holy Family Parish School is to provide instruction and experience in the Catholic faith so that the graduate of Holy Family Parish School has:

- learned God's message as proclaimed by the Church;
- realized Jesus' presence in prayer and worship;
- experienced community by witnessing Jesus through word and deed among classmates and the larger community; and
- learned the essentials of Catholic doctrine.

Objectives: By the end of the elementary school, the student will:

- plan and participate in prayer services and liturgies;
- learn formal prayers and grown accustomed to praying spontaneously;
- learn the principal teachings of the Church as taught by Scripture and tradition;
- understand and be able to explain the life of Jesus and His part in God's plan for salvation;
- participate in social action projects;
- prepare for and receive the Sacraments of Reconciliation, Eucharist, and Confirmation as appropriate;
- learn the elements of appropriate behavior in Church—reverence in prayer, posture, genuflection, silence, etc.
- learn about and learn to appreciate other Christian and non-Christian faiths.

Religion is taught every day by the classroom teacher. The religion period is given prime time in the daily schedule.

Prayer: Growth in holiness depends largely on prayer. A child should learn his/her first prayers in the home. Morning and night prayers, grace before and after meals, and the observance of the feasts and seasons of the church year are important parts of family life. Teachers pray with their pupils at the beginning and close of each day. Grace is prayed before and after lunch. Formal prayers are assigned for memorizing and for understanding according to the grade level of the child. Spontaneous prayer is modeled and encouraged during the day.

Mass: Parents have an obligation, not only to insure that a child attends Mass, but also that he/she grows in understanding and participation in the Mass. The school supplements this training, but no amount of training in school can supplant the example of regular family participation. With this in mind, the Pastor of the parish has established the policy that students and families who do not attend Sunday Mass regularly may be denied attendance at this school. Parental responsibility includes following the commandments of God and the precepts of the Church—attendance at Sunday Mass is required of *all* Catholics. It is, therefore, a necessary requisite of Catholic education. Parents whose children are consistently found missing Mass will be asked to reconsider their choice of Catholic education for their children. Parents of non-Catholic children also have an obligation to insure the fact that their child attends their Church services.

Retreats: Retreats are an integral part of preparing students to enter into a richer and fuller participation in both the celebrating of the sacraments and the on-going life of the Church. A day long retreat is planned for second graders and others preparing for the Sacrament of the Eucharist. The Confirmation class travels to Great Oaks for a weekend retreat. Parents are notified well in advance of the scheduled dates and must complete the permission forms for their children to participate. All children are expected to attend. If you do not wish your child to attend the retreat, a written letter with reasons must be submitted to the pastor for approval.

Service Programs: Students preparing for the Sacrament of Confirmation participate in service projects similar to the Christian activities expected of confirmed Catholics. This helps them extend into the community in which they live and encourages the young adults to make works of mercy a part of their everyday lives. A complete explanation of the service work is presented to the students and parents as part of the preparation for Confirmation. [Holy Family Parish offers opportunities for service hours for students attending Peoria Notre Dame High School. Arrangements can be made with the school or parish offices.]

All students participate in the Service Learning Program. This program emphasizes a monthly theme from the Social Teachings of the Catholic Church and incorporates the theme into the curriculum. All students then participate in a service project based on the theme of the month.

CATHOLIC SCHOOLS' WEEK

Catholic Schools' Week is a time set aside each year to recognize the contributions of Catholic schools to our society and to allow the community to become more familiar with the work of the children in our schools. The date of this celebration varies yearly, and you will be informed when it will occur.

REQUIREMENTS FOR ADMISSION

- I. General Policy
 - A. No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin.
 - B. Students of religious denominations other than Catholic may be admitted according to local policy (Catholic Diocese of Peoria, D-111).
 - C. Students with special needs are admitted when it has been determined that our school can meet their educational goals and expectations.

- II. Eligibility for Admission
 - A. All children entering the Preschool program must be three years old and toilet trained. All children entering Kindergarten must have reached the age of five years on or before September 1. All children entering First Grade must have reached the age of six on or before September 1.
 - B. Admission will then be determined on the following priority rating:
 1. Children of parishioners attempting to meet suggested guidelines for contributions to the Parish which include:
 - a. Children from families with other children already enrolled in school,
 - b. Children just reaching school age, and
 - c. Children from families newly moved into the Parish.(Exceptions to the contribution guidelines may be granted by the Pastor.)
 - C. Requirements for admission include:
 - *Verification of active parish affiliation/stewardship
 - *Health Records
 - *Birth Certificate (original or hospital copy)
 - *Baptismal Certificate (Catholic applicants only)
 - *Report cards, if transferring from another school
 - *Standardized test results, if available
 - *Record of IEP (ISP), if applicable

Note: Students transferring from another school in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Family School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades K-8, at the discretion of the principal.

All new students will be given a probationary period of one semester in which to demonstrate his/her acclimation, both academically and socially. If during this probationary period there are continual academic or social problems, a student may be asked to withdraw his /her attendance at Holy Family School.

SCHOOL HOURS

School hours are 8:30 A.M. to 3:30 P.M. District #150 School bus will drop the students off at school by 8:25 A.M. When students arrive at the school, they are to report to the gymnasium and sit in their assigned seats. Parents should allow their child to enter the school building on their own each morning. Various classes invite parent participation or visitation on particular occasions. If students need to be here early on a consistent basis, there is a Before Care Program in the cafeteria where students can be supervised. Breakfast is served each morning at a charge of \$1.00 per student.

A child who is present in the school building or on the grounds before or after school will be placed in extended care and the parents will be billed for this service. Students in the building or on the grounds must be supervised at all times.

ATTENDANCE

Regular and punctual pupil attendance in school is essential to each child's continuous growth. Education is long-range and sequential, and is hampered by absence or tardiness. For your child's protection if he/she will not be in school, please phone the school office (688-2931, Ext. 228) between 8:30 and 10:00 A.M. *This is a requirement. A child who has been absent from school must present a dated written excuse from his/her parents explaining the reason for the absence.* If it is at all possible, doctor or dentist appointments should be made outside of school time. In case of tardiness, the student must report to the office for an admission slip. Students being dismissed early must report to the office before leaving school. A student's attendance record will be recorded in the following manner:

1. Tardy – (at beginning of day) up until 1 hour after school begins
2. Absent ½ day – from 1 to 3 hours
3. Absent full day – over 3 hours
4. Five tardies equal ½ day absent.

If a parent fails to call in an absence and the student has not arrived by the morning bell, the school secretary will call home or work to verify the student's excused absence.

TRUANCY

Students who are absent from school without parental permission or who have chronic unexcused absences from school will be referred to the Project Target Truancy Program. Students who are absent for extended periods of time due to medical causes should have a written excuse from the attending physician or care provider.

VACATIONS

We ask that you do not plan extended vacations during the school year because they interfere with your child's learning. If you make the decision to leave, teachers will make a decision whether makeup work will be given before or after the absence.

PERMISSION TO LEAVE SCHOOL

Students may not leave the school grounds unless a written note from the parents indicating the reason is presented (e.g. doctor's appointment). Lunch breaks with the family away from school grounds are not encouraged. Parents may attend lunch with their child at school.

SHADOWING OPPORTUNITIES

Students attending job shadowing of a parent must notify the school by letter at least one day prior to the event. Eighth grade students only may shadow one day at the high school they plan to attend. In both cases the student is responsible for obtaining all assignments and these assignments are due on designated dates. The student will be charged a day of absence on the attendance record.

DOCTOR/DENTIST APPOINTMENTS DURING SCHOOL HOURS

If your child has an appointment with a doctor or dentist, a note should be sent to the teacher on the morning of the appointment stating the time and the person by whom the child will be picked up. Persons picking up a child must report to the office before doing so. If the appointment is scheduled for the beginning of the day, the note should be brought in the day before.

SCHOOL FEES AND TUITION

Fees are to be paid in full at the time of final registration in August. We will accept partial payment during the summer months or payment at a later date if arrangements have been made with the Pastor. In this case, reminders will be sent home periodically.

Payment of book fees is very necessary in order that we may pay our own bills for books and supplies for the entire year. All fees are to be paid by the end of first semester. There will be no exceptions.

Books should be covered during the first week of school.

In the event a student withdraws during the school year, tuition payments will cease and adjustments will be made by the Parish office. If fees are not paid, report cards will be held until payments are made. All special payment arrangements must be made with the pastor and the Parish office.

Tuition Policies:

- It is required that all tuition be paid through our automatic withdrawal system.
- All families should have a completed "Schedule D" form on file for automatic withdrawal.
- Monthly tuition payments will be withdrawn on the first of every month. Weekly tuition payments will be withdrawn on Mondays.
- No families are exempt from automatic withdrawal unless they receive written permission from the pastor for an alternate method of payment.
- Families that pay the entire year's tuition in full before the first day of school receive a 3% discount.

Financial Aid Policies:

- Tuition assistance is based on need objectively assessed by a third party firm. The current provider is FACTS Management. This company is used throughout the diocese.
- Families seeking tuition assistance must complete and submit an assessment form as well as apply for Spalding Scholarship assistance through the Diocese of Peoria. **Families that do not apply for diocesan assistance are not eligible to seek assistance from the parish.**
- Tuition assistance is determined by the pastor. Priority will be given to those families who have been registered/contributing members of Holy Family Parish for at least one year.

SCHOOL HEALTH/DENTAL/EYE EXAMINATIONS

Illinois State law requires that all students entering grades Preschool/PreK, K and **6 (our 6th graders are exempt this year)** must have a complete physical. Please make sure the form shows the date (month, day, and year) of every DTP, polio, measles, mumps, vermicelli (chicken pox), and rubella immunization the student has received. Students not in compliance will be excluded from school on October 15. **Students entering kindergarten must have a completed vision checkup done by an eye doctor. The forms must be in by October 15.** Students entering K, 2 and 6 must have a dental checkup. The dental forms are due by May 15. Students not in compliance with the dental will not receive their report cards. **Bold sections are new regulations beginning this 2008 – 2009 school year.**

VISION AND HEARING SCREENING

Region I of the diocese and Holy Family Parish School will arrange for the vision and hearing screening for our children. Those in Preschool/PreK, kindergarten and third grade are screened for vision and hearing, in fifth grade for vision only, in first and second grades for hearing only. In addition, any new students and those referred by the classroom teacher are screened for both. Those children with a “possible” hearing or vision problem are referred to a doctor for examination and/or treatment, and will be followed by the Health Department. Parents, who do not receive a letter or a call from the Health Department, can assume their child “passed” the test or tests given.

ACADEMIC TESTING

We participate in the testing programs required by the Diocese of Peoria for elementary schools. Students in Grades 3 – 8 are tested in September. Writing tests will be administered to students in grades 4 and 7 during the spring of the year. Religion tests are also administered to students in grades 5 and 8 in January as per diocesan policy.

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** The records will be mailed to the new school.

CHANGE OF ADDRESS/PHONE NUMBER

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

SCHOOL TO HOME CORRESPONDENCE

The youngest child of each family will take communication from the office to the home. This will be sent on Fridays (when there is communication) in a manila folder which must be signed and returned to school the following Monday. For the 3 day preschool or Pre-K students, the folders will be sent home on Thursday and should be signed and returned to school the following Tuesday.

ASBESTOS

Holy Family Parish School was inspected by a certified inspector of asbestos and is updated each year. Our school is in compliance.

HOT LUNCHES AND BREAKFAST

Hot lunch and breakfast are available to the students each day. Hot lunch is \$1.75, breakfast is \$1.00, and milk is 35 cents per carton. We have a computer lunch and breakfast tracking system. Families have an account to deposit lunch, breakfast, and milk money. Payment can be sent weekly or monthly. Send payment with the dollar amount you choose in an envelope marked “Lunch Program” with the student’s name. We ask for your cooperation in seeing that your child has either money for a hot lunch or brings a sack lunch. Students will be permitted to charge lunches if emergencies occur. There will be a limit of five (5) charges. An ID card is issued to each student for the whole school year. Students are to wear their ID’s at lunch. The replacement cost for damaged or lost ID cards is \$5.00.

NO soda or fast food is permitted in the cafeteria (or classroom) without administrative permission.

In the lunch room all should practice the general rules of good manners by leaving the table and surrounding area neat and orderly, returning trays and putting trash in the proper containers. Eating is to be done at the tables only. Parents are encouraged to remind their children not to waste food.

Lunch periods:	11:00 – 11:40	Preschool, PreK, Kindergarten, Grades 1 & 2
	11:40 – 12:20	Grades 3, 4, & 5
	12:20 – 1:00	Grades 6, 7, & 8

FREE & REDUCED LUNCH & BREAKFAST

Children from families, whose gross income is at or below levels set by the State each year, may be eligible for either free or reduced priced meals. Application forms are available from the school anytime during the school year. The school is reimbursed by the federal and state governments for each qualifying family.

MONITORS

There are monitors for the lunch room and playground. Students are expected to follow the directions given by the monitors. Students are expected to have good manners and respect towards all monitors. In cases of disrespect or fighting, the monitors are authorized to mark a behavior card for students in grades 5 – 8 (see p. 24).

VISITORS/APPOINTMENTS

Parents are welcome to visit the school. All doors will be locked during school hours. A buzzer system has been installed. All visitors must use the main doors for entering the school and check in at the office. Visitors are asked to sign in and use a badge. Conferences or appointments with teachers or the administrator are arranged by calling the school office (688-2931, Ext. 228) or by sending a note. Parent-Teacher Conferences will be scheduled before or after school hours.

STUDENT SERVICES

Pupil services are available through the Peoria Public School District. Program participation criteria are determined by state guidelines. Catholic Social Services and other private organizations provide testing/counseling for students either for academic or emotional reasons. The services are administered at school only after parental consent has been requested and given.

LIBRARY AND COMPUTER LAB

The Library and Computer Lab are open daily. Scheduled times are set up for each classroom. Students are free to use these areas at other times under teacher direction.

TECHNOLOGY AND INTERNET POLICIES

The computer lab allows students to develop skills in typing, word processing, general education subjects, slide shows, etc.; it also allows students to access the Internet and e-mail. Informational sheets and a "Parent Permission Form and User Agreement" will be sent home with each student who is old enough to access the Internet at the beginning of the school year (or immediately when a child becomes a student at the school). The expectations and rules are attached to this form and are to be followed at all times.

COMPUTER SOFTWARE USE AND FEDERAL COPYRIGHT LAW

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained for the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

SCHOOL SUPPLIES FOR STUDENT PURCHASE

School supplies such as notebook paper, control paper, pencils and pens are available through the school office. Purchases should be made before or after school.

PICTURES

A notice will be sent home advising parents and students of the date school pictures will be taken and what they will cost. Retakes are also scheduled in advance. **NOTE: To appear in the yearbook, or on the web page, or in other publicity, each student must have a completed "Publicity Form" here at school. The form will be sent home at the beginning of each school year.**

- Students *will wear* uniforms for group pictures.
- Students *do not* need to wear uniforms for their individual pictures. They should dress appropriately. Final determination will be made by the principal.

GRADUATION

At the satisfactory completion of eighth grade and after all fees are paid, the student will receive a diploma. Graduating students will not receive diplomas until parent participation hours are completed or equivalent compensation has been met. Participation in the graduation ceremonies is an earned privilege.

HOME AND SCHOOL ASSOCIATION

The Holy Family Parish School's Home and School Association business meetings are held monthly for the leadership and quarterly for the general population. Home and School adds considerably to our students' education; they sponsor various fund raising activities and help out at most functions throughout the year. All parents are encouraged to participate in Home and School activities.

PARENT PARTICIPATION PROGRAM

Volunteers are needed for such activities as room mothers, student tutors, library aides, computer aides, and group activities. Volunteers are a valuable asset to several programs offered at Holy Family Parish School. Volunteers must comply and meet all Diocesan regulations for volunteers. This information is found in the school office. All staff and volunteers must complete the Safe Environment Training Program for employees and volunteers. This program will be provided at various parish locations throughout Region I.

All families are required to volunteer 30 hours each school year (those with children in preschool or Pre-K only – 15 hours). A fee of \$10 per hour is assessed for each unworked hour. Hours are recorded on the record cards located in the front lobby. Opportunities for service are included in the registration packet and are available at the school office. If the hours are not taken care of, report cards will be withheld.

SHARED CUSTODY AND NON-CUSTODIAL PARENTS

Unless otherwise indicated in legal decrees, both parents have a right to receive family folders, classroom newsletters and teacher notes, copies of report cards, and notices of parent-teacher conferences. It is the responsibility of the parent to request this in writing for the school office so that we can make the necessary accommodations.

If there is a change in custody or visitation rights, please notify the office immediately. Provide a copy of the legal papers for the student's records. All possible efforts to insure the safety and rights of the child and the parents will be taken.

EXAMINATION AND CONFIDENTIALITY OF STUDENT RECORDS

Student records of academic achievement and discipline are kept in confidential files in the office. Parents may request to examine the records of their children. Those records will be provided in a reasonable amount of time as the schedule permits. If a parent wants to make the information available to another individual or school, he/she must make this request in writing.

FIELD TRIPS AND EDUCATIONAL TOURS

All field trips on school time will be educational. Every student intending to go on a field trip or educational tour *must* have a permission slip furnished by the school and signed by at least one parent or guardian. If the slip is not here in school at the time the class is to leave, the child *will not go*. While field trips are an important part of the student's educational experience, they are a *privilege and not a right*. Any student who engages in inappropriate conduct or fails to comply with the dress code for the trip may be excluded from the trip and required to remain at school. Students who continually neglect to do class work or homework assignments may also be denied the privilege of attending field trips.

A complete set of permission, publicity and emergency medical treatment forms will be sent home with each student by the classroom teacher. Parents will be notified of each field trip. Publicity and emergency medical treatment forms are valid for the school year. It is the parent's responsibility to notify the school in writing of any changes that need to be made to the information provided.

A \$3.00 bus fee will be charged to each student, when the field trip is local. All students must ride on the school provided transportation. Parents may be asked to help provide transportation if the number of students exceeds the limit of the bus.

PLAYGROUND AND PHYSICAL EDUCATION

The playground and physical education periods are excellent opportunities for training the child in good sportsmanship, thoughtfulness, and consideration of others. Every child, unless excused by reason of ill health, is expected to participate. At recess, when the weather is rainy or severely cold, the children are kept indoors. In snowy weather, please see that children wear boots and bring a change of shoes. We do have outside recess in snowy weather, so boots must be worn. During indoor recess students are expected to follow the directions of the classroom teachers as well as the recess monitors.

ATHLETIC PROGRAM

The athletic programs are on an interscholastic level. Varsity teams represent Holy Family Parish School and compete against other Catholic/Parochial schools. Only children attending HFPS are able to participate. Teams represent the school in basketball, volleyball, and soccer. Cheerleading is offered to 8th grade students who are in good academic standing.

Holy Family Parish School highly encourages athletic and extra-curricular activities for their richness of experience and their help in aiding the school to develop a well-rounded Christian individual. However, extra-curricular activities will not supersede academic progress. Our first goal is scholastic preparation which will aid individual students in utilizing their other talents to fuller advantage.

SPORTS PHYSICAL

Holy Family Parish School strongly recommends an annual sports physical, but this decision is left to the discretion of the parents/guardians.

SNOW DAYS

The school may close on unusually cold or blizzard like weather. You will be notified of school closings or changes in schedules by the automated School Reach phone system. WEEK TV and Radio 1470 WMBD-AM (Lite Rock 107, 93.3, 104.9, 1290) will also be sources of information.

Activities – any activities may be cancelled because of severe weather conditions. The principal will determine if a cancellation will occur, and notification will be made as soon as possible. Cancellation of school **does not** automatically result in activities being cancelled.

After Care – **Will not** be available when school is closed.
Will be open if school is dismissed early.

WINTER SEASON SCHOOL POLICY

Before School:

- A. Student arrival time 8:20 A.M.
(Exceptions: Before Care and bus students)
- B. Students are permitted in school at 8:20 A.M.
Exceptions: Teacher appointments (earlier admission possible)

Recesses: Students remain indoors when:

- A. Wind chill indicates
- B. Rain, snow, icy conditions

DISASTER PLAN

A total disaster plan has been developed by the principal and the Education Commission and given final approval for implementation by the pastor and principal. This plan is a comprehensive procedure that will be followed if and when a need may arise. All members of the faculty are well aware of this plan and have a copy in each classroom.

FIRE/DISASTER DRILLS

Fire drills are conducted periodically during the school year as required by the State Fire Marshall. The children are instructed in proper evacuation procedures. A state official periodically visits the school to inspect it for fire hazards and to conduct a fire drill.

Tornado and earthquake drills are conducted periodically during the school year. Emergency school lockdown drills are also conducted. The purpose of these activities is to instruct students in the proper safety procedures to be observed.

PLEASE NOTE: In the event of an actual tornado warning close to the end of a school day, children *WILL NOT* be dismissed until the "all clear" is sounded. Do not call the school. For the safety of the students, it is necessary to keep the telephone lines open. Drivers and passengers waiting in the parking lot for students should enter the school for their own safety and receive instructions from school personnel. No child may leave the building except with their parents until the warning period ends.

Serious concerns such as suspicion of a weapon or an intruder in the building will result in a building lockdown. In the event of a lockdown, all students will remain in locked classrooms until the all-clear directive is given.

- Should a disaster occur which threatens the security of the building, all students and staff will take shelter in the church. Parents will be notified regarding pick-up procedures.

LOST AND FOUND

The "Lost & Found" container is located at the main entrance to the gym. Small articles (jewelry, glasses, etc.) may be turned into the school office. Please try and label all lunch boxes, sweaters, coats, etc.

BIRTHDAY TREATS

Students are permitted to bring *simple* treats to the classroom for their birthday after obtaining permission from the teacher. We request that birthday treats be already prepared into individual servings. This activity should be scheduled at the end of the school day. **Invitations to private birthday parties should be mailed home and should not be passed out at school.**

TELEPHONE

The school telephone is for business use only. Only in case of an emergency (illness, etc.) may children use the telephone. Such calls must first be cleared by the child's teacher who will then direct him/her to the school office. *Children may not use personal cell phones during school hours unless directed to do so by a teacher or principal (see cell phone policy p. 20).*

SICKNESS IN SCHOOL

When a child gets sick in school, every effort is made to contact the parents. If we cannot do so, we contact the persons named by you to be called in an emergency. If we are unable to contact any of the above, your child will be made as comfortable as possible until we can reach you. We do not send a child home alone. *Standard treatment for all cuts, scrapes, scratches, etc., will be to clean the affected area with soap and water and to apply a bandage when necessary.*

MEDICATION PROCEDURES

NO NON-PRESCRIPTION MEDICATION WILL BE ADMINISTERED TO STUDENTS.

If it is determined that the student should receive prescription medication at school, the procedures are as follows:

1. Written orders are to be provided to the school from the physician detailing the name of the student, the type of disease illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the side effects, and an emergency number where the physician can be reached.
2. Medication should be brought to the school office in a container appropriately labeled by the pharmacy or physician.
3. **Only enough medication shall be sent to school for that week.** The container is to be taken home on Friday or the last day of the school in a given week.
4. If a child is on medication and parents wish to come to the school to administer the medication, they may do so. If, however, they wish the school personnel to supervise the child taking any medicine, the above rules must be followed; the school will provide safe storage for the prescribed medicines and will keep a basic record in any drug administration.

FOOD ALLERGIES

Please notify the child's teacher and the school office *in writing* if your child suffers from allergic reactions to certain types of food. Parents of children with severe food allergies may want to send separate treats on occasions of classroom parties.

BUSES (General Statement)

We are fortunate to have District #150 School buses to transport our children. The privilege of riding the bus entails an obligation of good conduct. Any child who is reported for misconduct threatens his/her use of bus transportation. Bus rules are posted in the bus. District #150 (Woodrow Wilson and Sterling School areas only): Starting time is determined by District #150. Dismissal is at 3:30 P.M. Children who live more than one and one half miles from school have free transportation. Those who live less than one and one half miles and wish service will be charged a fee as established by District #150. Bus fees are paid at the school office either on a yearly or semester basis. These fees should be paid at the beginning of the school year or at the beginning of each semester. Failure to do so would result in the loss of transportation. All families who use bus service must fill out a REQUEST FOR SERVICE form. This can be obtained at the school office. Parents having questions about District #150 bus service or bus routes may call the Peoria School District Transportation Office, if the school office cannot answer your questions.

BICYCLES

Students who ride bicycles to school are responsible for them. Bicycles must be walked from the entrance of the school grounds to the place designated for them. A bicycle rack is provided for bicycle riders. Each bicycle should be equipped with a lock and chain to ensure protection.

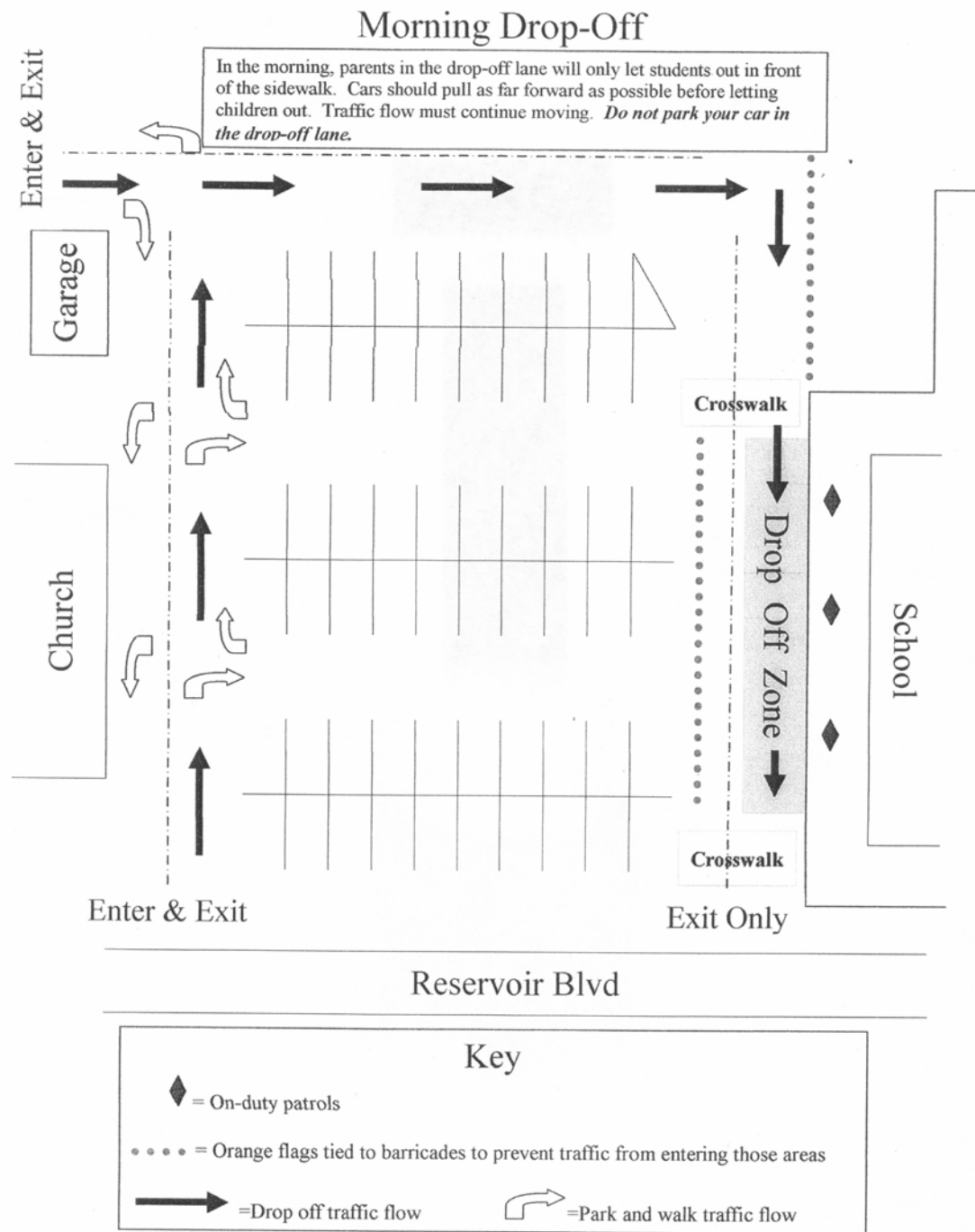
No skate boards, scooters or roller blades are allowed on school property.

WALKERS

Students walking to and from school are expected to do so by the shortest and safest route, without crossing private property. They are to cross streets at corners where guards are provided.

TRAFFIC FLOW

We ask that you read these guidelines carefully and follow them as they are very important for the safety of your children. ALL car riders should be picked up in the parking lot rather than the street.



PLEASE BE PATIENT. Your patience will assure a smooth and convenient departure.

PLEASE DRIVE SAFELY leaving the parking lot and *WATCH* for other children crossing to their cars.

Please tell your children where you will park. This will prove to be more convenient to the smooth and safe departure for all children.

GRADE LEVELS/DEPARTMENTS

Primary Department—Preschool/Pre-K through Grade Two

Intermediate Department—Grade Three through Grade Five (departmentalized for some subjects)

Junior High—Grades Six, Seven, and Eight (departmentalized)

HOMEWORK

Homework is given students as a form of assessing what the student is learning. This information is important for the teacher to know as well as the student. It is assigned to help pupils review, comprehend, enrich, and to reinforce subject matter taught in the classroom. All homework is due as assigned by the teacher regarding actual turn in dates. In the case of home emergencies, a parent/guardian should contact the teacher in writing or by phone.

Homework not turned in on time, that is not excused, will result in an immediate referral to Homework Help after school. The tutoring session must be completed the following day.

Teachers will use the following procedure if homework punctuality becomes a problem.

1. Teacher will remind student of the homework policy on the first day a homework deadline is not met. A referral will be sent home for the parents to sign. The tutoring session will be attended the following day after school.
2. Parents will be notified in writing via the deficiency report form, if a student misses three homework deadlines.
3. Parent conference may be requested by the teacher or parent to help the student overcome the problem.

The amount of homework given by a teacher can only be determined as an average amount. The time varies from student to student based on ability and how time is utilized. The following figures represent average amounts of work to be given students. The key word is AVERAGE. These figures take into account supervised time during the day as well as at home time.

IF STUDENTS AND PARENTS ARE FINDING THAT HOMEWORK TIME IS CONTINUOUSLY HIGH, THEY SHOULD CONTACT THE TEACHER INVOLVED AND DETERMINE THE CAUSE.

PRIMARY: GRADES Kindergarten, 1, 2

0-30 minutes daily (average)

INTERMEDIATE: GRADES 3, 4, 5

30-60 minutes daily (average)

JUNIOR HIGH: GRADES 6, 7, 8

60-90 minutes daily (average)

Teachers sharing students will communicate with each other regarding homework, projects and major tests that are coming. Teachers will also not schedule major assignments or tests as being due on the first day immediately following vacations or weekends, and will also take into account major school activities that may be occurring that could impede study time, therefore, affecting the assessment results.

Study periods are often scheduled and/or work time allotted during the given school day. If a student does not use these opportunities well, he/she might have to spend a longer period of time at home completing an assignment. Make-up work, from an absence, may entail work at home. **Make-up work, due to absence from school, is a one day for each day absent unless adjusted by the child's teacher.**

For the sake of good order in the teacher's classroom, as well as the school, parents are requested to pick up homework (due to absence) before or after school hours.

IF EXTENDED VACATIONS MUST OCCUR, ALL ASSIGNMENTS WILL BE GIVEN WHEN THE STUDENT RETURNS. TEACHERS WILL GIVE ONE DAY FOR EACH DAY MISSED TO COMPLETE ALL MISSED ASSIGNMENTS.

GRADING

In order to provide a student with feedback on an assignment, oral participation, quiz, test, and/or homework, it needs to be graded by the teacher. Such grading may take the form of a letter grade, percentile, number correct/missed, check mark, plus or minus or others deemed appropriate to the task completed.

Grading will be recorded in the teacher's grade book for each student. Students can expect project grades to be returned within a two week period of time. Timely feedback is important for parents and students.

Grading for K-2 will consist of: S+—S—S- —U—P

Grading for 3-8 will consist of: A—B—C—D—F

PROGRESS REPORTS AND REPORT CARDS

Progress reports are sent home at the mid-way point of each nine week grading period for any student in grades 1-8. Progress report dates are listed on p. 3 of this handbook.

Student report cards are issued every nine weeks. The cards are to be signed and returned within *four* days after issuance. At the end of the first nine weeks parent-teacher conferences will be held. Report cards will be sent home with the students after the other grading periods as noted on p. 3 of the handbook..

Parents are welcome to check on your child's progress at any convenient time, excluding school hours. Please call the teacher for an appointment. If a parent feels there is a problem within school, **please contact the teacher involved first**. If, after the parent-teacher contact the complainant needs additional assistance, the administrator may be contacted. We respectfully ask you to follow this routine before you contact the Pastor.

GUIDELINES FOR REPORTING STUDENTS' PROGRESS IN SCHOOLS

To achieve a sound educational philosophy and professionalism in reporting student progress, each school is to use the diocesan objectives and criteria. The reporting system has the approval of the Office of Catholic Education.

Objective:

The report card

1. is a reflection of the school's educational philosophy.
2. is a statement of the child's academic, social, fine arts and physical education development.
3. indicates the school's grading practices, such as frequency of card, etc.
4. identifies the child's attendance patterns.
5. is presented in a simple, clear, attractive format.
6. uses grading symbols which are clearly defined and consistently used.
7. encourages parent communication with the school.

Criteria:

1. The report card at every grade level shall include a general evaluation of the following subjects:
Language Arts (Reading, English, Spelling, Written Language)
Social Studies
Science
Mathematics
Religion
Music
Art
Physical Education
Computer
Spanish
Band
Orchestra
2. In Grades 1 and 2 the general evaluation in each subject, as well as Christian conduct/social Growth, and work habits, shall be reported in terms of the following scale:
S+ = Exceeds basic requirements
S = Satisfactory progress; consistent with ability
S- = Having difficulty meeting basic requirements
U = Unsatisfactory
P = Makes sufficient progress for student's aptitude but below grade level
3. In Grades 3 through 8, the general evaluation in each subject shall be reported in terms of the following scale:
A=94-100 Excellent Progress
B=85-93 Good Progress
C=76-84 Satisfactory Progress
D=70-75 Poor Progress
F=Below 70 Failing
 - a. In Grades 3 through 8, the report card shall include a general evaluation of Christian conduct/social growth, and work habits in terms of the following scale:
O=Outstanding
G=Good Progress
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory Progress

- b. At each grade level the evaluation of specific skills in subject areas, Christian conduct/social growth, and work habits shall be reported in terms of the following scale:
 - + = Very good
 - √ = Showing improvement
 - NI = Needs improvement
 - NA = Does not apply this quarter
 - No Mark = Satisfactory Progress
- c. Attendance and punctuality shall be reported for each grading period.
- d. A statement regarding grade placement shall be included on the last report card of the school year.

HONOR ROLL (Grades 3-8)

All Academics = 1.00 Physical Education and Computer = 0.50, Music and Art = 0.25

Honor Roll and Grade Point Average Calculations:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

High Honors = 3.8 – 4.0

“A” Honor Roll = 3.5 – 3.75

“B” Honor Roll = 3.00 – 3.4

Note: All core subjects and required special subjects are considered when averaging honor roll.

ACADEMIC SANCTIONS FOR DISCIPLINE

Students removed from the classroom or suspended from school are expected to complete all assignments missed during their absence. The assignments will be evaluated by the teacher. The student will be given an “F” for any assignment **not** completed and turned into the teacher by the specified date.

NON-PROMOTION POLICY FOR GRADES K-1-2

If the quality of a student’s educational achievement is not maintained, the student will be considered for non-promotion.

The quality of the student’s work will be according to the teacher’s evaluation of the student’s performance, level of social maturity, attendance, and ability to maintain his or her individual level of achievement.

The teachers will have documented:

1. Appropriate testing and referral.
2. Progress reports sent to parents.
3. Parent Conferences.
4. Conferences held with teacher, principal, and parents in February. If the quality of a student’s work becomes a concern during the second semester, steps 1 and 2 (above) will be followed.
5. Other conferences will be held as necessary, called by any party, and coordinated with the principal.

Final decision on non-promotion will be decided in May by the principal based on teacher recommendation.

NON-PROMOTION POLICY FOR GRADES 3-4-5-6-7-8

When the quality of a student’s work is failing at the end of the first semester on two or more core subjects, the following steps will be taken:

1. The teachers will re-evaluate the student’s complete school cumulative file that includes grades, testing, attendance and health history.
2. A teacher/principal conference will be held to discuss the student’s lack of achievement and school records.
3. A formal conference will be held in February involving the parents, teachers, and principal to discuss the problem.
4. A suggested plan to improve the student’s academic performance will be developed during the conference.
5. A written summative report will be sent to the parents by the principal.
6. A final review of the student’s academic improvement will be made by the teachers by mid May and reported to the principal.
7. A year end conference involving the student, parents, and principal will be held in late May. A determination will be made at that time as to whether the student may return to HFPS as a student for the following school year. A student may be placed on academic probation at the recommendation of the teacher and with the approval of the principal. In such cases a student may be required to attend summer school in order to be promoted.

HOLY FAMILY SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods, or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Cell phones may be brought to school, but are to be kept turned off in backpacks until after the end of the school day. Cell phones which are brought into classrooms, restrooms or any other area of the school during school hours without the expressed approval of a teacher or the principal will result in the phone being confiscated by the principal. The phone will not be returned until a meeting with the principal is held. The student will not be permitted to bring the phone to school for the remainder of the semester. The school will not be responsible for lost or stolen items.

There are situations when an action is a serious discipline problem. A serious discipline problem is defined as one in which a child is hampering the smooth flow of the classroom or other activities. Severe disciplinary problems may be, but are not limited to, demanding constant one-on-one attention, inflicting physical/emotional harm on other children, inflicting physical abuse on staff members, or not conforming to the rules and guidelines of Holy Family Parish School. *Willful destruction of school property or property of others will not be tolerated. It is believed that all students can behave at school. The parent of a child who willfully destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.* Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. It is felt that all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor students from learning, or violates the best interest of any individual in the school.

The education of a student is a partnership between parents and the school. Just as a parent might have the right to withdraw a student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

RESPECT FOR TEACHERS

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership irreparably breaks down, the child may be asked to leave the school.

HARRASSMENT POLICY

Harassment, including but not limited to, sexual harassment, of any student, employee, or other person is unethical, illegal, and prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the school in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term "harassment" includes, but is not limited to slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included with the term "harassment" as used herein and shall be handled under this policy. It is the responsibility of the victim or witness to report incidents of harassment. Appropriate suggestions and procedures will be given students reporting any incidents during an initial conference. Students guilty of continuous student harassment are subject to disciplinary procedures up to and including expulsion.

BULLYING

Holy Family Parish School will address the following forms of bullying:

A. Physical – causing or threatening deliberate physical harm to an individual or property of an individual.

B. Verbal – referring to another individual or the characteristics of an individual in a way that is demeaning, embarrassing, hurtful, or harmful to another person's feelings, character, or reputation. Such comments may include, but are not limited to, reference to a

person's physical appearance, abilities, disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group.

The following words and phrases, while not automatically a form of bullying (depending on the context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

- Blasphemy: use of the Lord's name (or other morally-loaded words) in a derogatory or angry context (e.g. "damn," "hell" etc.)
- Obscenity: traditionally acknowledge '4-letter' obscenities
- Sexual or crude: (e.g. "gay," "fag," "ass," "homo," etc.)
- Intelligence/ability: (e.g. "stupid," "idiot," "moron," "retard," "sucks," etc.)
- Appearance: weight-related terms (e.g. "fat," "porky," etc.)
- Other: any words or phrases that the administration or staff determines carries too many negative meanings, connotations, or implications such as drug or racial remarks.

C. Relational/Emotional – the deliberate or casual manipulation of relationships or 'friendships' in a way that causes emotional and psychological stress. For example, this can occur when a student claims to be a friend in one moment, and then conditionally withdraws that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students unofficially assume responsibility for determining which students participate in an activity, belong on certain teams, or are allowed to sit in certain positions when a choice of seating is offered. This can also include malicious gossip (speaking poorly about another person or person's reputation, especially in an individual's absence), in class note-passing, harassment, or unsanctioned groups of students that take on a real or imagined aura of exclusivity during school hours or on school grounds.

The faculty and administration distinguish the preceding types of deliberate or self-interested social manipulation from normal conflicts, negotiation, and growing pains that will arise in the course of friendships, competitive events, and other social situations. Open and non-threatening forms of conflict and discussion shall be permitted as a part of healthy moral and social development, but carefully monitored by teachers and staff for signs of hostility. The difference is fairly clear between students who are willing to work out differences and those who are acting manipulatively. What will cause greater concern are situations where particular students attempt to use a strong social position to intentionally (or by deliberately ignoring others) allow students to feel less at ease or outright excluded from a sense of welcome participation or autonomous decision-making in their choice of participation in an activity. Concerns about an individual's actions will carry more weight as independent sources report similar patterns of behavior or such allegations accumulate independently over time.

D. Sexual – any conversation about sexual topics (in a non-curricular context) as well as direct reference to the physical characteristics, developmental stage, or activities/orientation of another individual, whether actual or alleged. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent, but carry the potential for misinterpretation. Students are strongly discouraged from physical displays of affection such as hugging or holding hands, especially with members of the opposite sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. Generally speaking, the older the student, the more deference to personal boundaries he or she is expected to display. In addition to these considerations, students will be accountable to any policies concerning the use of technology and any form of sexually-themed data or media.

E. Cyberbullying – the use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students, and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

The school does not actively monitor students' internet activities (through various web-portals such as My Space or YouTube) on a regular basis, but it will respond to physical evidence (such as screenshots or printed copies of e-mail correspondence) that some form of cyberbullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web address, type of electronic device, etc.) and the suspected identify of its sender. The recipient of such attacks may be asked to complete a written harassment report in conjunction with any actions taken by the school.

POSSESSION OR USE OF WEAPONS OR LOOK-ALIKE WEAPONS IN SCHOOL

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's

control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Air guns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look-alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjacks, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed star like objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

The school reserves the right to search property in bookbags and personal property given probable cause of concern for student safety.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

In the event of a weapons violation, the school will follow the administrative regulations of the diocese, which are posted online and available for review in the school office.

STUDENT DISCIPLINE

Each and every staff member is responsible for maintaining appropriate behavior by students in classrooms, halls, lunch room, and other school areas including the playground. Attention shall be given to the student's developmental level. Expectations shall be proportionate to the student's maturity.

The following regulations are adopted in order to provide guidelines for the administrator's use:

1. Classroom management is the responsibility of the teacher in that particular classroom. Each teacher is expected to set specific behavioral standards for his/her classes. The standards must be approved by the principal and consistent with these standards and those used by other teachers throughout the school.
2. The guidance of children requires cooperative efforts and concerns of parents and teachers in helping children to freely select one form of behavior over another and to accept the consequences.
3. Children are required to follow school regulations, and parents are to cooperate with staff in the adaptation and application of these regulations.

BEHAVIORAL EXPECTATIONS FOR STUDENTS AT ALL ACTIVITIES

1. Students are expected to treat each other and all staff members with respect.
2. Students are expected to follow all rules established by staff members in the classroom, cafeteria, at recess, or on the school bus.
3. Students are expected to conduct themselves quietly when:
 - a. Walking through the halls
 - b. Going to and from Church and during Mass.
 - c. Using restrooms

CORPORAL PUNISHMENT

Corporal punishment is prohibited. However, faculty and staff may use reasonable force, as needed, to maintain safety for the other students and themselves and may have a student removed from the classroom for disruptive behavior.

RULES WITHIN THE SCHOOL BUILDING AND GROUNDS

- HALLS:**
1. No loud talking in the halls. Students are expected to change classes and enter classrooms quietly.
 2. Walk in the building at all times.
 3. Ask permission of the teacher, lunch room monitor, or principal to use the restrooms.
- LUNCHROOM:**
1. Follow the directions of the lunch room monitors.
 2. No loud talking or shouting.
 3. All recess articles—coats, hats, mittens, boots, and playground equipment—must be taken to the lunchroom.
 4. Line up in proper order, no cutting in line or unnecessary movement.
 5. Keep hands to own body—off of other students and other students' food. Return trays and utensils to the proper area.
 6. Food (hot or cold lunch) should not be taken from another student without permission.
 7. Food is not to be thrown at others. Students who do so will lose the privilege of eating in the cafeteria for one week.
 8. Pick up and clean up items from the table used before leaving.
 9. Leave when directed by the lunch room monitors. Do not go to the hall, classroom, or restrooms unless directed by a person in charge.
 10. Students are not to leave the school grounds, without a written permission note by a parent, for every occasion.
 11. Remember to say "Please" and "Thank you".
- PLAYGROUND:**
1. Respect the authority of the monitors and follow their directions. Lunch and recess monitors have teacher authority during the lunch/recess hours.
 2. Play on designated areas only.
 3. Show respect to other people and to the equipment.
 4. No tackle sports or "fun" fighting.
 5. Students should immediately line up to return to the building when the teachers or monitors blow the whistle.

Due to age difference of students, the consequences for inappropriate behavior may vary. The gravity of inappropriate behavior is determined by not only the seriousness of the action, but the developmental level and prior offenses of the student.

Serious acts of inappropriate behavior include, but are not limited to:

1. Disobedience to teacher, lunch monitors, staff member, or principal directions.
2. Truancy, including leaving the school grounds without permission of the principal.
3. Cheating on tests, homework assignments or class assignments.
4. Fighting with another student(s) or other inappropriate behavior.
5. Abusive language and/or other means of expressing disrespect or physical threat for another person (students, faculty, or staff).
6. Destruction or vandalism of property (school or another's personal property).
7. Damage to the reputation of another person by lying, failing to accept responsibility for one's actions by lying, cheating, or copying another's work.
8. Theft of another's property.
9. Possession/use of cigarettes, lighters, and/or matches.
10. Possession of any item that could be used as a weapon.
11. Possession of pornographic or media materials that are dehumanizing and or injurious to another person.
12. Possession of alcohol or any behavior altering substances or look-alikes at any school activities.
13. Access of information from the internet that is labeled off-limits by the teacher.
14. Harassment of students, teachers, staff, and volunteers.
15. Purposeful disregard for school policy (e.g., chewing gum, wearing make-up, etc.)

Student Discipline Plan

Holy Family teachers will be using a positive approach to student discipline based on Positive Behavior Intervention (PBI). Our goal is to stress positive behavior and leadership skills within our student body. Student rewards include extra recess time, "no homework" passes, movie and popcorn treats, ice cream parties, game day or others as planned by individual or departmental teachers.

Each teacher will develop a plan to be implemented within the classroom, playground and other school areas. The goals, positive rewards and consequences will be communicated clearly to students.

Unfortunately, actions causing a need for discipline do arise. These will be handled on an individual basis as follows:

Discipline Plan – Grades K – 4

Each teacher will develop a class list of desired behaviors based on the “Three R’s”: Respect, Responsibility and Reverence. A stoplight chart will be used to denote student behaviors. Each child will start on the “green” or top level each day. A child’s name will be moved to “yellow” after a verbal warning. Being moved to the “red” level, a student will have consequences determined by the classroom teacher, e.g. “no recess.” Repetitive uncooperative behavior is indicated by being moved to the “blue” level. Consequences will be determined by the teacher and/or the principal and parents will be contacted.

Rewards for positive behavior will be emphasized rather than dwelling on negative behaviors.

Preschool, Pre-K and Kindergarten will use behavioral modification plans developed in their individual classrooms.

Discipline Plan – Grades 5 – 8

Step 1 – Verbal warning

Step 2 – Teacher initials detention card

Step 3 – Three teachers’ initials on detention card in a two week period merits a morning detention the following morning

Step 4 – Second morning detention—mandatory parent phone call by homeroom teacher to arrange conference with teachers

Step 5 – Third morning detention—three day suspension from all extracurricular functions

Step 6 – In-School Suspension—mandatory parent and student conference with principal; no extracurricular activities for one week

Step 7 – Second In-School Suspension—mandatory meeting with pastor, principal, parent and student; no extracurricular activities for two weeks, including class parties and/or field trips

Step 8 – Out-of School Suspension—no extracurricular activities for the remainder of the school year, including class parties, dances, field trips, graduation ceremony (8th grade students), year-end activities

*Students will carry two colored cards in their nametag packet at all times.

Blue card=disruptive, disrespectful behaviors or any behavior in class or on school grounds which violated the behavior codes set forth in the school handbook.

3 teachers’ initials=1 morning detention. * New cards will be issued every other week on Tuesday.

Yellow card=dress code violations or missing supplies or assignments during class periods. 10 teachers’ initials in any combination=1 morning detention.

Students are responsible for having possession of their cards at all times. Failure to present a card when requested will result in an automatic detention.

*Parents are requested to review all behavior expectations as stated in the school handbook. **Please also note severe disciplinary actions such as use of weapons, bullying and harassment as stated in the diocesan policy (see Handbook pgs. 20, 21, and 22).

Diocesan policy states that “any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.” The Pastor of Holy Family Parish reserves the right to make and enforce whatever rules he believes necessary for the good of the school. He and/or the principal have the right to amend the handbook.

APPEAL AND REVIEW

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

HOLY FAMILY PARISH SCHOOL – EXTRA-CURRICULAR EVALUATION

Extra-curricular activities are in progress and some will be beginning soon. We will be determining the student’s eligibility to participate in all extra-curricular activities. This is a requirement of all Catholic schools in the Peoria area. In order that uniform requirements are applied, the Peoria principals have determined norms for eligibility. These rules apply to all events where the student will be in competition with other schools. *Note: Extra-curricular activities include all sports, cheerleading, Student Council and Scholastic Bowl.*

Holy Family Parish School highly encourages athletic and extra-curricular activities for their richness of experience and their help in aiding the school to bring out a well-rounded Christian individual. (These participants are representatives of our School and Church.)

However, extra-curricular activities will not supersede academic progress. Our first goal is scholastic preparation which will aid the individual student in utilizing his/her other talents to fuller advantage. Eligibility will be based on three areas—*effort, conduct and performance*.

Students will be reviewed weekly in their progress using cumulative grades in each subject area for eligibility purposes. Any student who is not passing all subjects will be placed on a “warning” list and will have a conference with the principal. He/she will then have one week to show improvement in that area. Any student on the warning list will participate in Homework Help for one full week. The student placed on a “warning” list is encouraged to seek teacher, resource, and possible outside tutor aid to improve the needed area creating ineligibility.

1. A student with an “F” average in a core subject will be suspended from extra-curricular activities for at least one full week.
2. The suspensions begin on Monday and shall continue through the following weekend. While suspended, the ineligible student is not allowed to attend practice sessions. Improvement must be noticeable after the week of suspension or the suspension will continue.
3. All coaches will be notified on Friday of all players on the “warning” list as well as those who are suspended.
4. A student’s name will appear on the “warning” list only one time. This will serve as a warning for the entire season of the extra-curricular activity. He/she must show continuous satisfactory performance or be suspended without a second “warning” notice.
5. Exception to the “warning” notice will be any serious infraction which will result in immediate suspension.

It must also be made clear to the student that if he/she becomes ineligible, it will be because they made the choice of not abiding by the rules that would allow for eligibility.

DRESS CODE (General Statement)

It is our conviction that the personal appearance of the students contributes to the general environment of study and good order. It is our belief that clothing reflects an attitude and an attitude dictates behavior. Thus, a dress code and a school uniform serve as a visible reminder to our commitment to Catholic attitudes and behavior. A dress code is also a concrete expression of unity that eliminates materialistic competition and strengthens our academic focus and disciplines. Therefore, we ask the parents’ cooperation and support with regard to the dress code regulation for our parish school. This dress code will be strictly enforced. **School personnel will decide whether a student’s dress and personal appearance is acceptable or unacceptable for attendance at Holy Family Parish School. The principal and the homeroom teacher will make the final decision as to whether a student’s appearance is proper.**

All students will be expected to dress according to the regulations contained in this dress code. Plaid uniforms are sold at Lagron-Miller. We ask all parents to please read this dress code very carefully and adhere to all that it contains.

General Regulations

1. Students are expected to be clean and well groomed.
2. Shirts and blouses are to be **fully tucked in** at all times.
3. Skirts, jumpers, and shorts must be **knee length and not faded**.
4. Belts should be simple and the buckle small in size.
5. Clothing with brand names is unacceptable.
6. Hair must be **neatly styled and of reasonable length without any kind of hair coloring**. “Messy” styles are not acceptable. Hair accessories are to be simple and plain – no bold colors.
7. No glitter is to be used on the hair or body.
8. No temporary or permanent tattoos or body markings are allowed.
9. No body piercing is allowed except pierced ears for girls. (See below under jewelry.)
10. Girl Scouts, Brownies, Boy Scouts and Cut Scouts may wear full Scout uniforms on meeting days.
11. The regular dress for all field trips will be the school uniform. Any changes in this regard will be announced by the administration.

DRESS CODE

SKIRTS (Girls)

Glen plaid jumpers – Grades Pre-K to 3 (optional)

Length: Top of the kneecap or below

Glen plaid skirts may be worn under the following conditions:

1. in good condition with pleat seams intact and hemmed neatly
2. length must be no more than two inches above the knee cap or longer
3. shorts worn underneath must have at least a 7” inseam (if you take off the skirt for gym class make sure you are wearing uniform shorts underneath)
4. sit in the correct manner while wearing skirt (legs together)

SKORTS (Girls)

Girls may wear glen plaid, navy, or khaki skorts. The length must be no shorter than two inches above the knee.

PANTS/SLACKS (Boys and Girls)

Plain, navy blue or khaki, slacks with belt loops may be worn with the approved blouse or sweater. NO faded or designer styles, **no low-rise pants/slacks**, no blue jeans are to be worn. **Tight knit slacks are not allowed. No clothing with lycra or spandex may be worn.**

BELTS

Girls and Boys: A brown or black 1-2 inch leather belt **must be worn at all times**. The belt must be worn in the pants/trouser belt loops. **PRESCHOOL AND PRE-K STUDENTS ARE NOT REQUIRED TO HAVE PANTS WITH BELT LOOPS OR TO WEAR A BELT.**

SHORTS (Boys and Girls)

Navy blue or khaki shorts, no more than two inches above the kneecap are allowed when weather permits. **Fad/designer navy or khaki pants or shorts are not permitted. Fad/designer for both boys and girls includes pants/slacks with excessive zippers, (excessive is defined as more than one), pockets (4) and no patches. Baggy or low fitting pants/shorts are not permitted. THIS INCLUDES CARGO STYLE!** Girls of petite or average height should wear shorts with at least a 7" seam (longer if possible). Girls who are taller should wear shorts with at least an 8" inseam (longer if possible). Boys' shorts are easily found at knee length.

SHIRTS AND BLOUSES

Polo shirts are the only shirts allowed. Polo shirts are plain, sleeved pullovers with a collar. White turtle neck shirts may be worn during cold weather. **Shirts are to be FULLY TUCKED IN, thus, no shirts styled without a tail are acceptable.** NO white t-shirts are permitted. NO t-shirts with logos showing through as undershirts are permitted. Only plain white undershirts are acceptable. **Darted, tight fitting of fad style shirts are not acceptable. Low-cut shirts are not acceptable. PRESCHOOL AND PRE-K STUDENTS ONLY ARE ALLOWED TO WEAR PLAIN WHITE T-SHIRTS.**

SWEATERS

Cardigan, vest, or crew neck sweaters, **SOLID COLORS ONLY** may be worn. A solid color sweater does not have stripes, embroidery or pattern of any kind. NO DESIGNS! **ACCEPTABLE COLORS: Navy blue or white. NO EXTREME OR LOUD COLORS.** Fad or designer style sweaters are not permitted. Tight fitting sweaters are not allowed. **No sweatshirts are allowed except Holy Family School Spirit wear. They must be in a presentable condition.**

STOCKINGS

Socks must be visible **above the ankle or the top of the shoe** in solid colors of white or navy blue. **Girls** – No nylons permitted. Leotards/tights may be worn in white or navy blue (solid colors) under the jumper/skirt. No spandex leggings are to be worn under uniform skirts or shorts.

SHOES

Dress shoes are preferred! Jogging shoes, athletic shoes or canvas shoes are acceptable in a presentable, clean condition. Shoes with laces are to be tied. Tennis shoes must be worn in gym class. Shoes that leave marks on the floor are not acceptable.

SANDALS, CROCS, CLOGS, AND SHOES WITH WHEELS ARE NOT PERMITTED. SHOES WITH MORE THAN A ONE INCH HEEL ARE ALSO NOT PERMITTED.

Shoe colors: black, brown, white or navy.

JEWELRY

Small, Catholic medals and scapulars may be worn. Simple, plain rings, necklaces and watches are permitted. Pierced ears are acceptable for girls only. **BOYS ARE NOT PERMITTED TO WEAR EARRINGS OF ANY TYPE. Earrings MUST BE SMALL AND PLAIN** and may be worn only in the lower ear lobes. Only one earring per ear may be worn. No over-sized or dangling type earrings are permitted.

HAIR

GIRLS: Hair should be clean and neatly styled with bangs above the eyebrows. NO fad/trend styles. **Hair is to be worn without any kind of hair coloring, bleaching, tipping, rinse, etc.** Bows and headbands are permissible but no loud or excessive colors are to be worn. Scarves are not allowed. Excessive use of gel or mousse is not allowed. No hair glitter is allowed.

BOYS: Hair should be clean and neatly styled with bangs above the eyebrows. NO fad/trend styles. Sides are to be neatly trimmed above the ear, and the back of the hair should be above the shirt collar. Hair is to be worn without any kind of hair coloring, bleaching, tipping, rinse, etc. Excessive use of gel or mousse is not allowed.

Cosmetics and colognes

The use of all cosmetics is **highly discouraged!** However, girls may use **clear** nail polish and **clear** lip gloss. **No eyeliner or eye shadow** is allowed. Students should not wear any cologne or perfume nor use scented hand/body creams or lotions. Unscented creams or lotions may be used.

DRESS CODE VIOLATION POLICY

FIRST OFFENSE: A dress code violation form will be given to the student and signed by the parent. This signed form will be kept by the student's homeroom teacher.

SECOND OFFENSE: The student's parent/guardian will bring in the proper clothing to school to correct the violation before the student will be allowed to return to their classroom.

THIRD OFFENSE: The student will serve a working detention. The time and activity will be determined by the teacher.

FOURTH OFFENSE: The student will call their parent/guardian to take him/her home. The consequence will be determined by the principal.

PLEASE NOTE: A SERIOUS VIOLATION OF THE DRESS CODE CAN RESULT IN MOVING TO ANY LEVEL OF OFFENSE INCLUDING THE FOURTH LEVEL AT THE DISCRETION OF THE PRINCIPAL.

THE STUDENT'S HOMEROOM TEACHER WILL BE RESPONSIBLE FOR NOTIFYING THE STUDENT'S PARENT/GUARDIAN AND ASSIGNING THE APPROPRIATE PROCEDURE.

RECOMMENDED PURCHASING SOURCES

1. Lagron-Miller, 674-5143, 4517 N. Sterling Ave., Peoria, IL Available: Uniform plaid skirts/jumpers
2. Land's End, 1-800-469-2222 (No monograms, www.landsend.com/uniforms) Available: all sizes of pants, slacks, shorts, shirts. They DO NOT have plaid skirts or jumpers.
3. Penney's Catalogue or Store / Northwood's Mall or 1-800-501-1212 Available: Class Favorites: Boys and Girls Polo Shirts (No monograms) and slacks, dark navy, wrinkle-free cotton twill.
4. Luers Kidz Kloz, 688-0641, 4325 N. Sheridan, Peoria, IL Available: all sizes of pants, slacks, shorts, shirts.

**PLEASE COMPLETE THE FORM ON PAGE 28
AND RETURN IT TO THE SCHOOL OFFICE.**

THANK YOU.

PLEASE COMPLETE, CUT OUT, AND RETURN TO THE SCHOOL OFFICE

*Online: Please print copy, sign and return to school office

Print Youngest Student's Name and Grade/Room

**HOLY FAMILY PARISH SCHOOL
Parent/Student Handbook
2008 – 2009**

We have read the 2008 – 2009 Parent/Student Handbook and agree to abide by its contents.

Parent/Guardian Signature _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____

Student Signature & Grade/Room _____