

# Holy Family Catholic School

## Parent and Student Handbook 2020-2021



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*HOLY FAMILY SCHOOL IS A MISSION OF HOLY FAMILY PARISH*

# PHILOSOPHY

We, the faculty and staff of Holy Family School, are dedicated in our ministry to provide a solid academic program in a safe, nurturing and Christ-like atmosphere. We pride ourselves on integrating the Catholic faith and the teachings of Christ and His Church in all that we do.

Our balanced curriculum and our strong commitment to the Catholic faith help to form a well-educated, faith-filled student who is motivated to learn, who can think critically, and who can rely upon their faith and their love for Christ to sustain them in all that life reveals to them.

This environment provides learning experiences that aide each student in attaining personal goals, and allowing for personal growth: spiritually, academically and socially.

The parents of each child work as partners with the parish and school to help students do their very best in order to bring about a bright and promising future.

We focus on the following three key elements:

**Reason** is a gift from God to all mankind. Reason allows us to discern in God's light what is good and necessary in the learning process.

**Religion** directs us to a greater good. God is central to education, learning and reason. He leads and inspires all of us to live a good and virtuous life as to attain salvation.

**Kindness** St. John Bosco would stress: "*Let us make ourselves loved, and we shall possess their hearts.*" The gifts of compassion, patience, friendliness, mercy, and respect are all part of kindness. All these gifts are practiced and fostered by everyone in our school.

"And whatever you do, whether in word or in deed,  
do it all in the name of the Lord Jesus,  
giving thanks to God the Father through Him."

# ADMISSION POLICIES

## **REGISTRATION/COMMITMENT FOR THE NEW SCHOOL YEAR**

Pre-registration for existing and new students will take place in the spring for the following school year. An annual non-refundable registration fee of \$100.00 per family will be collected at the time of registration/commitment. Registration forms received without this fee will not be processed. This fee will be applied towards your tuition for the coming school year. If a class were to reach a size beyond what the school can reasonably handle, a waiting list will be started. Registration of students will be accepted according to the following priority:

1. A prospective student with a sibling already attending Holy Family School.
2. Any prospective student of a registered parishioner at Holy Family Parish or our cluster parish of St. Gabriel the Archangel of Lake Mills and Johnson Creek.
3. Any other interested prospective student.

## **ADMISSION REQUIREMENTS FOR THE 3 YEAR-OLD PRESCHOOL PROGRAM**

The following requirements must be met for students enrolling in 3 year old preschool:

1. The student must have reached their third birthday by September 1 of the year of enrollment.
2. The student must be completely toilet-trained and able to take care of all their own personal hygiene needs.

## **ADMISSION REQUIREMENTS FOR THE 4 YEAR-OLD PRE-KINDERGARTEN PROGRAM**

The following requirements must be met for students enrolling in 4 year old pre-kindergarten:

1. The student must have reached their fourth birthday by September 1 of the year of enrollment.
2. The student must be able to take care of all their own personal hygiene needs.

## **ADMISSION REQUIREMENTS FOR THE KINDERGARTEN PROGRAM**

1. The student must have reached their fifth birthday by September 1 of the year of enrollment.

## APPOINTMENTS

Parents are encouraged to schedule appointments for their children outside of regular school hours. If necessary to make children's appointments for the doctor or dentist during the school day, the school should be notified in writing prior to the appointment. If an appointment during school hours is necessary, the child will then be waiting in the school office to be picked up.

## ATTENDANCE

Regular school attendance should be a priority for all parents and their children. It is imperative that students arrive at school on time. A child is considered tardy if he/she arrives after the 8:05 am bell. Children need to be in their classroom before the 8:05 am bell rings to be considered on time for school. Cases of excessive tardiness will be noted by the classroom teacher and dealt with accordingly. For safety reasons, parents are to call the school each day their child is absent or will be arriving late. **These types of calls should be placed to the school office and not directly to the teacher.** Please do this before 9:00 am. If the office does not hear from you by 9:00 am, a call will be placed to the child's home.

## ABSENCES

Holy Family School believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential component of its learning process and that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, each student should attend school every day.

We do however realize that there may be times when your children will need to be absent from school for an extended period of time. We will require a written notice be given to the classroom teacher of the dates of your child's absence. If the reason for absence is pre-planned, as in a family vacation please notify the teacher one week in advance of the absence. In the case of an emergency or in those situations that come up very suddenly such as a death in the family, a phone call will suffice. These types of situations in general do not fall under this policy and will be handled on a personal case-by-case basis.

Classroom work will not be given out in advance of the absence. Work to be missed while the child is gone will be given out on the last day the child is in attendance. **All work that is missed will be the responsibility of the parent and child to make up. Do not expect the classroom teacher to make up this work once the child returns.** Failure to complete the work in a timely basis could result in an incomplete or possibly a failing grade for that quarter.

## ATHLETICS AND EXTRACURRICULAR PROGRAMS

The availability and success of Holy Family's athletic programs and extracurricular activities is dependent upon student numbers and their interest in participation in a sport or extracurricular program. We also need willing volunteers to help the students in these activities. Please consider becoming a volunteer as a coach or advisor should the opportunity arise.

## BICYCLES

Bicycles may be ridden to school, but must be secured in the rack in front of the school upon arrival. Students must walk bicycles on and off the playground and are not permitted to ride them on any part of the school premises during school hours. Students are encouraged to participate in the bicycle safety course sponsored by the Waterloo Police Department in the spring.

## BIRTHDAYS

Birthdays are a day to celebrate being a child of God. Each classroom is encouraged to celebrate special days and birthdays of students. Students who have birthdays which fall during a break or during the summer recess may pick a day during the school year to celebrate their birthday. Birthday treats are permitted. Parents should make sure that every student in the classroom is provided a treat. Before making a treat, it is advisable to check with the classroom teacher about any food allergies that may be present in the classroom. Just a reminder, if your child's treat requires special serving utensils or plates to eat or serve it from, please make sure to provide those with the treat.

Birthday party invitations may only be distributed at school when the entire class is to be invited. **Parents should not send flowers or birthday balloons to school on a child's birthday or other holiday.**

## BUS SAFETY

Kobussen provides bus transportation for students within the Waterloo School District and GO Riteway provides the bussing for the Marshall School District. They discuss and practice bus safety procedures and a bus evacuation drill at the start of each school year. Bus rules and regulations are strictly practiced and enforced by the bus company. At the start of each school year, parents in the Waterloo School District can access online a handbook related to bus safety rules and policies (issued by the Waterloo Public School District in cooperation with the bus service). The handbook is accessed through the Waterloo School District website at: [www.waterloo.k12.wi.us/transportation](http://www.waterloo.k12.wi.us/transportation). Parents are to emphasize the importance of bus safety and cooperation with their children at the start of each school year. If a problem occurs, please address it with the bus driver.

## CELLULAR TELEPHONES

Although cell phones are common in today's society, they are not needed in an educational environment. Students who bring a cell phone to school must keep it in the off position and leave it in their backpacks at all times. Students are not to use their phones, or any features and services the phones provide, at any time during the school day including recess and field trips. Students who violate this policy will have their cell phone confiscated and returned to the parent.

## COMMUNICATION

The school staff works as partners with parents to ensure that their child is receiving the best education possible. The school welcomes parental feedback and involvement should a problem or an issue surface. When questions, comments or concerns arise, the standard procedures of communication are as follows:

1. Contact your child's teacher first. A conference with the person(s) directly involved is the most effective means of communication.
2. Contact the School Director. If the situation is still unresolved, the director will become involved to try and address the concern. In cases of serious concerns or problems, the superintendent of schools may also be brought in as well.

## COMPUTER/TECHNOLOGY POLICY

The library/media room is equipped with Internet-accessible computers for supervised student use. These computers are connected to an Internet filter to protect students from inappropriate content. Although the filters are good at catching most material that is inappropriate, it cannot catch everything. All students are expected to show responsible behavior when accessing the Internet. An adult supervisor will be present when students are accessing the Internet.

Students will have the opportunity to use iPads within their classrooms. They will be expected to follow the same rules and procedures as if they were in the computer lab. There will be complete supervision by the classroom teacher at all times when a student is on an iPad.

Students are not permitted to create, send or access personal email accounts during the school day. They are, however, permitted to use school-sponsored email accounts when used in conjunction with a classroom lesson, or is instructed to do so by the classroom teacher. The use of the Internet is a privilege, not a right.

## CONFERENCES

Conferences are held two times throughout the year. Conferences will be scheduled in the fall for each child. An optional second conference will be held in March if the teacher or parent feels the need for one. If you have a concern regarding your child's progress, please feel free to discuss this concern with the classroom teacher at any time. Teachers may also request conferences with parents to discuss student progress at any time.

## CURRICULUM

Students at Holy Family School follow the Curriculum Standards of the Diocese of Madison's Office of Catholic Schools, as well as those set forth by the Wisconsin Department of Public Instruction. A complete description of the curriculum standards is available at the Office of Catholic Schools' web site by visiting [www.madisondiocese.org](http://www.madisondiocese.org) and clicking on the "Schools" tab at the top of the page.

With the resources it has, Holy Family School tries to create an environment that is conducive to learning and growth for the total person: body, mind and soul.

The school provides special areas of learning outside the classroom to enhance our core curriculum. Special classes are offered as teachers and resources allow:

- Physical Education – Twice per week for grades K to 6
- Music – Once per week for grades K to 6
- Art – Once per week for grades K to 6

# DISCIPLINE

## PHILOSOPHY OF DISCIPLINE

As members of a Catholic Christian community, the faculty and staff believe that each child is created in the image and likeness of God. Discipline implies a way of learning and behaving. One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. It is expected that students respect themselves, those with whom they come in contact, and the facilities and materials available to them. Parental support is essential for the effectiveness of the discipline policy.

A student will be reprimanded for an action that endangers the health, safety or welfare of him/herself, fellow students and school personnel, or for actions which impede the learning process. School property that is damaged or destroyed must be repaired or replaced by the parties responsible.

Holy Family School reserves the right to deem any behavior inappropriate and impose appropriate consequences for such behavior. Should a disciplinary situation of a serious nature present itself, the parent(s) will be notified.

## REASONS FOR DISCIPLINARY ACTION

Reasons for discipline include, but are not limited to, the following:

1. Disrespect for or threatening behavior toward others (teachers, staff, volunteers, other students), the building and the property that lies within and around it.
2. Harassment of a verbal, physical or sexual nature.
3. Disruption and disturbances in the classroom.
4. Fighting or provoking a fight.
5. Lying, cheating, plagiarizing or stealing.
6. Leaving the school premises without permission.
7. Possession of dangerous or illicit weaponry of any kind.
8. Use of possession of alcohol, tobacco or drugs.

## CONSEQUENCES

Consequences for violating these policies vary according to age and development. These consequences may include, but are not limited to:

1. A written incident report.
2. Loss of morning or afternoon recess time.
3. Conferences with the parents, classroom teacher, and/or school director.
4. Suspension, either in-school or out-of-school.
5. Expulsion.

## SUSPENSION AND EXPULSION

Diocesan Board of Education Policy 5120 states the following: “Discipline should be considered a learning process administered through correction rather than punishment. In this context, suspension and expulsion would be discipline measures of last resort and would usually not be administered until other corrective measures have been attempted unsuccessfully.”

Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed for only serious offenses. While suspension and expulsion are usually imposed as the result of student conduct or action, in limited cases, it may be imposed as a consequence of the behavior or actions of the student’s parents or guardians, which seriously disrupts the school or its educational personnel.

Actions by students or parents for which suspension may be imposed include, but are not limited to:

1. Defiance of persons or blatant violations of rules.
2. Disrespect toward staff, students, volunteers or school property of a serious nature.
3. The deliberate prevention of a teacher from teaching in the classroom.
4. Continuous disruption of the classroom or the school in general.

Expulsion is an extreme measure and will be used only in very rare occasions. A student may be expelled for repeatedly refusing or neglecting to obey school rules. A student may also be expelled for exhibiting conduct which endangers the health, safety or property of others. Actions by students or parents for which expulsion may be imposed include, but are not limited to:

1. Striking or assaulting any school employee.
2. Unprovoked battery and/or attack resulting in injury to any other person.
3. Exhibiting or using any dangerous weaponry on or near the school premises.
4. Use or possession of a controlled substance by the student.
5. Making bomb threats or setting off explosive devices.
6. Serious criminal activity, regardless of whether or not it occurred on school property

Whenever a student is expelled, the school district in which the child resides will be notified of the expulsion.



## DRESS CODE

The dress code is aimed to help students take pride in their appearance, while not calling attention to themselves. Appropriate attire will help foster an environment that is appropriate to a Catholic school setting.

The following guidelines are to be observed:

1. Students are to wear clothing that is neat, clean and modest.
2. Tops or sun dresses with straps smaller than one inch are not allowed. No halter or backless tops or dresses are allowed.
3. Blouses or shirts or crop-tops that allow the midriff to be exposed are not allowed.
4. Clothing must cover  $\frac{3}{4}$  of the leg above the knee.
5. Clothing that displays words or slogans should be appropriate for a Catholic school setting. Parents should be mindful of slogans that are on the backside of clothing (i.e. shorts) as well as what is printed on the front.
6. Hats or caps are not to be worn in the school building, or in any public building. Hoods on clothing are not allowed to be worn up in our building.
7. No undergarments may be showing at any time.
8. The only body part which can be accented with piercing-type apparel is the ear.
9. Flip-flops and open toed sandals are permitted as normal school attire. (The only restriction is on Mass days - please see #12 below.)
10. **Please remember that socks and tennis shoes must be worn for gym class.**
11. Shorts are permitted when the weather calls for them; however, they must be neat and cover  $\frac{3}{4}$  of the leg above the knee. Shorts cannot be worn to Mass.
12. On days in which Mass is celebrated, children are required to wear their school uniforms. Students **are not allowed** to change clothes after Mass is completed. Students are required to remain in their school uniforms for the full school day on all Mass attendance days. Students will be allowed to change into tennis shoes for recess, after recess students must change back into dress shoes. Please see "School Uniforms" for a complete description of uniform requirements.

Parents should ensure that their child is dressed appropriately for the weather which is forecast for the day. This is especially important during the winter months. If your child is not appropriately dressed for the elements, they may lose their recess privileges. Please see the Playground Rules section for more information on outdoor dress.

The school reserves the right to decide what is appropriate and to ask students not to wear a particular item of clothing. Repeated dress code violations may result in disciplinary action. If grossly inappropriate, parents may be called to bring a change of clothes for their child.

## EMERGENCY PLANS

Holy Family School has a documented emergency plan to handle several kinds of emergencies. Each classroom is furnished with a copy of the procedures. Teaching and support staff have been trained on what to do when an emergency situation arises. Practice drills will take place throughout the year. A fire drill will be conducted once per month.

## FIELD TRIPS

Field trips are part of the educational process at Holy Family School. Field trips scheduled by Holy Family School are for students of the school. **Younger or older siblings who are not a member of the class or group for who the Field Trip is planned may not attend the field trip.** Field trips can be taken for the purpose of expanding and enriching our curriculum. They can also be taken as a reward for hard work or just for fun! Parents are usually asked to help drive and chaperone when field trips take place. Only parents who are VIRTUS certified may chaperone a field trip. Please refer to the sections entitled “Transportation” and “VIRTUS” for more information on what is required to drive for school field trips.

Any and all-school or bus transportation field trip which includes students in our 3 year-old Preschool program requires a VIRTUS trained parent/guardian to attend with them. 3 year-old Preschool students without a VIRTUS trained parent or guardian are not eligible to attend the trip.

If your child requires a car seat or booster in accordance with Wisconsin state law, it is the parent’s responsibility to provide the required seat. If you have questions about the state law, please check out the Department of Transportation website at: <http://wisconsin.gov/Pages/safety/education/child-safety/default.aspx>. Without the required seat, the child will not be able to attend the field trip.

## FINANCIAL POLICIES

### SOURCES OF FUNDING

The primary goal of the school is to educate your children with the best possible staff and resources. In order to provide these needed resources, a variety of funding methods assist the school in its mission. These sources include:

1. Monies from the School Endowment Fund: The school can use no more than 7% of the fund’s value at the end of the previous calendar year for school operating expenses in the coming school year. If more than 7% of the fund’s value is needed to meet operating needs, a unanimous vote is needed from the Parish Finance Council and the Parish Pastoral Council allowing the school to do so. Funds that are withdrawn from the endowment fund and used to support the school cover about 28% of the school’s annual budget.
2. Tuition: Tuition rates are in check with other schools in our area. Tuition contributes approximately 38% of the cost to educate one child.
3. Fundraising: Every family will be expected to help in the fundraising efforts of the school. Fundraising currently accounts for 2% of the school’s annual budget.

4. Parish Subsidy: Holy Family Parish subsidizes approximately 23% of the school's total expenses in order to keep tuition rates low.

5. Individual Parishioner Support: Parishioners donate to the school on a regular basis, and provide many needed items through their generosity. Donations provide 2% of the school's annual budget needs.

6. Fees & Other Income: Fees and other income amount to 7% of the school's annual income.

Together, all of these sources help to keep our school financially viable.

### PARISH SUPPORT

Each family receiving in-parish tuition rates will be required to contribute to the parish. For families with one parent who is Catholic, the suggested offering is \$5.00 per week. For families where both parents are Catholic, the suggested offering is \$10.00 per week. Families from our cluster parish of St. Gabriel the Archangel are asked to contribute directly to their parishes of worship. Contributions will be tracked. Please be generous in your support and involvement of the parish. It is because of our parishes that the school can continue in its mission of educating and teaching the faith.

### PAYMENTS AND BILLING STATEMENTS

At the time of registration, parents sign a tuition contract and indicate their payment options. Parents are responsible for the payments and charges shown on their billing statements.

### TUITION SCHOLARSHIPS

In order to qualify for tuition assistance through the JMJ Scholarship Fund, families must submit financial information to a third-party organization, TADS. This organization looks at a family's income and financial obligations to make a recommendation on the amount a family can pay for tuition. Based on the TADS recommendation, the school administration allocates tuition assistance from the JMJ Scholarship Fund. The TADS tuition assistance application process is straightforward, easy to complete online. The cost for the application is \$34 per family.

Please apply by visiting [www.tads.com](http://www.tads.com), or talk to Father if you have any questions.

### FRIDAY FOLDERS

School and parish information is communicated to school families through the Friday Folder system. The folders are sent home every Friday with the oldest child in the family. Please read the folder's contents and return it to the school office by Monday of the coming week. The folder is also the way to send notes or other items back to the school. The deadline for school or parish related announcements for the school newsletter and the Friday Folder is 8:00 am on Wednesday.

### HEALTH POLICIES

The State of Wisconsin requires that a current immunization record be on file in the school office for each child. State law prohibits the dispensing of any type of medication by school personnel without a written release form from the child's physician or from the parent.

### DISPENSING OF MEDICATIONS

The school staff is required to monitor all medications. **Students may not keep medications (nonprescription or prescription) in their backpacks. This includes epi-pens and inhalers.** It is the parent's responsibility to discuss with the classroom teacher their child's medication needs.

## NONPRESCRIPTION DRUGS

The school will not supply nonprescription drugs for students. If parents wish their children to be given nonprescription drugs, these must be supplied by the student's parent. Nonprescription drugs must be in the original sealed manufacturer's package and the package must list the ingredients and recommended therapeutic dose. A student will only be administered a nonprescription drug with an approved and parent signed non-prescription drug medication form.

## PRESCRIPTION DRUGS

Prescription drugs must be supplied by the student's parent in the original pharmacy-labeled package, and the package must specify the student's name, the prescriber's name, the name of the drug, the dose, the effective date and the directions. Prescription drugs will only be administered once a prescription medication form is completed and signed by the prescribing physician and parent.

## VISION AND HEARING EXAMS

Each year, the Jefferson County Health Department provides a hearing screening for students in 5K and grade one. Students in 5K, first, third and fifth grades have their vision screened. Students not in these target grades can be screened if recommended by the teacher or parent.

## ILLNESS

At registration time, a form will be sent home to update your emergency contact information. It's imperative to keep this information up-to-date with correct contact information. If the information changes during the year, please call the school office to update the information. If your child becomes ill during the school day or there is a medical emergency involving your child, we will refer to these forms in order to notify you.

If your child is experiencing any of the following, please refrain from sending them to school:

- A temperature of 99° F or higher
- Vomiting
- Diarrhea
- Productive cough
- Any discomfort severe enough to interfere with learning.

## HOW WILL WE HANDLE THE CORONAVIRUS?

**THESE ARE OUR PLANS AS OF RIGHT NOW. IF THINGS CHANGE AND GET WORSE FOR JEFFERSON COUNTY, WE WILL HAVE TO ADJUST OUR PLANS ACCORDINGLY.**

**Are you going to have face to face classroom time or will you be offering distance learning?** We are going to be open for face to face instruction five days a week. We are not planning to have any distance learning unless we are mandated to close and we do not have a choice.

**Will my child have their temperature taken upon entering school in the morning?** We will not be taking every child's temperature, we ask that each parent take their child's temperature before coming to school. If your child is running a temperature of 100.4 and up, you will need to keep them home. Please do not give them Tylenol or other medicine that will lower it temporarily so they may come to school. We will be doing random temperature checks throughout the day and any child that has a fever or shows any signs of being ill will be sent home immediately. Please, if your child shows any sign of illness, please keep them home.

**Will we need to wear a mask?** All Kindergarten and up will be asked to wear a mask upon entering the building in the morning, traveling to and from our classrooms during the day, and leaving at the end of the day. We will also wear mask at any large gatherings. We will have to wear our mask inside

the classroom, but the children will be offered mask breaks. Our small class size and large rooms help us to be able to distance the desk and the kids work spaces throughout the room.

**Will there be any changes in the classroom?** Social Distancing and Personal Hygiene will be our main focus in the classroom. The students' desk will be placed three to six feet apart and all front facing. Work areas will also be spread throughout the room for distancing. We will be stressing hand washing and Kleenex use with the kids. There will be hand sanitizer in all classrooms. The kids will have to use their own supplies that will be kept in their desk in their workboxes. In the past, we had "share" containers; such as containers of markers, crayons, scissors, and pencils, not this year. The students' textbooks and workbooks will also be kept separately and not placed together. In other words, the kids are going to have to keep a cleaner desk in order for their items to fit inside.

**Where will the kids be eating lunch?** We will be having lunch in the cafeteria. We have a large size room with lots of tables. We will have fewer kids sitting on each table to spread them out more.

**Are the kids going to have Specials and Recess?** At this time, we are still planning to have all specials and recesses.

**How often will the rooms/school be cleaned?** There are learning manipulatives that the students use on a regular basis, these will have to be wiped down with antibacterial wipes in between uses. The staff will be asked to give their classrooms a wipe down with antibacterial wipes throughout the day, such as when the kids are outside at recess, at lunch, or at a special.

Every day once the kids leave, the school will receive a very thorough cleaning. All classrooms, hallways, bathrooms and the cafeteria will need to be cleaned with a disinfectant.

Our goal is to try to give our students the best education possible. We will do everything to see that this happens.

### **HEAD LICE**

In an effort to control the spread of head lice at our school, the following procedures will be followed. If your family is exposed to head lice, please notify the school office so appropriate measures can be taken.

1. Once we have been notified of a student's exposure to head lice a head check of each student in the affected classroom will be conducted.
2. Students who are identified as having lice will be sent home after contacting the parents.
3. Students will be allowed to return to school after being treated for head lice. Prior to being re-admitted to class, students will need to report to the principal for a head check for nits. Students will need to be nit-free before they will be able to return to school.

### **PINK EYE**

If a student comes to school with symptoms of pink eye (red eyes that are weepy and itchy and have a discharge) we will do the following:

1. We will have the child wash the affected eye and wait one hour.
2. If the discharge returns, or if the child is still uncomfortable, we will call the parent and send the child home. We recommend that the child be taken to their physician for proper diagnosis.
3. If diagnosed with pink eye, the child cannot return to school until 24 hours after they have started proper medication.

The three most common types of pink eye and their symptoms are:

- **Allergic conjunctivitis** causes itching, redness and excessive tearing in both eyes. Your nose also may be stuffy, itchy and runny.

- **Bacterial conjunctivitis** often spreads to both eyes and causes a heavy discharge, sometimes greenish. Crusting may appear on eyelids.
- **Viral conjunctivitis** usually affects only one eye, which has excessive watering and a light discharge. Crusting on eyelids sometimes occurs.

Pink eye is very contagious. We ask all families to cooperate with this policy.

## HOMework

At times, school work must be completed at home. Some classes have specific reading requirements (book reports, oral reading, etc.) that may dictate reading at home. Written work assigned to be completed on a given day must be brought home to be finished if completion of the assignment is not done during class time. Children are expected to study and prepare for tests as well.

Homework increases a child's ability to work independently. Students are to strive for completeness, accuracy, promptness and neatness when completing homework assignments. Parents may help their children by providing an environment that fosters the ability to concentrate and work with minimal interruptions.

Each teacher will develop their own homework policy. Please pay close attention to the policy that your child's teacher has in their classroom.

## LOST AND FOUND

A lost and found box is located in the hallway leading to the gym. If children are missing articles of clothing or other personal belongings, they may check the lost and found to see if they have been turned in by someone else.

## LUNCH ROOM

Holy Family School is again offering a Hot Lunch Program on Tuesdays and Thursdays. All full day students will be required to bring a cold lunch every Monday, Wednesday, and Friday, as well as on any day the student is not eating Hot Lunch. No condiments, utensils, plates or glasses are available from the school for cold lunches. Microwaves ARE NOT available for student use to warm up lunches – there is no school personnel available to assist with this process. Milk will be available to purchase, please see the Milk Program section of the handbook.

### RULES FOR STUDENTS

- Stay seated. Once you pick a seat - that is where you will sit. The three tables along the wall are not to be used.
- If you need help with the following: opening something, need to use the rest room, forgot a straw, – raise your hand and ask permission before you jump up and start running around the lunch room.
- Talk in an acceptable manner. Use inside voices!
- Students are not allowed to share food.
- Clean your table, and the surrounding floor area, and place trash in the proper receptacles when your table is dismissed. Do not take garbage to the trash until your table is dismissed. This includes cold lunch students.
- Your bottom belongs on the chair, not your knees or feet. All four legs of the chair must remain on the floor.

- If the lights go off, that is the signal for you to be quiet. Lights off = mouths closed!
- The lunch room supervisor will pick a prayer leader from the names in the container. Once prayer is announced, stop eating - you cannot pray and eat at the same time. Pray respectfully. The prayer leader and those seated at the same table will stand up and face the cross at the back of the room. All others will turn in their chairs and face the cross. The prayer leader will start the after-lunch prayer. The prayer table needs to wait until the prayer is completely over and that everyone at this table has finished with the sign of the cross before picking up your items and proceeding to the garbage can.

Repeated violations of lunch room rules will result in disciplinary action. It is the student's responsibility to conduct themselves appropriately in the lunchroom. Lunchroom rules will be reviewed with students at the beginning of the school year.

## MASS

Students in grades 4 Pre-K to 6 attend Mass on Wednesday mornings at 8:15 am. If a Holy Day of Obligation falls on a different day of the week, school Mass will be transferred to that day. Students in grades 3 to 6 also attend Mass on Friday morning at 8:15 am.

The opportunity to attend Mass is a great blessing for students, staff and parents. The gift of the Eucharist reminds all gathered that they represent the Body of Christ.

Parents and family members are encouraged to attend school Mass with the student body.

## MORNING MILK PROGRAM/MILK WITH COLD LUNCH

The school offers a morning milk program. Each day, a student may have one serving of white or chocolate milk during snack time. The yearly cost for the morning milk program is billed at the beginning of the school year and will appear on your first month's billing statement.

Students will also be able to have milk with their cold lunch. The options for purchasing milk with your cold lunch are as follows:

- Students may purchase a Milk Card for \$6.00. One card will be good for 20 servings of milk. Parents will be notified when a new card is needed. This is the option to use if your student occasionally drinks milk at lunchtime. Students will no longer be able to purchase individual cartons of milk. No "IOU's" will be allowed.
- Students who plan to drink milk everyday with their cold lunch may pay for the whole year at the beginning of the school year. The cost will appear on your first month's billing statement.

## SCHOOL PROPERTY

Students should treat all school property with care. There will be no writing or stickers placed on the desks. All textbooks will be treated with care. Book covers needed during the school year will be the responsibility of the family to provide. White roll freezer paper or brown paper bags make fairly durable covers. Students are requested to use a book bag to carry textbooks and library books to and from school. All materials should be kept as neat and clean as possible. If a student mistreats or damages school property (including textbooks), restitution to the school for property that was destroyed or damaged will be required by the student's parent or guardian.

# PLAYGROUND

We are concerned about the health and safety of our students. Supervision is provided on the playground only at recess times. Do not leave your child unattended without supervision.

There will be no cars allowed to pull into or out of the parking lot during recess times: 10:00 to 10:15 am, 12:10 to 12:30 pm, and 2:00 to 2:15 pm. The parking lot entrances are blocked off during these times for the safety of our students. If you know you will be in the parking lot through a recess time, we ask that you park your vehicle at the north end of the parking lot (next to the ball diamond).

## **PLAYGROUND BOUNDARIES**

There are off-limit areas in order to protect our school property as well as our neighbors and keep all the students safely within view of the supervisor on duty. Areas that are off-limits to students are as follows:

- The water tower area and adjacent private property
- Bicycle racks
- Grassy areas and shrubbery immediately surrounding the church and bell tower
- Area in front of school and church doors
- Stairs and hill northwest of the baseball field – students are not allowed behind the pine trees located in that same area
- The gravel areas in front of the school windows
- Area around the dumpsters
- Hills on the east side of the ball field
- Students should not play around or between the vehicles that are parked on the north side of the parking lot – damage has been done to vehicles that are parked in that area
- Students are not allowed to play behind the trees located in the playfield

## **PLAYGROUND RULES:**

- Respect the assigned playground supervisor and students must stay within sight of the playground supervisor.
- Respect your fellow classmates – no bullying, fighting, pushing, shoving, kicking, spiting, or rough play of any kind is allowed.
- Appropriate language is to be used at all times.
- Hard balls, metal or wood bats are not allowed.
- Hitting or tackling games are not allowed.
- Students are to play outside at all recess times.
- Students will be going out for recess if the air temperature is 5° F or above. The principal will make the final determination about outside recess after taking into account, precipitation, wind chill, etc.
  - ‡ If a student has on clothing with short or long sleeves, a jacket, long sleeved sweatshirt or sweater must be worn in the spring and fall, if the temperature is 50° F or below.
  - ‡ If students are wearing long sleeves and the temperature is between 51° F and 59° F a jacket, long sleeved sweatshirt or sweater may not be required unless the shirt he/she is wearing is still not warm enough for the weather. Students with short sleeves will be required to wear a jacket, sweater or sweatshirt in this situation.



- If there is snow on the ground the following will be required of all students:
  - ✳️ If the parking lot and the whole play ground is covered with snow all students are required to have boots and snow pants.
  - ✳️ If the parking lot is only wet and students will only be playing on the parking lot, they may be outside with boots only, no snow pants. Students will still be expected to wear winter coats and mittens or gloves.
  - ✳️ If the parking lot is dry and there is snow on the playground as long as the student does not go on the playground they may be outside without boots. Students will still be expected to wear winter coats and mittens or gloves.
  - ✳️ The principal may determine that there are days when they will need to wear snow pants and boots for warmth, regardless of snow or wet conditions.
- Throwing snow or snowballs is not allowed.
- Students are not allowed to climb trees.
- Any balls, jump ropes or toys taken outside at recess are the responsibility of the party who took them out. Anything taken out must be brought back into the school building.
- Playing with sticks or throwing bark chips is prohibited.
- If the playground is wet, students may be restricted in the areas they are allowed to play. The principal or playground supervisor will make the decision about the condition of the playground.
- The only toys or play equipment that can be brought to school are baseball gloves. No other toys or play equipment are allowed from home.
- Students who ride their bikes to school are not allowed to ride them during the school day.
- Skateboards, roller blades and wheeled shoes are not allowed on the playground or in the school building.
- During funerals, students will proceed outside and inside in one group. During these times, students will be restricted to the large playfield on the north side of the parking lot.
- Students should immediately report any injuries to the playground supervisor.
- Chasing games are only allowed if both parties agree to the game.
- If recess is held indoors in the gym, all students **must** change out of their street shoes and into tennis shoes.

We want a safe and respectful school community for all at Holy Family School. Failure to follow these rules will be dealt with in an appropriate manner determined by the nature of the offense by the supervisor. Serious offenses, such as fighting or other disruptive behavior are never acceptable and will be dealt with immediately by the principal.

## REPORT CARDS / GRADING

Report cards are issued quarterly for all grades. Depending on the classroom teacher, students may also receive progress reports half-way through the quarter.

## RECESS - INDOOR

If recess is held indoors in the gym, all students who are wearing street shoes (not tennis shoes) must change into their gym shoes to play in the gym.

## SCHOOL SCHEDULE

Parents should be aware that there is no student supervision before the school day begins. Students arriving earlier than 7:50 am will need to wait outside of school. The school doors will not be unlocked until 7:50 am.

### ALL GRADES

First Bell:	7:50 am
Tardy Bell:	8:05 am
AM Recess:	10:00 am - 10:15 am
Dismissal for 3 Preschool and 4 Pre K	11:40 am
Lunch	11:45 am - 12:30 pm
PM Recess:	2:00 pm - 2:15 pm
Bus Lines:	2:55 pm
Afternoon Dismissal:	3:00 pm

## SCHOOL UNIFORMS\*

Holy Family School Uniforms will consist of the following items described below. Uniforms may be purchased from any retailer. School Uniforms are required for all students in grades 4 Pre-K to Grade 6. **School Uniforms must be worn by all 4 Pre-K to Grade 6 students on every Wednesday and Friday.** School Uniforms must be worn on all days students attend Mass, or any day deemed a uniform day by the Pastor. Students will be allowed to change into tennis shoes for recess; after recess is over they must change back into their dress shoes. Please see #12 under Dress Code.

### BOYS

- **Royal blue** colored polo shirts with no designer logo - may be short sleeved or long sleeved. The polo may have the Holy Family School crest or name embroidered on it. A long sleeved white turtle neck or long-sleeved white t-shirt may be worn under the polo in cold weather.
- In cooler weather students may also wear a long-sleeved cardigan sweater in white, royal blue or navy.
- Khaki colored dress pants - flat front or pleated front. No jeans, cargo type pants or “skinny legs” are allowed.
- Black or brown closed-toed dress shoes. Students may wear solid black, casual, athletic-type shoes (no logos, no colored soles, no stripes or shapes in white or another color - solid black means solid black).

### GIRLS

- **Royal blue** colored polo shirt with no designer logo - may be short-sleeved or long-sleeved. The polo may have the Holy Family School crest or name embroidered on it. A long-sleeved white turtle neck or long-sleeved white t-shirt may be worn under the polo in cold weather.
- Hair ornaments should be kept to a minimum and be in a coordinating color to the school uniform shirt. Only one headband may be worn at a time, if worn it must be in white, navy or royal blue.
- Khaki colored dress pants - flat front or pleated front. No jeans, cargo type pants, low-rise, leggings, capris or “skinny legs” are allowed. - OR - Khaki colored twill, pleated skirt with attached shorts. Skirt length must match Holy Family’s regular dress code requirements.
- In cooler weather students may also wear a long-sleeved cardigan sweater in white, royal blue or navy.

- White tights, white knee socks, or white ankle socks may be worn with the skirt. **NO leggings allowed.**
- Black or brown closed-toed dress shoes. Students may wear solid black casual athletic-type shoes (no logos, no colored soles, no stripes or shapes in white or another color - solid black means solid black).

### **CONSEQUENCES FOR NONCOMPLIANCE TO THE SCHOOL UNIFORM POLICY:**

The consequences for not wearing the uniform on said days will be (but are not limited) as follows:

- Child's parent will be called and child will be sent home from school or
- Child will sit in the office until the parent/guardian brings the complete uniform to school. Mass begins at 8:15am, if the uniform does not arrive from home in time, the student will still attend Mass. They will need to change into their uniform after Mass and before classes start.
- Repeated offenses of noncompliance with the school uniform policy will be dealt with according to the school discipline policy as outlined on page 6 of the Student Handbook.

*\*UNIFORM REQUIREMENTS MAY BE UPDATED AT ANY TIME DURING THE SCHOOL YEAR.*

## **STUDENT RECORDS**

The school office maintains all student records as required by law, including grades, dates of attendance, immunization, etc. Student records are considered the property of the school. In the event a student transfers to a different school, the new school will request your student's records from Holy Family. Parents or guardians have a right to review their child's records in the presence of a school administrator, but may not remove or edit any records. Records will not be forwarded to the new school if there is an outstanding tuition balance.

## **TELEPHONE SYSTEM**

Students should not receive or make phone calls during the school day, unless there is an emergency. When office staff is not available to answer calls, the school's automated attendant system can take messages and direct callers. Please listen to voice prompts and make an appropriate selection. At the end of each school day (3:00 pm) until the start of school the next morning (8:00 am), the telephone system will transfer callers directly into the teacher's classrooms. Each teacher is assigned a voice mailbox.

## **TEXTBOOKS**

Textbook fees will be charged as follows:

1. Consumable textbooks (also known as workbooks) are textbooks that will be discarded at the end of the school year. These books will be charged to the parents at cost. The charges will appear on your first billing statement.
2. Non-consumable textbooks (hard-cover textbooks) will have a small charge of \$5.00 per subject. These monies will be set aside and used when a textbook series must be replaced.

# TRANSPORTATION

## BUS SERVICE

Bus transportation is regulated by the school district in which you reside. Specific information regarding busing may be obtained by calling your school district and requesting to speak with the person who coordinates transportation.

Children who ride the bus are to follow the safety rules communicated to them by the bus drivers. Holy Family School reserves the right to discipline children who misbehave on the bus, or who do not follow the given safety rules.

## TRANSPORTATION PROVIDED BY PARENTS

Parents who transport their children to school each day are asked to unload alongside the front entrance to the church. When you have unloaded your students, please pull away from the unloading area, so that other parents can unload their child(ren).

All children in grades K to 6 will be released from the north end of school by the St. Joseph statue. Parents who choose to come into the building to collect their children, please wait in the hallway by the office. For safety purposes, parents must be seen by the bus duty teacher before your student will be released. **All children must check out with the teacher who is on bus duty.** If you are not coming into the building to collect your child(ren), your child(ren) will be dismissed through the parking lot door on the north end of the building. Please park on that end of the parking lot and wait for your child(ren). All children should be picked up promptly at 3:00 pm. There is no after-school care available.

**Parents are asked to be extremely careful when dropping off or picking up their child(ren) as there is a lot of movement during these times.**

If the parent has a daycare provider or another parent picking up their child(ren) after school, a note giving authorization for the other party to take them home must be received by the school. Please do not “volunteer” to give another student a ride, unless you have permission from their parent and the school has been notified.

## TRANSPORTATION DURING SCHOOL FIELD TRIPS

Parents who wish to drive for school-sponsored field trips must:

1. Have completed the VIRTUS training (see VIRTUS for more information),
2. Have a driving record check completed.
3. Provide proof of insurance on the vehicle being used to transport.

## VACATION

When children are absent for extended periods of time during the school year, they miss many learning opportunities. With this in mind, the school encourages families to vacation during school breaks. If you do plan to take your child out of school for a vacation or extended time away, please send written notification to the classroom teacher well in advance so arrangements can be made to make up missing work and tests.

## VIRTUS

From the VIRTUS web site, located at <http://www.virtus.org>:

The National Catholic Risk Retention Group, Inc. (National Catholic) created the programs. Monsignor Kevin McCoy, past board chairman of National Catholic, asked whether child sexual abuse could be prevented and, if so, how? In March of 1998, National Catholic invited prominent national experts—experts in many disciplines—to discuss these questions at a forum in Washington, D.C. From those discussions, the initiative for the VIRTUS programs was created. The National Catholic Board of Directors selected an Ad Hoc Committee to oversee development of the programs. The Ad Hoc Committee was assisted by a steering committee of nationally known experts and program and service providers.

The VIRTUS program seeks to ensure that all volunteers are properly educated on how to look for signs that a child may be in trouble. All volunteers who come into direct contact with children at the parish and/or school level must be certified before they will be allowed to perform their duties. Examples of those needing certification may include, but are not limited to:

- Those wishing to chaperone a field trip
- Those who would like to volunteer in their child's classroom or lunchroom
- Those who would like to drive for field trips, proof of insurance and driving background check will be required
- Volunteers whose responsibilities bring them into direct contact with children.

The VIRTUS program is not intended to be a roadblock or a barrier; rather, it ensures that we are mindful of God's most precious gifts to our world - our children. Their safety and well-being is worth every moment of our time. If you want to volunteer with our children, it is your responsibility to become VIRTUS certified.

To become VIRTUS certified:

- You must complete a VIRTUS on-line session through the Madison Diocese/VIRTUS.org
- You must be able to provide information needed to complete the necessary background checks. This information will include your Social Security Number, Date of Birth and Driver's License Number. This information is handled with the utmost confidentiality and you will be guided through a secure website to enter your personal information.

## VISITING

Parents are welcome to visit the school, classrooms or playground at any time during the day. All visitors should use the school's main entry doors located at the southwest end of the building. Parents who are dropping off items that were left at home by their students may leave them in the office or take them to their student's classroom; care should be taken not to disrupt the classroom.

## VOLUNTEERING

Parents are asked to be generous with their time by volunteering at parish and school functions, and assisting with special needs that the parish and school has throughout the year. Each family of a full time student (K to grade 6) will be required to volunteer a total of 8 hours throughout

the school year. Families with only a 4 Pre-K student will be required to volunteer a total of 4 hours throughout the school year. Families with only a 3 Preschool student will be required to volunteer for 2 hours. For those families who would rather not volunteer, or who are unable to assist, you may pay a volunteer fee of \$25.00 per hour.

If you cannot volunteer for the entire number of hours required, any hours not volunteered will be billed at a rate of \$25.00 per hour. For example, if you only work 5 out of 8 hours, you will be responsible for \$75.00.

If parents are unable to volunteer, immediate family members may volunteer in place of the parents. If a volunteer opportunity involves directly working with children, you will be required to complete a VIRTUS class before you can volunteer. See the VIRTUS section for more information.

All families will receive a volunteer hours form at the beginning of the school year. It is the responsibility of each family to record their volunteer time and have it signed-off on by the coordinator of the event. Once families have completed the required number of volunteer hours, forms should be returned to the school. All families should complete the required volunteer hours or have a plan to complete them by May 1 of the current school year. If forms are not returned or a plan to complete the required hours is not communicated to the school by May 1 families will be billed for the volunteer hours not fulfilled. Volunteer hours must be worked by the last day of the current school year.

**\*All-school field trips do not qualify for volunteer hours.\***

## WEATHER / SCHOOL CLOSINGS

The school does not independently make a decision to close school when inclement weather threatens. We follow the directives of the School District of Waterloo. If the school district cancels school, our school is also closed. The decision is made by the Waterloo Superintendent of Schools and will be announced over the following radio and television stations:

**WBEV 1430 AM – Beaver Dam**

**WISC -- TV - Channel 3, Madison**

**WTTN 1580 AM – Watertown**

**WMTV – TV - Channel 15, Madison**

**WKOW – TV - Channel 27, Madison**

**WISN – TV - Channel 12, Milwaukee**

In the event that the school day is shortened due to impending severe weather, we will follow your directives that you completed on the Emergency School Closings form. It is the responsibility of parents to observe weather conditions and be aware of any closings.

## WEB SITE

The parish and school have a combined web site located at [www.holyfamily.info](http://www.holyfamily.info). Weekly newsletters, school supply lists, and other pertinent information will be available to parents on the web site.

# STATEMENT OF AGREEMENT

By signing below, I indicate that I have read and understand the policies contained in this handbook, and agree to abide by the policies and procedures set forth.

Family Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT SIGNATURES

Child #1 \_\_\_\_\_

Child #2 \_\_\_\_\_

Child #3 \_\_\_\_\_

Child #4 \_\_\_\_\_

## PARENT SIGNATURES

Parent \_\_\_\_\_

Parent \_\_\_\_\_