



Parent-Student Handbook 2017-2018



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Mission, Vision, Philosophy

Holy Family Catholic School Mission Statement

Holy Family Catholic School is a diverse community working together as a vital part of the mission of the Catholic Church. We strive to grow in our relationship with God and each other by proclaiming the Good News of Jesus Christ through religious instruction, faith development, and academic excellence.

Holy Family Catholic School Vision Statement

Holy Family Catholic School provides our students with 21st century skills centered in the message of Jesus Christ.

Holy Family Catholic School Philosophy

The future of the Catholic Church lies in our youth. As a result, we believe that it is our responsibility to provide a challenging academic program combined with doctrinally sound faith formation in a Christ-centered environment. Holy Family Catholic School is committed to help each student grow spiritually, academically, socially, emotionally, physically, and globally to the fullest of their human potential. We challenge our students to recognize their humanity and uniqueness in our diverse world as a God-given gift.

We believe that this is accomplished through the collaboration of home, school, community, and parish. Parents are the primary educators of their children and we embrace our partnership with them in support of student progress, growth and learning.

Dignity of the Individual

Holy Family Catholic School operates under the auspices of the Diocese of Joliet admitting students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. Holy Family Catholic School does not discriminate on the basis of sex, race, color, national origin or ethnic background in its educational policies and practices provided that parents support the school philosophy and adhere to the guidelines provided in this handbook.

In keeping with the teaching of Jesus to love and respect the dignity of each individual as a child of God, the faculty and staff of Holy Family will make every effort to accommodate individual students' needs. In the rare case where our means prevent us from appropriately accommodating a child's exceptional academic, emotional, or physical needs, we may determine that Holy Family Catholic School is unable to justly serve the child.

Parents' Prayer for their Children

O God the Father of mankind, who has given unto me these my children, and committed them to my charge to bring them up for You, and to prepare them for eternal life: help me with Your heavenly grace, that I may be able to fulfill this most sacred duty and stewardship. Teach me both what to give and what to withhold; when to reprove and when to forebear; make me to be gentle, yet firm; considerate and watchful; and deliver me equally from the weakness of indulgence, and the excess of severity; and grant that, both by word and example, I may be careful to lead them in ways of wisdom and true piety, so that at last I may, with them, be admitted to the unspeakable joys of our true home in heaven, in the company of the blessed Angels and Saints. Amen

The Dominican Campus Prayer Book

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Day-to-Day Procedures

Attendance

Regular attendance is necessary for your child/ren to achieve the maximum benefit from daily instruction. Most subjects are taught in sequence, requiring the understanding of each concept. Classroom discussion also contributes to the learning environment and cannot be made up when a child is not present in the classroom.

Please note, any child who is absent from school may not participate in any HFCS activity or event on the day he/she did not attend school.

Holy Family Catholic School has a written notification system to inform parents when absences and/or tardies reach a chronic level. Written notification will be sent home when students have been absent or tardy on the 10th, 15th, and 20th day, inclusive of excused and unexcused absences and tardies.

Diocese of Joliet Compulsory Attendance Policy

The State of Illinois provides by law for compulsory attendance of all children between the ages of seven and sixteen years. It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance and a summary of these records are kept permanently on file.

Tardiness

The first bell rings at 7:50 and students enter their classrooms. Class begins at 8:05. Any student not in class at this time must report to the office to obtain a tardy pass.

Morning work that is completed during the first few minutes of the day contributes to a student's knowledge, understanding, and skill acquisition. Please make every effort to get your child to school on time each morning.

Absence

Please notify us by 8am if your child will be absent by calling the school office at 630-766-0116 with the student's name, the teacher's name or grade, and the reason for being absent.

Absent Work Makeup

When a student is absent, it is important that his/her missed schoolwork is made up. Our practice regarding missed work is as follows:

Grades K-4

The focus at this grade level is on process and classroom experience. Some of the work an absent child missed would have been done together in the classroom and therefore, is difficult to send home to be made up. Each individual classroom teacher will set their own policy and it will be presented to parents at the beginning of the school year.

Grades 5-8

The learning process at these grade levels is more independent. As the students transition from class to class throughout the day, it is essential for an absent student to contact each teacher regarding missing work. Each child will have a "study buddy" to collect all work throughout the day of the absence, but again it is the student's responsibility to contact the teacher(s) to find out how that work can be best made up.

The expectation for completion of missing work is that if you are absent 1 day, the student has 1 day to complete the absent work. If a student is absent multiple days it is our expectation that he/she will use the next weekend to complete the absent work.

Unexcused Absences

Absences due to family vacations are considered unexcused absences. Although we recognize the importance of family vacations, we ask parents/guardians to avoid scheduling them during school time.

Teachers may, but are not required to, provide work in advance for absences due to vacations. Requests for vacation homework that are received no later than 1 week in advance will be considered.

Early Dismissal

Please give written notice to the school prior to your child leaving school for dental/medical appointments. The note should be presented to the homeroom teacher. Parents picking up a student during the school day must go to the school office and sign out the child, indicating the name of the person responsible for the child and the time of day. Upon returning to school, the child should be signed in indicating the time of return.

The state guidelines regarding attendance are as follows: In order to be counted as present for a ½ day of instruction, a student must be in school for a minimum of 150 minutes or 2½ hours of instructional time.

Truancy

Truancy is defined as absence or tardy without valid cause for a school day or portion thereof. Excessive tardiness is also considered truancy. A chronic or habitual truant is one who is absent or tardy without valid cause for ten percent (10%) or more of the previous regular school attendance days, as determined by the school calendar. Truancy renders a student liable for disciplinary action. This action may include referral to the DuPage County Regional Office of Education and the local police department for enforcement of local ordinances.

Daily Schedule

7:40am	PreK-8 students may arrive and line up in the <i>Safety Zone</i> behind their room number/letter, or in the gym during inclement weather. Please note that staff supervision does not begin until 7:40am. Students may not report to Before Care after 7:40am.
7:50am	Students enter building.
8:05am	Class begins. Tardy students report to the main office.
11:30am	Half day PreK dismisses.
3:15pm	Full day PreK-8 students dismiss to <i>Safety Zone</i> (2:15 on Tuesdays).

Arrival

Any student dropped off earlier than 7:40am must report to Before Care in the lower level. There is no supervision in the *Safety Zone* prior to this time. Students who arrive at 7:40am should wait in the *Safety Zone* with the staff member on duty. **Please familiarize yourself with the Parking Lot Safety Procedures on page 28.**

Dismissal

Any student not picked up by 3:30pm (2:30pm on Tuesdays) will be walked to Extended Care in the lower level. Please note there is no supervision in the *Safety Zone* after this time.

Tuesday Early Dismissal

On Tuesdays, students are dismissed at 2:15pm to allow teachers to work collaboratively as a Professional Learning Community (PLC). The work of the PLC will be guided by our vision for school wide improvement. Extended Care is available.

Extended Care

Holy Family Catholic School offers parents the option of before and after school care. Children may be dropped off as early as 6:30am and picked up as late as 6:00pm. This service is not available on days when school is not in session or if there is a ½ day of attendance.

The program provides a quality extended day that is based on the philosophy of the school. It offers professional supervision, games and recreation, snack time, the opportunity to do homework with staff guidance, and enrichment activities in a Catholic environment.

Please see the Extended Care handbook for fees and details regarding the Extended Care Program.

Pledge of Allegiance

Each morning we will begin our day with prayer and the Pledge of Allegiance. All students are expected to participate in the Pledge of Allegiance.

Recess

We endeavor to have daily outdoor recess. During inclement weather, or when the temperature is below 30 degrees, recess will be held indoors.

Hot Lunch Program

Parents may pack sack lunches or order Gourmet Gorilla™ hot lunches for their child(ren) through *SchoolSpeak*. Gourmet Gorilla™ provides healthy, local, and sustainable food for kids, and is a peanut and tree nut free facility. Milk and Friday pizza may also be ordered through *SchoolSpeak*.

Shuttle Bus

Students from St. Joseph Parish may ride the shuttle bus to and from Holy Family School. All school rules apply while students are on the shuttle bus. A student who engages in conduct on the bus that is deemed detrimental to the well-being of other students will be disciplined by school officials. Food, drinks, and electronics are not permitted on the shuttle bus. Any student jeopardizing the safety of students or that of others while riding the bus may be removed from the bus and denied future riding privileges.

Please note, there is no supervision of the shuttle bus by HFCS staff. Please see that your child safely boards the bus in the morning and is promptly picked up at 3:30 (2:30 on Tuesdays) in the St. Joe's parking lot.

Academics

Curriculum

Holy Family Catholic School follows the Diocese of Joliet Standards for Curriculum Initiative, as well as the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

Our curriculum is strengthened even more by using a continuous improvement framework based on Response to Intervention, scientifically based instructional strategies, formative and summative assessment, and positive behavior management.

Teacher Assistance Team (TAT)

The Holy Family TAT is comprised of the principal, resource teacher, and teacher representative. The purpose of the TAT is to meet with a teacher to consider a student's learning challenges at both ends of the learning continuum, and to assist the teacher with strategies and interventions that can be used to aid the student.

This is the first line of academic/behavioral help for any Holy Family student. In addition to help the regular classroom teacher provides with assistance of the TAT, Holy Family's Resource Teacher, Interventionist and Social Worker may also provide support to students. They have expertise in the areas of learning and behavioral interventions.

If this initial source of support does not prove fruitful in a timely manner or if additional diagnostic or special educational evaluation is required, the student may be referred to the Elmhurst District 205 Student Services Team. The Student Services Department may work with Holy Family for individual students under the provisions of the Individuals with Disabilities Education Act (IDEA).

As the primary educators of their children, parents are integral partners in our endeavors to meet the needs of all students. Communication with parents about student progress, academic or behavioral challenges, and recommended interventions is a priority.

Resource Teacher

Holy Family's Resource Teacher will provide academic interventions to students who are achieving well below or above grade level expectations as indicated by the AimsWeb, CogAt/Iowa Test of Basic Skills, Fountas and Pinnell Benchmark Assessment System, and/or other data. Parents will be notified if their child is recommended for resource services.

Communication

Clear communication with families is our priority. The main vehicle for communication is *School Speak*, a web based system that allows us to store student/family contact information, keep attendance and grade books, generate report cards, post homework and announcements, email, facilitate ordering of hot lunch, and more. In addition to your *School Speak* account, please refer to the Holy Family website (hfcatholic.org), and Church bulletins to stay abreast of all of the great things happening in our school community.

Conferences

Parent teacher conferences are scheduled in the fall and spring. However, our faculty is always available to meet with you anytime throughout the school year. Schedule an appointment by directly emailing the teacher.

Textbooks

All textbooks are the property of Holy Family Catholic School or the State of Illinois. Students are expected to be good stewards of them. Damaged books will be replaced or repaired at the student's expense.

Assignment Notebooks

Students in grades 1-8 will receive required assignment notebooks. The cost to replace lost or damaged notebooks is \$3.

Standardized Testing

Each fall the Cognitive Abilities Test (CogAt) and the Iowa Test of Basic Skills (ITBS) are administered to students in grades 3-8. In addition, students' progress is regularly monitored using web based AimsWeb and MobyMax, as well as teacher assessments.

Family Life Curriculum

Included in our Religion curriculum is the *Family Life* Series by Benzinger Publishing Company. The curriculum covers family relationships, human sexuality, drug and alcohol abuse, and AIDS education. These are taught at developmentally appropriate ages. Our responsibility in a Catholic School is to go beyond biological education. Instruction on human sexuality must include the formation of conscience as well as instruction on personal responsibility. Our aim is to assist you, as parents, in developing Christian values and attitudes in your children. Each spring, parents of 5th grade students are asked to attend a mandatory meeting in regards to the Family Life curriculum.

Safe Touch Program

The Diocese of Joliet mandates *Safe Touch* education for school children. The materials are available for parents during parent conferences in November. Parents may elect to assume responsibility for this instruction. Detailed information from the principal is sent home in November, with instruction taking place in December.

Report Cards

Report cards are issued at the end of each trimester and follow the Diocese of Joliet guidelines and format. Report cards for grades K-3 are standards based using the following descriptors: exceeds, meets, or approaches expectations, or needs to improve. Report cards for grades 3-8 are also standards based, but letter grades are given based on the scale below. Parents may view grades on *School Speak* at any time.

100-93	outstanding	A
92-85	very good	B
84-77	good	C
76-70	improvement needed	D
69 and below	little or no progress	F

Honor Roll

Academic Honors are awarded each trimester to those students in grades 5-8 who achieve a GPA of 3.0 or higher in the seven core classes (Religion, Reading/Literature, English/Language Arts, Mathematics, Social Studies, Science).

At the end of each trimester, students receiving honors will be recognized with certificates following a Wednesday all school mass.

The GPA requirements for Academic Honors are as follows*:

Honor Roll	3.0-3.4
High Honors	3.5-4.0

Point values for letter grades are as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Total Point Values:

24 points = 4.0

23 points = 3.83

22 points = 3.67

21 points = 3.5
20 points = 3.33
19 points = 3.17
18 points = 3.0

*Please note that any report card grade of C- or below disqualifies a student from receiving Academic Honors regardless of the total point value.

Field Trips

Field trips are valuable extensions of classroom instruction designed to help meet educational objectives. Teachers obtain principal approval for all field trips. A permission slip, signed by the parent/guardian is required for any child to participate in a field trip. Only parents who have completed *Protecting God's Children* may be invited to chaperone a field trip.

Student Permanent Records/Record Retention/Transfer of Records

Records are kept on file in the school office for each child attending the school. These records are confidential and are submitted to proper authorities only when lawfully requested.

It is important that you are aware of the process for retention of student records at our school. They are as follows:

- Health cards and immunization records are kept in the student's permanent record.
- Diocesan permanent record cards are kept permanently in the school.
- Sacramental records are kept in the student's permanent record to document the sacraments of Baptism, First Holy Communion, and Confirmation. These dates are also kept in the Parish office.
- Attendance records are kept on each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
- Disciplinary records are kept in the office while the student is an active student at the school. They are destroyed after the student is no longer registered at Holy Family Catholic School.
- Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed.
- Unlike public schools, parochial schools do have the right to withhold official records such as: credits, official transcripts, diplomas, etc., upon transfer of a student to another school when the student has debts still outstanding. (See Tuition Policy)
- Upon withdrawal or graduation from the school, the records are forwarded to the future school with the approval of the parent. A permanent record card will be retained at the school as a part of our history. We do reserve the right to not send official transcripts if there is an outstanding tuition balance at the time of the request. (See Tuition Policy)

Missing Person and His/Her School Records

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State

Police that the missing person has been recovered, the school shall remove the flag from the person's record.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the principal does not amend the record as requested by the parent, the school will notify the parent of the decision.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the Roman Catholic Diocese of Joliet as an administrator, supervisor, employee, instructor, or support staff member (including health or medical staff); a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as attorney, auditor, medical consultant, or therapist); A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of school districts in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint concerning alleged failures by the School to comply with the requirements of FERPA.

Conflict Resolution *"Blessed are the peacemakers, for they shall be called children of God" (Matt. 5:9).*

As members of a faith community we are called to respect the dignity of each person as a child of God. We strive for reconciliation of differences with compassion, charity, and generosity of heart. Should you have a grievance concerning any matter regarding Holy Family Catholic School, please adhere to the following protocol:

1. Always reach out to the individual with whom you have a concern before turning to others.
2. If you have a question or concern regarding a classroom or teacher, please contact the teacher.
3. If you are unable to come to a satisfactory resolution, please contact the principal.
4. If you and the principal are unable to resolve the concern, please contact the executive pastor.
5. When all measures fail to reconcile the difference, it may be referred to the Assistant Superintendent of Schools or the Superintendent of Schools for the Diocese of Joliet.
6. *"Speak the truth, each one to his neighbor, for we are members of one another" (Eph. 4:25).*

Faith Focus

Liturgical Celebrations

An all school liturgy is celebrated weekly on Wednesdays and Holy Days of Obligation at 8:10am. Students in grades 1-8 take a role in the mass on a rotating basis. Family, friends and parishioners are

welcome to join the school community. All non-Catholic students will attend the weekly liturgy and participate in religion class.

Students in grades 3-8 will participate in the Sacrament of Reconciliation during Advent and Lent.

Students are strongly encouraged to attend the all school masses held 2 times a year at St. Charles Borromeo and 2 times a year at St. Joseph Church. This tradition helps unify our two parishes and we sincerely pray that all families participate. Students who attend these masses in school uniform receive passes for future out of uniform days.

Sacraments

Sacramental preparation is at the core of Christian discipleship. Through participation, the child gains a greater understanding of the sacraments and grows in faith. Parental involvement is critical, not only in sacramental preparation, but in continued participation so that the child may develop a deeper personal relationship with Jesus.

Students of Holy Family Catholic School receive the Sacrament of Reconciliation and the Sacrament of the Holy Eucharist for the first time in 2nd grade. 8th graders will receive the Sacrament of Confirmation. The Sacraments for school children will be received at St. Charles Borromeo Parish unless otherwise requested.

Parish Support

It is our prayer that all families regularly attend Sunday Mass and contribute to the best of their ability to their parish. Your support of St. Charles Borromeo Parish or St. Joseph Parish through contributions and stewardship is greatly appreciated. Parents are role models of stewardship, Christian service and parish support for their children. We are grateful for your support.

While there are not separate parishioner/non-parishioner tuition rates for Holy Family Catholic School, all students and families are expected to attend mass regularly and contribute time, talent, and treasure to our supporting parishes.

Health and Safety

Emergency Contact Information

Emergency contact information is kept on file in the school office. If any information changes during the school year, please notify the office immediately. At least one phone number other than a parent's should be noted on the emergency form. In the event that you will be out of town while school is in session, please provide the office with the name and phone number of the person caring for your child(ren) while you are away.

Health/Physical Examinations/Immunizations/Exclusion

The physical health and safety of students is of prime importance to the staff and faculty of HFCS. It is recommended that for the best performance in school, a child should get adequate rest and exercise, and have a healthy diet.

First aid will be provided in the event of illness or accident. Minor health-related incidents will be attended to by the office staff. In case of serious accident or illness, we will attempt to contact you immediately. A decision may be made to call 911.

Illinois law requires health physical examinations for all students immediately prior to or upon entrance into preschool, kindergarten and 6th grade. Dental examination forms are required for all kindergarteners, 2nd and 6th graders. Vision examinations are required for all kindergarteners.

All students must be immunized according to Illinois School Code. Students will be excluded from school on October 15th if student is noncompliant with this law.

Accidents/Injuries/Illness

Every effort is made to prevent accidents; however, should an accident occur at school the prescribed procedure will be followed:

- First aid is given.
- If the injury requires medical attention, the proper emergency personnel will be summoned.
- The parent/guardian is notified if the accident warrants their immediate attention.
- If the accident or incident requires first aid beyond routine care (a band-aid or an ice pack), an accident report is completed and kept on file in the school office.

Sometimes accidents/injuries occur that a student may not report. The school will not assume responsibility if students fail to inform playground/lunchroom supervisors, school faculty members, the school office, the principal, coaches, the athletic director, or the coordinator/supervisor of the event occurring at the time of the injury.

It is the responsibility of the staff member or parent volunteer supervising/coaching/coordinating the event at the time of the incident to follow the prescribed procedure.

Medication

The school is forbidden by Illinois State Law to administer medication without prior authority to do so. Students who are under a doctor's care must have a medical permission form on file in the school office. The form can be obtained in the school office and must be filled out by the doctor. The doctor and parent signatures must be on the form before medication is administered.

All medicines, prescription and/or non-prescription, are to be kept in the school office along with the required authorization form. Students are not permitted to have any prescription/nonprescription medicine in their possession at any time.

Communicable Diseases

If a child has a communicable disease, parents should notify the office immediately. Students who have been ill throughout the night or who have a fever in the morning should remain at home. A student should be fever-free (98.6) for at least 24 hours before returning to school. Please do not send your child to school if he/she is not feeling well.

Hearing and Vision Screenings

Hearing and Vision screenings are administered annually by the county health department. These are just screenings and do not replace a visit to a professional doctor.

Preschool, Kindergarten, and Grade 2 will take both tests. Grades 1,3, 8 will take one.

Child Abuse

According to Federal Law, school principals, teachers, and support staff are mandated reporters. That means that when a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law these suspicions must be reported. The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained by school administration and DCFS. School personnel are not obliged by law to inform parents when they report suspected child abuse or neglect.

Family Crisis

Please notify the child's teacher or the principal if there is a death in the family, or any occurrence that might cause your child emotional trauma, so we are able to support you and your child during these difficult times.

Counseling Services

Holy Family Catholic School partners with Catholic Charities to offer social work services to our students. A Social Worker will be in the building three days per week. She will work with individuals and groups of students on peer relationships, building a culture of compassion, individual issues, support for students in crisis, and any other critical concern that is necessary. There are instances when the social worker will work with groups of students, groups of parents, classrooms, boy groups/girl groups, and staff members. The Social Worker will also work with Holy Family Staff to identify students who would benefit from social work services. Furthermore, the school social worker is a member of our Teacher Assistance Team.

Visitors

The safety of our students is of utmost priority. All visitors must report directly to the school office upon entering the building. No one may go to any room without first registering at the school office and receiving permission to enter. Any violators found in the building without permission are subject to prosecution as described in the Illinois School Code.

Crisis Management Plan

While we pray that emergencies never interrupt our school day, it is important that we are always prepared in the best way possible. Holy Family Catholic School has a comprehensive Crisis Management Plan in place that aligns completely with the Village of Bensenville's response plan. Collaborating with municipal agencies, we practice safety drills so that we are prepared in the event of any emergency situation. Crisis Management Drills (fire, tornado, bus evacuation, lockdown, chemical leak, etc.) take place periodically throughout the school year. The Crisis Management Plan is reviewed annually by the staff.

Smoke Free Environment

In following the Smoke-Free Illinois Act enacted on January 1, 2008, Holy Family Catholic School/St. Charles Borromeo Parish is a smoke free environment. Smoking is not allowed anywhere on our campus.

Uniform Policy

All students in Grades K-8 wear uniforms to school. Uniforms are not required for preschoolers. We encourage you to purchase all of your uniform pieces through Dennis Uniforms (online or at their store in Lombard), as they are Holy Family's official uniform vendor. All uniform tops must be purchased through Dennis Uniforms. We also ask you to purchase your uniform bottoms through Dennis Uniforms; however, uniform bottoms may also be purchased through outside retailers such as Land's End, Old Navy, Kohls, Burlington Coat Factory, Wal-Mart, etc. Please note that Dennis Uniforms carries all uniform pieces to match the exact specifications of our school's dress code. This includes skirts, shorts, jumpers, pants, uniform shorts, gym uniforms, sweatshirts, polo shirts, girl's sweaters, etc.

Boys K-4

- Navy uniform pants (Cargo pants, knit pants, painter pants, or corduroys are not acceptable uniform pants.)
- Navy **uniform** shorts may be worn in August, September, and May only. Shirts must be tucked into shorts at all times.
- White Holy Family Polo shirt- long or short sleeves
- Holy Family Crewneck sweatshirt (optional)
- Holy Family $\frac{3}{4}$ zip sweatshirt (optional)
- Black or brown dress shoes

- Navy, Black or White dress socks.

Girls K-4

- Navy uniform pants (Cargo pants, knit pants, painter pants, corduroys, or capris are not acceptable uniform pants.)
- Navy jumper or skort/scooter. Skirt lengths may be no more than 2" above the knee. Please note that uniform violations will result in disciplinary action.
- Navy **uniform** shorts may be worn in August, September, and May. Shirts must be tucked into the shorts at all times.
- White Holy Family Polo Shirt- long or short sleeves
- Holy Family Crewneck sweatshirt (optional)
- Holy Family $\frac{3}{4}$ zip sweatshirt (optional)
- Navy Blue button down sweater (optional)
- Dark colored dress shoes (black, brown, or navy)
- Navy, Black or White dress socks. Girls can also wear white knee high socks or crew socks that cover the ankle with skort/scooter/jumper. Girls may also wear white, navy or cream solid tights. Athletic socks are not acceptable when the skort/scooter/jumper is worn, however they may be worn with uniform pants.

Boys 5-8

- Navy uniform pants (Cargo pants, knit pants, corduroy pants, or painter pants are not acceptable uniform pants.)
- Navy **uniform** shorts may be worn in August, September, and May. Shirts must be tucked into the shorts at all times.
- Grey Holy Family short/long sleeve polo shirt. The shirt must be tucked in at all times.
- Holy Family Crewneck Sweatshirt (optional)
- Holy Family $\frac{3}{4}$ Zip Sweatshirt (optional)
- Black or brown dress shoes
- Navy, Khaki, Black or White dress socks.

Girls 5-8

- Navy uniform pants (Cargo pants, knit pants, painter pants, corduroy pants, or capris are not acceptable uniform pants.)
- Navy **uniform** shorts may be worn in August, September, and May. Shirts must be tucked into the shorts at all times.
- Navy skirt or skort/scooter. Skirt lengths may be no more than 2" above the knee. Please note that uniform violations will result in disciplinary action.
- Grey Holy Family short/long sleeve polo shirt. The shirt must be tucked in at all times.
- Navy Blue Button Down sweater (optional)
- Holy Family Crewneck sweatshirt (optional)
- Holy Family $\frac{3}{4}$ Zip sweatshirt (optional)
- Dark colored dress shoes (Black, Brown, Navy). No heels higher than 1".
- Navy, Khaki, Black or White dress socks. Girls can also wear white knee high socks or crew socks that cover the ankle with skort/scooter. Girls may also wear white, navy, or cream solid color tights.

Gym Uniform K-8

Kindergarteners, 1st, and 2nd graders do not change for gym. Students K-2 will wear their gym uniforms to school on gym days, even if it is a mass day. The only exception is when we are visited by the Bishop on a mass day.

K-4

- White Holy Family gym t-shirt

5-8

- Grey Holy Family gym t-shirt

As approved by our school board, we are allowing a transition period of 1 year to fully comply with the gym uniform modifications. This means that students may wear either a white or grey uniform shirt for PE throughout next school year.

Full compliance for the PE uniforms will begin during the 2017-2018 school year.

All Students K-8

- Holy Family gym t-shirt (white or grey)
- Navy blue athletic shorts- long
- Navy blue sweatpants (optional)
- Athletic socks and gym shoes are required for gym class
- Students may want to bring their HF sweatshirts on cooler days in the event gym class is held outdoors.
- Students in the lower grades (1-4) may elect to wear their gym uniforms under their school uniforms.
- With the exception of Kindergarten and 1st grade, gym shoes may not be worn to school. They must be changed into for gym class.

Student Appearance

- Students should always be well groomed, neat and clean.
- Shirts should be tucked in at all times.
- When junior high students elect to wear the appropriate HF sweatshirt over their uniform, they still must wear a collared shirt (polo). The collar must be seen outside of the sweatshirt.
- All students may elect to wear UNIFORM shorts for the months of August, September, and May.
- All students must wear sensible dark dress/school type shoes. No heels higher than 1".
- Gym shoes may not be worn to school (exception of kindergarten and 1st grade), but must be changed into for gym class.
- Makeup, nail polish or acrylic nails may not be worn. If nail polish or make up is worn to school, the student will be required to remove it.
- Only religious jewelry such as a simple cross necklace, Saint's medal, or religious bracelet may be worn.
- Girls with pierced ears may wear a small, non-dangling earring. NO PIERCING is allowed for boys. NO PIERCINGS other than the ear lobe for girls.
- Plain watches that do not draw attention may be worn to school, but caution is recommended. Holy Family Catholic School is not responsible for lost items.
- Hair should be kept neat and clean at all times. No extreme hair styles (spiking, Mohawk, colored streaks, etc.) are allowed.
- No extreme headbands, hair ribbons, bandanas, or hair extenders should be worn. All hair must be the God-given color.
- Boys' hair should be trimmed neatly above the collar line, ½ inch above the eyebrow and ½ inch above the ear.
- Students may only wear prescription glasses.

School/Club Sponsored Out of Uniform Days

School or Club sponsored out of uniform days may occur throughout the year. Typically, these are in conjunction with service projects, Catholic Schools Week, and celebrations. Students are expected to adhere to the following guidelines for out of uniform days.

- Students may earn out of uniform passes to be used on Friday's throughout the year.
- Out of uniform passes may only be used on a Friday, unless there is mass on a Friday.

- Out of uniform passes are only issued by the school principal and are only valid with the principal's signature.
- Students may not wear extreme styles of clothing on out of uniform days.
- Girls may not wear spaghetti straps or any shirt that exposes stomachs. Shirts may not be extremely tight. Shirts must cover the collar bone.
- Clothes with inappropriate writing on them (including PINK) may not be worn.
- All out of uniform shorts and skirts may not be any shorter than 1" above the knee.
- All jeans/pants that are worn on out of uniform days must be fitting at the waist and may not fall beneath the waist.
- Sweatpants with writing across the seat may not be worn.
- Jeans/pants worn on out of uniform days may not have any rips or holes in them.
- No make-up may be worn on out of uniform days.

Spirit Wear Days

Once a month, HFCS will hold a Spirit Wear Day, held usually on the last Friday of every month. Any student who participates in our designated monthly service project can wear spirit wear with neat jeans and gym shoes. No sports sandals or water-shoes may be worn.

Spirit Wear is only considered to be: PE shirt and PE shorts/sweatpants, spirit wear purchased through the school or on our website, 3on3 shirts, kindergarten shirts, 7th/8th grade class shirts, MQH 5K shirts, or auction lock-in t-shirts. No other shirts will be permitted.

Parents may be asked to bring a change of clothing to school if appropriate spirit wear or out of uniform clothing is not worn. In the case of repeated offenses, participation in future dress down days may be jeopardized.

Full compliance to the Uniform Policy is expected by August 2017 and we rely on parents to partner with us in this effort. Any student who is out of uniform will receive a Uniform Violation Form, which requires a parent's signature. Three violations in a trimester will result in an after school detention.

A Uniform Review Committee will meet during the 2017-2018 school year and make recommendations changes to the Uniform Policy. Anyone interested in serving on the committee should call the office.

Discipline

Positive Behavior Expectations

Creating a school culture where all may live, learn and grow in the atmosphere of Christian love with behavior that is fitting for a community of God's people is our goal. Therefore we expect that students, parents, administration, faculty, staff, and volunteers will display mutual respect and help create a supportive and caring environment.

Within individual classrooms, teachers will establish a set of positive behavioral expectations for their students along with incentives, rewards, and appropriate consequences for noncompliance. If a student's classroom behavior makes it difficult for teaching and learning to take place, various consequences may result. The following behaviors will warrant disciplinary actions.

- Repeated incidents of misbehavior
- Inappropriate verbal comments to school personnel or other students, or use of profane words or gestures

- Insubordination towards school personnel, including failure to follow directions
- Stealing school property or another student's property
- Forgery of a school document used for official purposes
- Verbally or physically assaulting another individual
- Fighting, in any form
- Any other acts which directly or indirectly jeopardize the health, safety, and welfare of students or school personnel

Consequences

When determining the response for specific disciplinary incidents, administration and staff will consider the nature of the act, the student's behavior history, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Consequences are listed from minimum to maximum intervention. Administration and staff may administer interventions in a different sequence than listed here, depending on the severity of the behavior. Consequences include, but are not limited to the following:

- Verbal warning
- Time out of the classroom
- Virtues Reflection / Reparations / Phone call or email notification to parents / Parent-Teacher Conference
- Detention
- Meeting with parent, teacher, principal and social worker or interventionist / Removal from extra-curricular activities / Behavior Intervention Plan Written
- Suspension
- Police contact
- Expulsion

In addition to the consequences listed above, students who are involved in chronic violations of the school rules may lose the privilege to participate in extra-curricular activities at Holy Family Catholic School. These include, but are not limited to special in-school events, field trips, athletic events and after school clubs. Removal from extra-curricular activities may be made at the discretion of the principal, in collaboration with the teacher and social worker/interventionist. Should these privileges be removed, parents will be notified by a phone call and in writing.

The principal may intervene in the steps of the discipline code at any time and, in all cases, the decision of the principal is final.

Virtues Reflection

This form requires a child to reflect upon his or her behavior in light of Christian virtues and to identify ways in which s/he might practice virtuous behavior in the future. The child and teacher will sign the form and it will be sent home. Parents are asked to sign the form and return it to school the next day.

Detention

Teacher detentions may be employed when other interventions have proven ineffective. Detentions may also be issued as an immediate consequence of misbehavior.

After school detentions begin at 3:30 and end at 4:30. During detention, students will be provided a calm and prayerful environment in which they will complete a behavior reflection form. Students should be picked up at the school office promptly at 4:30. If a child is not picked up promptly from detention, he/she will be walked to extended care. Failure of a student to serve a detention can result in further disciplinary action.

Suspension

Suspension can be either in school or out of school, and is reserved for severe cases of misbehavior. Students are expected to complete their assignments when removed from class for an in school suspension. They may not participate in specials or take lunch/recess with their class.

External Suspension from School

- Students will not be allowed on school property for the duration of suspension.
- Homework and tests must be made up. Credit will be given at the discretion of the teacher/principal.
- Attendance at or participation in school sponsored activities or organizations is forfeited.
- Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

Expulsion

The reason justifying expulsion from a Catholic school should be as serious as it is rare. Expulsion may occur for the following reasons:

- When the moral, academic, or physical well-being of the student body is endangered.
- When there is a prolonged and open disregard for school policy and school authority.
- The use of alcohol, tobacco or dangerous drugs on school property
- Repeated truancy
- Willful and negligent damage to the school or church buildings.
- Threats of violence.

Every effort will be made to enlist the cooperation of the parents/guardians in order to avoid this extreme consequence.

Harassment/Bullying

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

105 ILCS 5/27-23.7 (b)

Bullying Conduct- Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying- This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Blogs, MySpace, Facebook, etc.) on personal computers or personal electronic devices, whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party; the Pastor or the Principal or designee, and thereafter investigated.

Reference: The Illinois School Code, 105 ILSC, 5/27-23.7

Search and Seizure

In the interests of the health and safety of our school community, Holy Family Catholic School administration reserves the right to conduct searches in all areas of its property and in objects that are brought onto its premises.

The right to conduct inspections includes, but is not limited to the following:

- Lockers
- Desks
- Bags, purses, backpacks, briefcases, or other carrying devices brought onto school property
- Any vehicles located on school property
- Any other items or property brought onto the school's premises by a student or others

Technology

Acceptable Use Policy

The Catholic Schools Office of the Diocese of Joliet and Holy Family Catholic School support the use of technology in the instructional program through our lab networks, school-wide networks, school owned hand held devices, school owned video equipment and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies shall be for educational purposes only. The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary actions.

Access to the internet must be related to the user's responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese of Joliet and Holy Family Catholic School.

Students are responsible for good behavior on school computer network, just as they are in the classrooms. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. The following will not be permitted by anyone with access to the school computer network and internet:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting or attacking others
- Damaging computer, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files

Cell Phones and Electronics

- No student may use a cell phone, pager or iPod type of device during the school day.
- As it relates to student safety, however, students may have a cellular telephone for needed use during **non-school hours outside of the school building**, providing that the device remains **turned off and in lockers** while in the school building at all times throughout the day (this includes lunch, recess, and extended care as well).
- The telephone should never be in a pocket, a pencil case, or a desk. The same goes for other electronic devices.
- Any cell phones or electronic devices that are visible at inappropriate times will be confiscated and consequences may result. A parent/guardian will be required to come to the school office to claim the cell phone or electronic device.
- While on school property during dismissal, students may not turn on/use electronic devices unless given permission from the staff member on duty.
- Students who chose to bring their electronic devices and cell phones must understand that Holy Family School Staff, Teachers, Principal, and volunteers are not responsible should the device become lost, stolen, or broken.

Social Networking

Engagement in social networking sites such as, but not limited to, MySpace, Facebook, Xanga, Friendster, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or either parish.

Cyber Bullying

We attempt to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats online (seriously or in jest) face disciplinary action.

Social Media

Holy Family Catholic School, in conjunction with the Catholic Schools Office of the Diocese of Joliet, recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility school volunteers and employees are required to adhere to the following policy regarding the use of social media sites, networks, and blogs.

General Guidelines:

- Be selective- due to the availability of a variety of digital tools, be selective in the type of medium for your message- a blog or social network might not be the right place for messages intended only for a small group.
- Be responsible- Social media are individual interactions, not official diocesan/parish/school communications. All school volunteers and employees are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal or designees. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is

manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the volunteer or employee is required to put the following notice in a reasonably prominent place on the site: "The views expressed on this site are mine alone and do not necessarily reflect the views of Holy Family Catholic School or the Diocese of Joliet."

- Identify yourself- authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.
- Honor the privacy of others- do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.
- Be respectful- if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
- Comply to- all guidelines and all aspects of the Safe Environment Policy and the Technology Acceptable Use Agreement of the Diocese of Joliet.

Specific Policies:

1. Use of Name and Logo- Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Permission to use the name or logo of the parish or school may be revoked at any time.
2. Duties of Moderators- Moderators of official parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee/volunteer of the school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet the standards for civility, misrepresent the position of the Church or diocese/parish/school, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete them after a published period of time (typically 12 months). Moderators must provide login access to social media to pastor and principal.
3. Prudent Judgment- Personal Use- Possible Negative Impact. (A.) Even when engaging in social media for personal use, the comments of employees or volunteers of the school may be viewed as a reflection on the diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school administration. (B.) Contact with Students. Volunteers and employees of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited. The school will strictly limit friendly/engagement with parents to only school-sanctioned sites.
4. Copyright Laws- Anyone who submits content must comply fully with copyright law.
5. Privacy- All users of social media within the parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.
6. Minors- Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post

images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

Enforcement- Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor, the Principal, or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including the removal from a position (volunteer) or termination (employee).

Telephone Calls

To encourage responsibility in all students, calling home for homework assignments, gym clothes, supplies, permission slips, etc. is strongly discouraged. If you would like to speak to a teacher, please email or call the school office and leave a message. Teachers will do their best to return your call as soon as possible.

Photography and Videotaping

If you do not wish your child to be included in photography or videotaping that may occur from time to time and may appear in the media, you must inform the school in writing annually.

Athletics

Children in Grades 5-8 have an opportunity to participate in the school's athletic program. Games and practices for volleyball and basketball are held outside of school hours and are supervised by the coaches and sponsored by the Athletic Department. Students are required to have a signed eligibility form on file in the school office along with an updated sports physical. Students and parents are required to attend a mandatory sports meeting at the beginning of the athletic season.

All students in attendance at an athletic event or any other extra-curricular event (i.e. band concerts, art club, chess club, etc.) must remain in the gymnasium or their otherwise assigned location. Students are to be supervised by an adult at all times.

Please see the Athletic Handbook for further details regarding the athletic program.

Eligibility

It is our philosophy that students attend Holy Family for religious formation, academic excellence and the family atmosphere we offer. It is our goal to provide a variety of extra-curricular activities to help build a well-rounded student. Occasionally a student may experience difficulties in the classroom, but is able to use their God-given talents in other ways. Therefore, we try to provide opportunities for a wide range of extra-curricular activities. However, participation in these activities is a privilege, not a right. Students must remember that academic achievement and proper behavior are prerequisites to participation in an extra-curricular activity. Students represent the school, the student body and the HFCS community when they participate in these activities. A violation of school rules or a drop in academic standing can lead to the suspension from extra-curricular activities.

Each week, any student with an achievement grade of less than a C- (D+, D, D- or F) in any subject will be suspended from all extracurricular activities (including practices) until the specific overall grade is a C- or above. The suspension will begin immediately after the eligibility report has been issued. The eligibility will be reevaluated at the end of a one-week period. If there has not been adequate improvement by that time, the suspension will continue.

Celebrations

Birthdays

We understand how important birthdays are and want to recognize each child's special day. If you would like to send a small treat for the class to enjoy on your child's birthday, please adhere to the following guidelines:

- Consult with the teacher ahead of time about any student allergies.
- Treats should be store bought, individually wrapped, and easily consumed in a few minutes.
- Drinks and treats that require plates, napkins, utensils, etc. are not permitted.
- Provide treats for your child's classroom only.
- Consider alternatives to food (pencils, stickers, etc.), or donate an educational game or book to the class in your child's honor.

In order to be sensitive to the feelings of others, students are asked not to distribute party invitations at school unless they are for the entire class.

The Eve of All Saints Day, aka: Halloween

The true substance of Halloween belongs to the Church. Halloween (or "All Hallows Eve") is the festive precursor to the celebration of the Church's public commemoration of All Saints Day. Our school festivities on October 31st will begin with an all-school parade at 1:15 pm. Room parties will then begin (about 1:45 p.m.) and end at 2:45 pm. The Pre-School will parade throughout the school before their party, to be held from 10 – 11 am. The parties are for students and parent volunteers only. Please note: Costumes should be fun and not too scary; weapons, masks, blood, and costumes depicting devils and vampires are not permitted; students must be able to independently attend to his/her own costume.

Volunteering

Protecting God's Children

Our volunteers are an integral part of our school community. Through their endeavors and generosity the education of our students is enriched. To insure the safety of our children, all volunteers are required to submit to a background screening and complete the *Protecting God's Children* training program as required by the Diocese of Joliet.

FISH

All families are required to participate in 20 hours of volunteer service, named FISH (Families Involved in Service Hours). This can be done through volunteering for the different parish and school activities and events. FISH hours will be accounted for by PSA Volunteer Coordinators. You will receive FISH credit for attending the spring fundraiser event as well. Families will be charged \$10 per hour for each FISH hour not completed. Should a new family you refer register at HFCS, your family is exempt from the FISH obligation (see below).

Tuition

Tuition Credits for Referrals (Revised April 2017)

We encourage all families to be ambassadors of Holy Family Catholic School. To show our appreciation for referrals, those who refer our school to a friend or family, and the referral results in new enrollees will be given one of the following:

- FISH credit of 20 hours
- \$200 credit against any tuition or fees owed

The cash credits are 'refundable'- in that if all tuition and fees have been paid.

Fundraisers

Holy Family School families can satisfy a mandatory fundraising obligation through the sale of raffle tickets. Two hundred dollars (\$200.) of raffle money is due November 15th. The remaining two hundred fifty dollars (\$250.) of raffle money is due February 15th. If the mandatory fundraising obligation is not met through raffle ticket sales, the outstanding amount will be added to tuition.

Parent support and participation is expected at our St. Joseph, St. Charles Borromeo, and Holy Family Fundraisers. All school families are strongly encouraged to attend the major fundraisers, the Men's Club Raffle, and any other community events sponsored by HFCS. Both parishes host numerous other activities that would benefit from school family support.

FACTS Tuition Management

HFCS will partner with **FACTS Management Company** to help us manage our tuition during the school year. FACTS is used by many schools locally and over 13,500 private and faith-based schools nationally. We are confident this program will offer greater efficiency and financial stability for the school while providing convenience to our families. Each family will be required to create an online FACTS Tuition Management profile for the purpose of tuition payment.

A Few Things to Know about FACTS

- Payment Dates & Plans: You may choose either the 5th or 20th as your scheduled payment date. You may choose to pay your tuition in full (August) or schedule your payments through a convenient payment plan (July through April—10 months).
- Enrolling in FACTS: In the coming weeks, you will receive further information on how to enroll in a FACTS payment plan. Enrolling in a payment plan is simple, online and convenient. You will create your log in credentials, choose your payment plan and payment date and enter other required information. It only takes a few minutes to enroll. The deadline for enrolling in FACTS is June 1, 2017. **The cost to enroll in a FACTS Payment Plan will be paid by HFCS.**
- Convenience & Security: Your payments are processed through a secure electronic funds transfer. Automatic payments can be made from a checking or savings account or from a variety of credit cards. You can choose to have email reminders or texts sent to you in advance of your payment due date when you enroll.
- Your parent portal: You may log in and check your personal online account anytime, 24/7. You may view your payment schedule, payment history, any adjustments or outstanding balance. You can also change between financial accounts you have stored or make additional payments on-line.

Families are asked to immediately notify the principal, pastor, or business manager of any unexpected hardships that affect one's ability to pay tuition. Our mission is to assist families who want to provide Catholic Education for their children.

In the event a student withdraws from HFCS before the end of the academic year, pro-rated tuition may be refunded through November 1st. Fees such as the PSA fee, material fee, instructional fee, etc. are not refundable. After November 1st, no tuition monies will be refunded.

Reimbursement Policy

Prior to making purchases over \$100, all groups or committees (Parent's Club, Athletics, Room Parents, Extended Care, Faculty, etc.) must obtain written pre-approval of the school principal. Purchases under \$100 must be post-approved by the principal prior to reimbursement. Unapproved purchases may not be reimbursed.

Parent's Club and Athletics must submit a written budget to the pastor and principal by August 1st for approval. The budget will include all anticipated revenues and expenses. Each group must provide monthly budget updates to the school bookkeeper as well as to the principal and pastor at leadership board meetings (Parent Club and School Board meetings).

The Executive Pastor has complete fiscal control over the school budget.

Emergency Closing

School may be closed during extreme weather. Decisions about school closings will be made the evening before or morning of the closing. We will post closings on *School Speak* and send an automated *School Messenger* voicemail. School closings are also listed on TV and announced on radio stations.

There are times we may open when the local public schools are closed. Tune in to information specifically about Holy Family Catholic School in Bensenville. No announcement means that school will proceed as usual.

In the event an emergency drill is sounded just before dismissal, the students will remain in their assigned places for the drill until the school receives an all-clear signal from the local law enforcement. The school will not dismiss until the all-clear signal has sounded.

Reporting to Authorities

Drug Violations

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities **immediately and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-

based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Firearms on School Property

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Attacks on School Personnel

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

All policies and information included in the Holy Family Catholic School Handbook are subject to changes, revisions or updates by the school principal at any time.

HFCS PARKING LOT DROP OFF/PICK UP PROCEDURE

