

# Handbook



# **Parent and Student Handbook**

**2025-2026**

**HOLY FAMILY SCHOOL  
600 BROOK FOREST AVENUE  
SHOREWOOD, ILLINOIS 60404**

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*\*\*The handbook is not all inclusive. The administration has the authority to change, edit, and add policy at their discretion.\*\**



### ***Holy Family School Prayer***

Jesus, Mary, and Joseph, grant that our students, teachers, and staff  
continue to grow together as a school community  
Guide us as we grow individually, but also as a school family  
Guide us as we grow physically, academically, and more importantly in our faith  
Protect the children at our school and all children throughout the world  
Holy Family, grant that our families may become closer to the image of your family  
Guide our staff as we lead your children to become closer to you  
Jesus, Mary, and Joseph, graciously hear our prayer.

Amen

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*The administration retains the right to amend the handbook for just cause. Teachers, parents and students will be given prompt notification if changes are made.*

## ***Mission Statement***

Holy Family is a Christ-centered school that values spirituality and our life with God. Holy Family School, along with our parish and community, fosters a lifelong educational journey through mercy, service, and our challenging faith-based curriculum.

## ***Philosophy***

Holy Family School expresses its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Joliet.

1. To develop the total Catholic personality by instilling in the students a respect for life and reverence for Catholic living and worship.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and Service so that each child will grow and develop in the Catholic way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.

Holy Family School recognizes parents as the primary educators of their children, and as such, we encourage them to become active participants in the spiritual, academic, and character development of their children. Holy Family School teaches respect for the diversity of others. In realizing that Catholic education is of the utmost importance, we guide the children of today to become the Catholic citizens of tomorrow.

## ***Administration and Staff***

The administration and staff of Holy Family School are dedicated to providing your child with a quality education based upon the traditions of the Roman Catholic Church. Please feel free to contact us with any concerns. We share a common goal, and the need for trust and honesty is evident for the success of the goal: **THE BEST FOR OUR CHILDREN!**

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## ***Parents as Partners in Education***

We, at Holy Family School, consider it a privilege to work with parents in the education of their children.

*“Children are the supreme gift of marriage and contribute greatly to the good of the parents themselves. The fruitfulness of conjugal love extends to the fruits of the moral, spiritual and supernatural life that parents hand on to their children by education. Parents are the principal and first educators of their children.”* (Catechism of the Catholic Church: 1653)

The great truths of Catholic faith must be taught in the home by parents—first by example, then by precept. According to the age-old teaching of the Roman Catholic Church, parents are the first educators of their children in the ways of Faith and commit themselves to the fulfillment of that role on the day of each child’s baptism. This is no light commitment, and the Catholic Church and School serve simply as necessary support for supplementation of the good work already taking place in the home. Therefore, family prayer and religious practice must be emphasized, for these are the most enduring ways to develop a consciousness in children of the abiding presence of God. Similarly, in order to be in true compliance with the Third Commandment of God, every Catholic is to be present for the Sunday Mass each weekend. Attendance at a weekday Mass in no way fulfills this obligation. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life—spiritually, physically, and emotionally. Your choice of Holy Family School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Your personal relationship with God and how you exude the fullness of the Catholic faith will affect the way your child relates to God and others. Catholic morals and principals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with Holy Family School, we trust you will be loyal to the “Faith and Financial Agreement” that was signed at the time of registration. During these formative years (Pre-Kindergarten – 8<sup>th</sup> Grade), your child needs constant support from both parents and faculty in order to develop his/her spiritual, intellectual, social, and physical endowment.

As partners in the educational process at Holy Family School, we ask that parents:

- Attend Mass on Sundays, Holy Days of Obligation and regularly receive Sacraments.
- Create a Christian home environment by instilling solid moral teachings, respect for one another and those in authority, and regard for appropriate discipline.
- Actively support the Parish by giving back through time, talent and treasure.
- Set rules, times and limits so that your child: gets to bed early on school nights, arrives at school on time, is dressed according to the school dress code, completes assignments and has a nutritional lunch every day.
- Treat the school, teachers and staff fairly and with respect, outside of school and on social media.
- Actively participate in school activities.
- Meet all financial obligations to the school.
- Inform the school of any situation regarding the students’ well-being, safety and health.
- Read messages from the teachers and school and respond in a timely manner.
- Support and cooperate with the discipline policy of the school.
- Fulfill 12 Christian Service Hours.



## ***Diocese of Joliet Statement of Affiliation***

Holy Family Catholic School operates under the auspices of the Diocese of Joliet. Therefore, Holy Family Catholic School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and School Board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by the Diocese of Joliet. They are listed first in our Holy Family School family handbooks for clarity and ability to update as needed.

### ***Non-Public State Recognition of Diocesan Schools***

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition. Our school instruction is in the English language.

All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382(1982).

### ***Non-Discrimination Statement in Admissions and Employment***

Admissions: Schools operated under the auspices of the Diocese of Joliet admit students of any race, religion, sex, color, national/ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such antidiscrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Employment: The Diocese of Joliet is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to race, color, sex (including pregnancy, lactation, childbirth, or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, veteran status, uniformed service member status or any other status protected by federal, state, or local law.

### ***Missing Child's Records Act***

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 child's disappearance, a school in which the child is currently (or was previously enrolled) shall flag the record of that child by placing it in an orange file folder so that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing child.

The school or other entity 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 child has been recovered, the school or other entity shall remove the flag from the child's record.

## ***Catholic Education and Formation***

As the primary reason for the existence of Holy Family School is the religious education, formation, and development of each child, each day begins with prayer, and the children have many additional opportunities to pray throughout the school day. While the essence of this religious growth is centered around daily instruction, it is our belief that Catholic worship, the reception of the sacraments, personal prayer, and social action are equally important factors in the total program of religious education.

As the Catholic Church remains increasingly more dependent on the laity, we seek to instill in our students the obligation that they must utilize their talents and abilities on behalf of their fellow man. Consequently, we begin preparing them for active adult roles in the Church by requiring all students to engage in service to the parish or community, for which they are to receive no remuneration.

### ***Mass***

Our student body, faculty, and staff attend Mass at 8:15am most Fridays during the school year. We gather to celebrate such events as holy days of obligation, special Church feast days, Ash Wednesday, May Crowning, Stations of the Cross, Adoration/Benediction and the Rosary. All students, whether Catholic or not, attend and participate in every aspect of our faith community. However, they will not participate in the sacraments until they are fully received into the Catholic faith. We want to ensure that all families understand the importance of our weekly Masses celebrated as a student body. Mass, sacraments and daily religion classes are a primary focus of our school mission. Parents are invited and encouraged to attend these liturgies in which the students take an active part.

### ***Sacramental Preparation***

As the Catechism of the Catholic Church teaches us, “The sacraments of Christian initiation — Baptism, Confirmation, and the Eucharist — lay the foundations of every Christian life. The sharing in the divine nature given to men through the grace of Christ bears a certain likeness to the origin, development, and nourishment of natural life. The faithful are born anew by Baptism, strengthened by the sacrament of Confirmation, and receive in the Eucharist the food of eternal life. By means of these sacraments of Christian initiation, they thus receive in increasing measure the treasures of the divine life and advance toward the perfection of charity” (Catechism of the Catholic Church, 1212).

### ***Sacramental Protocol***

Holy Family Catholic School embraces our highest mission to help each student and their family to reach eternal life with God in Heaven. We rejoice at the opportunity to bring all our students into a relationship with Jesus Christ by means of baptism or reception into full communion with the Catholic Church.

Three key aspects for student sacramental formation:

1. Parental communication of each students' sacramental status is very important.
2. Teachers need to know the religious affiliation of each student, the sacraments which they have received, as well as the protocols set forth by the school and parish.
3. If your child has not been baptized, they will not receive sacraments at Holy Family School. If it is your intention for them to receive sacraments in the Catholic Church, please let the office and teacher know.

Categories of sacramental needs and their processes:

1. Students under 7 years of age who are NOT baptized are encouraged to be baptized immediately. Parents will attend a single pre-baptismal meeting. Enrollment is handled by the parish office.

2. Students under 7 years of age baptized in a different Christian denomination should be referred to the Parish office.
3. Students older than 2nd grade who are baptized Catholics needing the sacraments of Reconciliation and Holy Communion. These students are technically able to receive these sacraments whenever they are deemed individually ready. However, to celebrate these moments with proper ceremony, the options are to receive their First Holy Communion on the parish-wide dates if they are young enough/comfortable receiving with the 2nd graders. Or, if older, students will make their first holy communion on the Easter Vigil.
4. Students over 7 years of age and not baptized are designated catechumens. Their preparation requires the following:
  - a. Enter the OCIA (previously RCIA) program and receive two years of Faith Formation. Please contact the Parish office.
    - i. Attend rehearsal for the Easter Vigil.
    - ii. Initiation (Baptism, Communion and Confirmation) at the Easter Vigil.
    - iii. We recommend these students make their first reconciliation some weeks after Easter, but before the end of the school year, by request.
5. Students over 7 years of age baptized in a different Christian Denomination are designated candidates for reception into full communion. Their preparation requires the following:
  - a. Enter the OCIA formation program.
  - b. First Reconciliation at the school reconciliation scheduled for their grade level during Lent, or after the second week of Lent. (Parents should be notified of this in advance).
  - c. Make a public profession of the Catholic Faith and receive the Holy Communion and Confirmation on the first Sunday after Easter.

### ***Reconciliation***

The Sacrament of Reconciliation is one of the most unique and beautiful aspects of Catholicism. Jesus Christ, in His abundant love and mercy established the Sacrament of Confession, so that we as sinners can obtain forgiveness for our sins and reconcile with God and the Church. Jesus said to them again, "Peace be with you, as the Father has sent me, even so I send you." And when he had said this, he breathed on them, and said to them, "Receive the Holy Spirit, if you forgive the sins of any, they are forgiven; if you retain the sins of any, they are retained" (John 20:21-23). Reconciliation "washes us clean" and renews us in Christ. A mandatory one-hour information meeting, required for all parents whose child is receiving this sacrament, is scheduled for two separate evenings in early fall.

Our 2nd grade students celebrate First Reconciliation in the Church with their class. Students in grades 3 to 8 are afforded the opportunity to receive the sacrament twice during the school year (Advent and Lent).

### ***First Holy Communion***

The Holy Eucharist refers to Christ's body and blood present in the consecrated host on the altar, and Catholics believe that the consecrated bread and wine are the body and blood, soul and divinity of Christ. For Catholics, the presence of Christ in the Holy Eucharist isn't just symbolic; it's real.

To prepare for FHC, an informational meeting for all 2nd grade parents of a child preparing to make their First Holy Communion will be held. Our 2nd graders will receive their First Holy Communion with their classmates. As an effort to further prepare the communicants, a mandatory Saturday retreat will be held in the winter/spring for the students.

## ***Confirmation***

The confirmed Christian—whether we call him a spiritual soldier or a spiritual adult—goes forth joyfully in the fulfillment of his vocation. Strong in his faith and with an ardent love for souls which stems from his love for Christ, he feels a continual concern for others. He feels restlessly discontent unless he is doing something worthwhile for others—something to ease their burdens in this life, and something to make more secure their promise of eternal life. His words and his actions proclaim to those around him: “Christ lives, and He lives for you.” The grace to do this is the grace which Jesus promised to His Apostles (and to us) when He said: “You shall receive power when the Holy Spirit comes upon you, and you shall be witnesses for Me.... even to the very ends of the earth” (Acts 1:8).

Confirmation is a two-year process beginning in 7th grade in our daily Religion classes and culminating in 8th grade. All 8th grade candidates and their parents are expected to attend any required meetings. Our Junior High Religion teacher will also be communicating the dates and times of these meetings to students and parents. Our 7th graders and their parents are also required to attend meetings in preparation for Confirmation. The Religion teacher will also be communicating this information to students and parents.

A retreat for 7th and 8th grade students will be held each year, usually in the winter/spring. Students are expected to attend this retreat.

Our Confirmation date is given to us by the Diocese of Joliet. Once we receive the day and time of Confirmation, we will share this information with the 8th grade families. Confirmation at Holy Family School usually takes place in the spring.

## ***Stations of the Cross***

The Stations of the Cross are a 14-step Catholic devotion that commemorates Jesus Christ's last day on Earth as a man. The 14 devotions, or stations, focus on specific events of His last day, beginning with His condemnation. The stations are commonly used as a mini pilgrimage as the individual moves from station to station. Stations of the Cross are attended by students in grades K to 8 most Fridays during Lent.

## ***Virtues***

The virtues are a good way to model our lives. Each week of school, our students and staff learn about a different virtue. The virtue is announced in our morning announcements and further discussed in the classrooms.

## ***Admissions and Enrollment***

As a parish school, Holy Family Catholic School offers an outstanding Catholic education to students from Pre-Kindergarten 3 year-old through 8th grade. Because of the desire for the education offered and that we have limited facilities, we have adopted the following criteria to be employed to determine which students will be admitted to our school:

### ***Admission Policy for Pre-Kindergarten to 8th Grade***

“Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally available to students at the schools” (Ref. Policy #5110).

1. Illinois State Law requires children entering first grade to be six years of age on or before September 1st of the school year. Kindergarten children must be five years of age by

September 1st, and Pre-Kindergarten children must be three or four years of age by September September 1st.

2. Students entering Pre-K 3-year old, Pre-K 4-year old, and Kindergarten have to be completely potty-trained and function independently when using the restroom. Any new students entering any of these grades will be prescreened by the teacher in May. If the teacher feels the student is not ready for a particular grade, the student will be put on the waiting list for the next school year.
3. Before any new/transfer students are accepted in 1st grade-8th grade, the following policies apply:
  - A review of records, test scores, report cards, behavior plans and attendance records by administration.
  - For students in 1st – 8th grades, s/he will take an assessment at Holy Family School that will include math, reading, and writing.
  - The incoming family will allow Holy Family School teachers and administration to communicate with their child(ren)'s current teacher(s) and administration.
  - Interview with parents and possibly the potential student(s) by the administration.
  - If at the end of this process, the administration feels it would be a good fit for the student(s) to enter Holy Family School, then the admission of the student(s) will be accepted.
4. Baptismal and original county birth certificates must be presented at the time of registration and a copy of the most recent report card (if applicable).
5. All children entering Pre-K for the first time must present a current physical with up to date immunizations. All Kindergarten and 6th grade students must have a physical with up to date immunizations. Kindergarten, 2nd, and 6th grade students must have a current dental examination form. All Kindergarten students must have a current eye examination. These forms must be turned into the school office.
6. All new students attend Holy Family School on an introductory basis for the first trimester of attendance. The introductory period of attendance is intended to give new students the opportunity to demonstrate their ability to achieve a satisfactory level of academic performance, behavior, and attitude to determine whether the new school meets their expectations. The school uses this period to evaluate student capabilities, attitudes, attendance, and overall performance. After the first trimester of attendance, the school may end the relationship.

### ***Acceptance Priorities***

The initial point of entry for Holy Family School is 3-year-old Pre-Kindergarten. The following priorities will be used for accepting new students into Holy Family School and also placement on waiting lists:

1. Current students enrolled advancing to the next grade level.
2. Active Parishioner Families (registered Parishioner family for at least one year.)
  - a. Children of parishioner families with children already enrolled in Holy Family School.
  - b. Those families with the longest history of registration and stewardship to Holy Family Parish.
3. Children of non-parishioner families with students already enrolled in Holy Family School.
4. Those families newly registered in the parish whose children attended Parochial School at a prior location.

5. Those families newly registered in the parish whose children are transferring from public schools.
6. Other families registered in parishes other than Holy Family.
7. Families who are not Catholic.

### ***Re-Enrollment***

Re-enrollment for the next school year will begin in January. Families must be current with all financial obligations.

As a non-public school, Holy Family School reserves the right to re-enroll only those children who have exhibited the necessary cooperation and attitude required for the school to fulfill its educational mission. It is unfair to the students, parents, or teachers to allow individuals to consistently disrupt the teaching and learning atmosphere.

Students with academic deficiencies which are severe enough to require support beyond our current staffing, or require an individual aide, may also be unable to remain at Holy Family School if their behavioral, academic, or diagnosed needs cannot be met. Also, an application will be denied to any student whose behavior is not consistent with the expectations of a Catholic school.

### ***Enrollment Forms and The Faith and Financial Agreement***

To facilitate planning, scheduling, new registrations, ordering of textbooks and materials, and hiring of staff, we have designated May as the month during which returning families and new families who have been accepted to Holy Family School are required to complete a Faith and Financial Agreement for the ensuing school year. Families have until the designated due date, typically sometime during the final week of May, to complete the enrollment forms and set up a tuition payment plan in FACTS to guarantee a spot for their children for the coming year.

The goal is twofold. First and foremost, we are seeking a firm commitment from families as to their children's education for the coming year. Secondly, the completion of these forms prior to the closing of the current academic year streamlines the work of our clerical staff, the parish bookkeepers, and the incoming Home & School officers.

FACTS tuition management is used to facilitate the tuition collection and management process.

For those families applying for tuition assistance, the enrollment forms and a tuition payment plan must be completed as well by the designated due date, usually in March. Once a family learns that they were granted tuition assistance, they can contact the Parish Finance Office to make the necessary adjustments to their tuition payment plan. Tuition assistance cannot be applied if no tuition payment plan is set up in FACTS.

### ***Legal Documentation***

Any legal paperwork that involves custodial rights or an order of protection must be on file in the school office. The school will not be held liable in the absence of written documentation.

### ***Records***

It is the responsibility of the school to maintain records on all students. Information included in these records may not be released without written parental consent. No exceptions will be made. Students who satisfactorily complete the subject requirements at his/her grade level will be promoted to the next grade.

To retain a child for another year, the teacher must demonstrate that such retention is warranted and

would be of benefit to the child. When it is probable or certain that a student will not be promoted, the parent(s) or guardian(s) will be informed by the **end of January**. A written record of this notification will be placed in the student's file. If a parent or guardian refuses to have a student retained, the school may acquiesce. In such instances, the parent(s) or guardian(s) will be required to sign a form indicating the school's reasons for its recommendation and the parent's/guardian's reason(s) for refusing to accept it. A six- week probationary period will be effective to evaluate the student's placement in regard to both academic and behavior expectations.

## ***Health Requirements***

All students entering Pre-Kindergarten for the first time, Kindergarten, 6th Grade and new students to the State of Illinois are required by the State of Illinois to have a current physical and be up-to-date on required immunizations. All forms are due to the school office by October 15th. Holy Family School has the right, according to State regulations, to exclude a child from school after October 15th, until such time as the child presents proof of having a health examination and/or current record of all required immunizations.

### ***Eye Exam***

All Kindergarten and new students in the State of Illinois must receive an eye exam from a licensed optometrist. Proof of eye exams are due to the school office by October 15th. Both forms are available on the school website.

### ***Dental Exam***

All Kindergarten, 2nd and 6th grade students must have an oral health examination performed by a licensed dentist or have a waiver signed by a parent or guardian by October 15th. The examination may be performed 18 months prior to October 15th of the current school year. Both forms are available on the school website.

## ***Immunization Requirements***

### **Preschool**

- DTP (Diphtheria, Pertussis, Tetanus) Series of 4 doses.
- Polio (Trivalent, oral or inactivated) Series of 3 doses.
- MMR (Measles, Mumps, Rubella) one dose on or after the first birthday.
- Hib (Haemophilus influenza type b) per immunization schedule.
- Varicella (Chicken Pox) one dose on or after the first birthday.
- Hepatitis B Series of 3 doses, appropriately spaced.
- Lead Screening for children under 6 yrs.

### **Kindergarten thru 5th Grade**

- DTP (Diphtheria, Pertussis, Tetanus) 4 or more doses with the last dose on or after the 4th birthday.
- Polio (Trivalent, oral or inactivated) 3 or more doses with the last dose on or after the 4th birthday.
- MMR (Measles, Mumps, Rubella) One dose on or after the first birthday with a Measles booster no less than 28 days later.
- Varicella (Chicken Pox) One dose on or after the first birthday for children entering Kindergarten fall 2002 and after.



### 6th thru 8th Grades

- DTP (Diphtheria, Pertussis, Tetanus) 3 or more doses with the last dose on or after the 4th birthday.
- TDAP (Tetanus, Diphtheria, Pertussis) Booster at 11 years old.
- Polio (Trivalent, Oral or Inactivated) 3 or more doses (same type of Polio vaccine) with the last dose on or after the 4th birthday.
- MMR (Measles, Mumps, Rubella) One dose on or after the first birthday with a Measles booster no less than 28 days later.
- Hepatitis B Series of 3 doses, appropriately spaced.

## ***Transfers and Withdrawals***

### ***Diocesan Student Transfers***

When a student who is transferring from one Catholic school in the Joliet Diocese applies for admission to another Catholic school (either during or at the end of the academic year) in the Joliet Diocese a Student Transfer Form must be completed. Transfer students may be admitted following receipt from the transferring school of attendance, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary. Certified copies of transfer students' records must be requested within fourteen (14) days of enrollment.

### ***Withdrawal of Student***

Parents transferring or withdrawing their child/ren from Holy Family School are asked to notify the school office immediately. When a student transfers to another school, the student's permanent record card is retained. Records are transferred according to Illinois School Code. Parents/guardians should be made aware of any financial obligations to the school prior to a transfer or withdrawal. In general, no official student records are transferred until all financial accounts with the school have been settled. Unofficial school records are transferred within ten (10) days of request. Unofficial records are minimally defined as copies of the last report card. Health records are transferred along with unofficial records.

Records of students leaving Holy Family School, including graduates, will not be forwarded to another school unless all accounts are paid in full and computer/chromebooks, chargers and textbooks have been turned in. Teachers will organize and collect all items in the event that a student transfer occurs and students have not previously collected materials.

Parents who are moving and wish to bring copies of their child's report cards or standardized testing scores may request this information in writing one week in advance. Holy Family School only sends records directly to the transfer school. Our protocol at Holy Family School is to send records directly to the school a student is transferring to. We need a signed records request form from the school a student is transferring to in order for Holy Family School to release the records. The request form can be mailed, emailed, or faxed to the front office. Once this is received, the front office will send the records directly to the school requesting the records. There is no refund on curriculum or technology fees.

## ***Financial Arrangements, Tuition and Fees***

Our school is supported not only by tuition, but by the generosity of the Parish subsidy, endowments, fundraisers, donations, and miscellaneous fees. Tuition rates are approved by the Holy Family School Board each spring for the upcoming school year.

### ***Tuition Management***

Holy Family School partners with FACTS Management Company for billing and payment options for all our families. All families are required to enroll with FACTS.

The family's FACTS account is a contract between the family and the FACTS Company. Holy Family is not a party to this contract. The FACTS fees are:

- For monthly tuition management (10 monthly payments) FACTS charges \$55.
- For ANNUAL and SEMI-ANNUAL tuition payments, there is a \$25 charge to use FACTS.
- FACTS charges a small processing percentage to pay with a credit card. Please refer to your contract with FACTS for any applicable charges.
- NSF fees are charged from FACTS on all returned payments.
- Families are expected to have tuition and incidentals on automatic payments to ensure that payments are not missed.

### ***Tuition***

Families have three options to make tuition payments

- Option 1 – Payment in Full, through FACTS, by June 20th, 2025, and save \$100.00.
- Option 2 – Semi-Annual Payments, through FACTS, half the tuition is due by June 20th, 2025, and the 2nd half is due by January 20, 2026.
- Option 3 – 10 monthly deductions from a family's bank account on the 5th of each month beginning in August and ending in May through the FACTS Tuition Management Program.

<i>Student(s) Attending Holy Family School</i>	<i>Tuition Cost</i>	<i>Monthly Tuition Payment</i>
Pre-K 3-year and 4-year old, 5 day, AM	\$4,530	\$453.00
1 child, Pre-K 3-year old – 8 <sup>th</sup> grade	\$5,490	\$549.00
2 children, Pre-K 3-year old – 8 <sup>th</sup> grade	\$8,490	\$849.00
3 children, Pre-K 3-year old – 8 <sup>th</sup> grade	\$10,165	\$1,016.50
4 children, Pre-K 3-year old – 8 <sup>th</sup> grade	\$11,990	\$1,199
<i>*Non-Parishoners add \$1000.00</i>		

### ***Family Discount***

- Families that were members of our school community during the 2024-25 school year will receive the family discount for all children.
- New school families, as of the 2025-26 school year, will not receive a family discount for any child in PK3 and PK4. Full Pre-Kindergarten tuition will be paid in addition to any other siblings' tuition.

### ***Additional Fees***

\$125.00	Curriculum (PK3 – 8th Grade)
\$50.00	Technology Fee (PK3 – 4th Grade)
\$135.00	One-to-One Junior High Technology Fee (5 <sup>th</sup> grade)
\$160.00	One-to-One Junior High Technology Fee (6th and 7 <sup>th</sup> Grades)
\$280.00	One-to-One Junior High Technology Fee (8th Grade)
\$80.00	2nd Grade Reconciliation and Communion Fee
\$125.00	8th Grade Graduation Fee
\$65.00	8th Grade Confirmation Fee
\$15.00	H.S.O. Event Fee (per child)

### ***Home and School Organization Event Fee***

The Home & School Association initiated this \$15 fee per child this year to eliminate some small fundraising events. Among other things, the activity fee is designed to provide room parents with resources for parties at Halloween, Christmas, and Valentine's Day. The \$15 per-child fee will be included in the FACTS billing to be drawn on November 22, 2025.

### ***Athletic Fees***

Our athletic program is funded entirely through participation fees and fundraisers. Each sport has a specific fee per participant, and a specific registration date. A sports physical must be submitted to the school office prior to tryouts and starting practice for any sport team.

### ***First Reconciliation and First Communion Fee***

Second graders receive the sacraments of Reconciliation in the fall and First Holy Communion in the spring. The sacramental fee will be included in the FACTS fees drawn on August 22, 2025.

### ***Confirmation Fee***

In preparation for receiving the sacrament of Confirmation, our 8th-grade students participate in an all-day retreat. The fee for the retreat and the Confirmation curriculum will be included in the FACTS fees drawn on August 22, 2025.

### ***Fundraising***

Each family has a fundraising obligation of \$700.00. Families can either buy out this obligation or take the opportunity to invite others to share in the Catholic education of their child(ren) and help offset the cost of tuition.

- Football Tickets – \$400.00 obligation drawn from FACTS and ticket stubs are due on August 22, 2025.
- School Gala – \$100.00 obligation drawn from FACTS on September 22, 2025 and the event will take place on October 18th.
- March Madness – \$200.00 obligation drawn from FACTS on February 26, 2026 and ticket stubs are due by February 26th.

### ***Spread the Good News***

An incentive of \$100 is offered to current school families who recruit a new family to Holy Family School. The new family must complete one full school year, and register for the next school year, in order for the established family to receive the \$100 credit. A check will be issued at the end of the school year.

### ***Christian Service Hours***

Each family is required to contribute their time and talents for the many activities that benefit the school community by completing 12 Christian Service Hours. Activities are chosen from opportunities throughout the school year. The hours may be purchased at \$50 per hour for a total of \$600.00 instead of volunteering. Hours cannot be donated from one family to another without permission granted in advance by the principal. Christian Service Hours need to be fulfilled, scheduled, or bought out by May 1, 2026. If you are signed up to work Field Day or the Golf Outing, it must be documented in order to receive credit.

### ***Tuition Reduction Opportunity ~ SCRIP***

Families have the opportunity to decrease their tuition by using the SCRIP Program. Simply purchase gift cards for stores that you frequent or even buy as gifts for others! Visit: [www.scripzone.com](http://www.scripzone.com)

The discounts earned by your family will be applied to your child(ren)'s tuition in the form of a rebate at year end! The discounts are different for each gift card. The card's discount rate will be split 90% to the family, and 10% to the school to cover its administrative costs. From the family's 90% portion, a 1% holdback, calculated on the total order, will be taken by Manna to cover its S&H costs.

### ***Financial Assistance***

At Holy Family School, we are sensitive to the fact that sudden and unforeseen circumstances can occur, resulting in a household's financial solvency changing abruptly. If such an event occurs, it is the obligation of the household to inform the school principal within seven (7) days of such an event, if it will impact the household's ability to meet the financial obligations to the Holy Family School Tuition, Fundraising, and/or Christian Service payment schedule, as outlined in the Holy Family School Delinquency Policy. Mr. Wilkinson will work with the family to try to secure financial help through the parish Samaritan Fund or the school's Guardian Angel Fund. The person to contact and inform within seven (7) days of your hardship event is: Mr. Anthony Wilkinson, Principal:

[awilkinson@holyfamilyshorewood.org](mailto:awilkinson@holyfamilyshorewood.org) or (815) 725-8149.

Upon contact with the principal, the head(s) of the household will be invited to meet with the principal for a review of the financial obligation and the financial change for the family. In the event that the principal is not informed and/or assistance has not been provided, late payments for Tuition, Fundraising, and Christian Service Hours Buyout will result in the Holy Family Delinquency Policy being implemented.

### ***Delinquency Policy***

All families need to be current in their financial responsibilities, which include Tuition, Fundraising, Christian Service Hours, or any other financial obligation of the school. In the event that any of the financial obligations become delinquent, the following procedure will be followed:

- Ten (10) days past due, a reminder letter will be sent.
- Twenty (20) days past due, a phone call will be made attempting to resolve the delinquency.
- Thirty (30) days past due, for amounts due of \$200.00 or more, the household will be called again and informed that enrollment at Holy Family School has been suspended.
- No one from the household will be allowed to attend school until all financial obligations are met.
- Fifteen (15) days after the suspension was effective, if payments are not brought up to date, the household's current and future (as applies) enrollment will be revoked.

Please note: All household contact information needs to be updated with the school and church office. The person(s) who signed the Faith and Financial Agreement is the responsible party. When multiple parties contribute towards financial obligations, the school will not negotiate between those parties.

### ***Prorating Policy***

The Prorating Policy provides the necessary tables for prorating the families' tuition and Christian Service Hours upon enrollment or departure from Holy Family School. Curriculum and Technology Fees, along with fundraising, will not be prorated or refunded.

Prorating for families enrolling at Holy Family: Determine which row under "TIME PERIOD" that represents the date enrolled. Under the columns "ENROLLED," this is the percentage of the full year Tuition and the number of Christian Service Hours that is due from the household.

Prorating for families departing Holy Family: Determine which row under “TIME PERIOD” that represents the date you departed. Under the columns “DEPARTED,” this is the percentage of the full year Tuition and the number of Christian Service Hours that is due from the household. For families starting after the school year has begun, all dates will be considered reset and reflect the First Day of Attendance as the First day of School on the Chart.

### ***HOLY FAMILY SCHOOL PRORATION TABLE***

<b>Time Period</b>	<b>Enrolled</b>	<b>Enrolled</b>	<b>Departed</b>	<b>Departed</b>
	<i>Tuition</i>	<i>Christian Service Hours</i>	<i>Tuition</i>	<i>Christian Service Hours</i>
First day of school through Aug. 31st	100%	12	10%	0
Sept. 1st - 15th	95%	12	15%	0
Sept. 15th - 30th	90%	11	20%	0
Oct. 1st - 15th	85%	11	25%	0
Oct. 16th - 31st	80%	10	30%	1
Nov. 1st - 15th	75%	10	35%	2
Nov. 16th - 30th	70%	9	40%	3
Dec. 1st - 15th	65%	9	45%	4
Dec. 16th - 31st	60%	8	50%	5
Jan. 1st - 15th	55%	7	55%	6
Jan. 16th - 31st	50%	6	60%	7
Feb. 1st - 14th	45%	5	65%	8
Feb. 15th - 28/29th	40%	4	70%	9
Mar. 1st - 15th	35%	3	75%	9
Mar. 16th - 31st	30%	2	80%	10
April 1st - 15th	25%	1	85%	10
April 16th - 30th	20%	0	90%	11
May 1st - 15th	15%	0	95%	11
May 16th - End of school year	10%	0	100%	12

## ***Welcoming Families***

Each year we welcome numerous new families and children to our school community. To make them feel as welcome and comfortable with their new academic environment as possible, we offer the following:

### ***New Parent Night***

Holy Family School hosts our new parents for dinner at a local restaurant to get acquainted with the events that take place at Holy Family School. Members of the School Board, Athletics, Home and School Organization, as well as others, are there to answer questions that our new parents may have. This event is for parents only.

### ***Back to School Night***

Parents and students are invited to meet the principal, teachers and staff, as well as tour the school building to familiarize themselves with their new surroundings. This is also a great time to drop off school supplies in the student's new classroom. It is a fun, casual, 2 hour event the day before school begins.

### ***First Day of School***

The school day will begin at 8:00am. Students will be admitted into the school beginning at 7:40am. Parents of younger children (PK3, PK4, and Kindergarten) can walk their children into school the first day only. Dismissal will take place at 10:00am. Please have patience, as the car line at dismissal generally takes longer the first day of school because of the newness for parents/grandparents.

### ***Parent Ambassador Program***

New families are paired up with an existing school family who is happy to help with the transition for the whole family. Families are encouraged to meet and answer any questions that may come up during the school year.

### ***Curriculum Night***

All school families are asked to attend Curriculum Night, held within the first couple weeks of the start of the school year. This is a great opportunity for the parents to hear from your child(ren)'s teacher(s) about their academic and behavioral expectations for their classroom.

## ***Pre-Kindergarten Expectations***

The Holy Family Early Childhood Pre-Kindergarten (3-year old and 4-year old) classrooms are highly structured and academically focused programs. Due to the advanced curriculums, students are expected to engage in all aspects of classroom activities including whole group instruction, small group learning, specials and naptime.

All students will provide their own healthy snacks daily (1 for morning students and 2 for full-day students). Parents of full-day students will provide a small blanket or beach towel to be used during naptime. The blanket/beach towel should be small enough to fit inside your child's backpack as it will be sent home each night. Please wash this regularly.

### ***Bathroom***

All Pre-Kindergarten students are expected to be independent in all aspects of bathroom use. This includes pulling pants up and down, wiping, and changing clothes. Teachers can encourage and guide

students verbally, but teachers cannot physically assist in the bathroom. Please encourage your child to practice independently at home before school starts and on the weekends to help your child become successful. In addition, pull ups or other training pants are not allowed. Students take naps each day and are expected to remain dry during that time. We understand that accidents do happen, especially as your child adjusts to school and the classroom environment. However, if accidents and other bathroom issues become consistent, the child will be asked to leave school and return when fully potty-trained. Parents will work with the teacher and administration on a case by case basis.

### ***Dress Code***

Pre-Kindergarten students are not required to purchase or wear a Holy Family School uniform. Students should wear play clothes that allow them to move freely and get dirty throughout the day. Make sure your child can zip and button his/her clothes and please do not dress them in one-piece outfits. As with the older students, no shorts are to be worn from November – February.

The students are very active during the day, so they are required to wear gym shoes only at school. No Crocs, sandals, flip flops, or play dress-up shoes are allowed. This is for his/her own safety in the classroom and while playing outside.

### ***Behavior***

Pre-Kindergarten students are expected to abide by classroom rules and Holy Family School rules. This includes respecting all of the adults the child encounters throughout the day (teachers, paraprofessionals, office staff, lunch and recess monitors and before care/aftercare personnel). Biting, hitting, spitting, inappropriate language, evasion, etc. will not be tolerated. In order to keep all of the students and staff safe, incidents will be handled in the following manner:

1st offense – Teacher will give a verbal warning and will discuss the incident with the child and a note will be sent to the parents.

2nd offense – Teacher will discuss the incident with the child and will request to meet with the parents about the incident. The teacher and parents will together decide a plan of action to discourage future behavior.

3rd offense – Administration will contact the parent and request that the student be picked up from school.

4th offense – The student may be removed from school.

## ***Dress Code***

Holy Family School maintains that neatness in the clothing and appearance of the students should reflect personal dignity and respect for one's self. All students are expected to be conscious of their personal appearance every day. This should include a daily bath/shower, brushed teeth, clean hair and clean clothes. The use of deodorant should be stressed in the upper grades. We have established a uniform dress policy that will give our students a look which is neat, clean, age appropriate and befitting the image of a Catholic school. As each teacher's priority is to educate your child, please make sure that he/she is dressed appropriately before leaving home so the teachers can focus on his/her lessons and not policing the uniform

### ***Dress Code Violation Procedures (per school year)***

- 1st and 2nd violation: The student and parents will be notified by a teacher of the violation.
- 3rd through 5th violation: A lunch detention, with one issued each day that the violation continues.



- After the 5th violation: An after school detention (3:00pm - 4:00pm) issued for each infraction.

If it is a continuous problem, then the parent will be contacted by the administration.

Clothing that is always deemed inappropriate and is never allowed: pants that hang or are too baggy, short shorts, tank tops (including cold shoulder style tops), offensive language or pictures on shirts or pants, clothing that allows the stomach area to show, or clothes with holes, frays or tears. No sandals, open toe, backless, or high heeled shoes are allowed. A phone call home to parents to bring a change of clothes will happen if the clothing is deemed inappropriate.

### Girls Dress Code

#### ***Jumpers/White Blouse – Kindergarten through 3rd Grade***

Jumpers must be purchased from Ken Woody's. Length must be just above the knee or longer. A white blouse with short or long sleeves with a round collar is the only shirt allowed under the jumper. Polo shirts are not allowed under the jumper. As long as they do not show, shorts are acceptable under jumpers.

#### ***Skirt/Gray Polo – 4th and 5th Grade***

Plaid skirts must be purchased from Ken Woody's. Skirts are not to be rolled at the waist and the length must be just above the knee or longer. The embroidered gray polo from Ken Woody's is the only shirt allowed with the skirt. As long as they do not show, shorts are acceptable under skirts.

#### ***Gray Polo – Kindergarten through 8th Grade***

The embroidered gray polo from Ken Woody's must be worn with pants, shorts or skirt. The polo must be tucked in at all times. T-shirts worn under the polo must be plain white and not extend beyond the sleeve of the uniform shirt.

#### ***Fleece, Quarter Zip, or Sweater – Kindergarten through 8th Grade***

An embroidered navy blue fleece or quarter zip from Ken Woody's may be worn with the uniform. The proper school uniform must be worn under the fleece or quarter zip.

#### ***Navy Blue Pants – Kindergarten through 8th Grade***

Pants must be purchased through Ken Woody's. No cargo, skinny, or jegging styles are allowed. Pants should not be form fitting and/or tapered at the ankle. Pants must fit at the waist and may not be tight. If a belt is worn to school, it must be navy blue, black or dark brown. A belt must be worn for 6th-8th graders.

#### ***Navy Blue Shorts – Kindergarten through 8th Grade***

Shorts must be purchased through Ken Woody's. No cargo, skinny or jegging styles are allowed. Shorts should not be form fitting and/or tapered at the knee. Shorts must fit at the waist and the length must be at or just above the knee. If a belt is worn to school, it must be navy blue, black or dark brown. A belt must be worn for 6th-8th graders. Shorts are permitted during the months of August, September, October, March, April, May and June.

#### ***Socks***

Black, gray, navy or white socks, knee socks, tights, or leggings should be worn. Socks may have a black or white logo on them, i.e. Nike, Adidas, Under Armour.

#### ***Shoes***

Students must wear mostly solid white or solid black gym shoes, or a combination of both (no color), or

all black or all brown dress shoes with less than an inch heel. Students can wear all white, brown, or black dress/boat shoes, i.e. Sperry's or Hey Dudes. No boots, roller shoes, sandals, open toe, backless, or high heeled shoes should be worn to school.

### ***Make-up***

Make-up, artificial nails, fingernail polish or lip-gloss may not be worn to school.

### ***Sprays***

The use of aerosol/pump sprays by any student at any time on school property or at school-sponsored events is not allowed.

### ***Jewelry***

Girls may wear small, single post earrings. Multiple piercings are not allowed. Earrings may only be worn on the lobe of the ear, no hoops and the earrings may not dangle below the lobe. Body piercing is not allowed. A single, simple cross or religious medal on a narrow chain may be worn. A single bracelet may be worn. Smart watches and other types of jewelry are not allowed. Students that have jewelry that becomes a distraction will be asked to remove it.

### ***Hair***

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not be limited to, shaving, carving, hair extensions or tails. No unnatural hair colors are allowed. Students are not to wear artificial hairpieces of any kind. Barrettes, headbands, and any other hair accessory may not be ornate to the point where it is considered distracting to the learning environment. Headbands/bows may be of uniform material, navy blue, grey, white, or black. No athletic type headbands and logos on the headbands. The sole discretion of whether or not hair is considered "extreme" is by the administration.

Student Cultural Hairstyles: (Illinois Public Act 102-0360PDF) Document, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and nonpublic elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### **Boys Dress Code**

#### ***Gray Polo – Kindergarten through 8th Grade***

The embroidered gray polo from Ken Woody's must be worn with pants or shorts. The polo must be tucked in at all times. T-shirts worn under the polo must be plain white and not extend beyond the sleeve of the uniform shirt.

#### ***Fleece or Quarter Zip – Kindergarten through 8th Grade***

An embroidered navy blue fleece or quarter zip from Ken Woody's may be worn with the uniform. The proper school uniform must be worn under the fleece or quarter zip.

#### ***Navy Blue Pants – Kindergarten through 8th Grade***

Pants must be purchased through Ken Woody's. No cargo, skinny, or jegging styles are allowed. Pants should not be form fitting and/or tapered at the ankle. Pants must fit at the waist and may not be tight. If a belt is worn to school, it must be navy blue, black or dark brown. A belt must be worn for 6th-8th graders.

### ***Navy Blue Shorts – Kindergarten through 8th Grade***

Shorts must be purchased through Ken Woody's. No cargo, skinny or jegging styles are allowed. Shorts should not be form fitting and/or tapered at the knee. Shorts must fit at the waist and the length must be at or just above the knee. If a belt is worn to school, it must be navy blue, black or dark brown. A belt must be worn for 6th-8th graders. Shorts are permitted during the months of August, September, October, March, April, May and June.

### ***Socks***

Black, gray, navy, or white socks must be worn. Socks may have a black or white logo on them, i.e. Nike, Adidas, Under Armour.

### ***Shoes***

Students must wear mostly solid white or solid black gym shoes, or a combination of both (no color), or all white, black or brown dress/boat shoes, i.e. Sperry's or Hey Dudes. No boots, roller, sandals, opened toe, or backless shoes should be worn to school.

### ***Sprays***

The use of any aerosol/pump sprays by any student, at any time, on school property or at school-sponsored events is not allowed.

### ***Jewelry***

Earrings and body piercings are not allowed. A single, simple cross or religious medal on a narrow chain may be worn. A single bracelet may be worn. No smart watches or other types of jewelry are allowed. Students that have jewelry that becomes a distraction will be asked to remove it.

### ***Hair***

Hair should be neatly groomed at all times. Extreme or fad hairstyles are not acceptable. This would include, but not limited to, shaving, carving, hair extensions or tails. No unnatural hair colors are allowed. Students are not to wear artificial hairpieces of any kind. Boys' hair may not touch the bottom of the back of the collar of their shirt. Hair from the top of the head must be above the eyes. Boy's hair must not be unkempt. Students must be clean-shaven. No facial hair is allowed. Sideburns may not extend below the middle of the ear. The sole discretion of whether or not hair is considered "extreme" is by the administration.

Student Cultural Hairstyles: (Illinois Public Act 102-0360PDF) Document, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and nonpublic elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### ***P.E. Attire – Kindergarten through 8th Grade***

- The school gym uniform consists of Holy Family School navy mesh shorts and/or sweat pants, Holy Family School light gray shirt and gym shoes.
- P.E. shorts must be at or just above the knee and cannot be form fitting and/or rolled at the waist.
- Students in Kindergarten, 1st, 2nd and 3rd grades will be able to come to school in their gym uniform on P.E. days. Students in 4th-8th grades will change into and out of uniforms before and after class and should wear appropriate undergarments to maintain modesty while changing.
- Gym clothes must be taken home weekly to be laundered.

- It is strongly suggested that grades 4-8 bring deodorant to use after gym.
- Gym uniforms can be purchased through Ken Woody's.

**Modification of Athletic/PE Uniforms:** The school may allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values or modesty preferences.

### ***Out of Uniform Days***

Prior to the event, classroom teachers will inform parents/students as to appropriate clothing for field trips and out of uniform days. The only shorts that can be worn for out-of-uniform days are the navy school uniform or P.E. shorts. The only pants that can be worn on out-of-uniform days are uniform pants, joggers, sweat pants, or jeans (No skinny jeans or jeggings). Leggings can be worn for PreKindergarten-3rd grade students, but are not permitted for 4th-8th grades. All other dress code rules apply.

### ***Spirit Wear Days***

At Holy Family, most Mondays are our "school spirit" days. Students are allowed to wear a spirit wear t-shirt/sweatshirt with their uniform pants/shorts/skirt along with their regular school shoes. Eighth graders may wear their eighth grade t-shirt with uniform pants/shorts and shoes.

## ***School Day***

### ***Schedule***

7:40-8:00am ~ Students arrive and go directly to their classroom. Students may line up outside in front of school as early as 7:40am.

10:45 ~ Pre-Kindergarten 3 & 4-Year Old Morning Dismissal

10:55-11:20 ~ Pre-K 3 – Kindergarten Lunch

11:05-11:25 ~ 1st, 2nd, and 3rd Grades Recess

11:20-11:40 ~ Pre-K 3 - Kindergarten Recess

11:35-11:55 ~ 1st, 2nd, and 3rd Grades Lunch

12:05-12:20 ~ 4th, 5th, and 6th Grade Lunch/7th and 8th Grade Recess

12:25-12:40 ~ 4th, 5th and 6th Grade Recess/7th and 8th Grade Lunch

2:45PM ~ Dismissal for all Grades

### ***School Procedures***

#### **Arrival**

Students will be allowed into the school building as early as 7:40am.

Pre-Kindergarten through 3rd grade families will enter through the school entrance off of Route 59 and proceed in a single file line to drop off along the sidewalk. Please pull up as far as possible to allow more cars to drop off at the same time. Please wait until the car in front of you begins to drive away before you begin to leave.

The 4th grade through 8th grade students and siblings will be dropped off East of the grass medians in the East parking lot closest to door #4. Vehicles will enter the back of the campus through Sharp Drive off of Black Road. Please form a single file line, drop off your child(ren), and then proceed out the same way that you came.

According to state law, there is no cell phone use in any school zone.

### Dismissal

Pre-Kindergarten through 3rd grade students will be picked up the same way that they were dropped off, but instead of only one line along the side walk there will be a second line formed on the South side of the median. The cars are asked to pull all the way up to the end of the gym. Please wait until the car in front of you is given the green light to leave before you leave. Please have your family name visible for the staff to see so that they can call your family's name. A family name card will be provided to you.

The 4th through 8th grade students and siblings will be picked up in the East parking lot off of Black Road and Sharp Drive. As you enter the parking lot there will be 6-7 lines formed. Proceed to the front. Please be sure to display your family's name so that the staff members can identify which students to call on their two way radios. The staff member will dismiss the lot of cars starting on the far South side of the parking lot. Families will pick up siblings on this side even if the oldest is absent.

Students will not be allowed to go home with other students unless the school is notified. This includes Extended Day Care.

According to state law, there is no cell phone use in any school zone.

### ***Birthdays***

Each morning, birthdays are announced during announcements. Students are asked to come to the school office to get a birthday pencil.

## ***School Supplies***

Children should be supplied with the necessary items on the first day of school. A copy of the school supply list by grade level can be found on the school website and on FACTS.

Students who lose or damage equipment or supplies that are the property of the school will be required to pay for the cost of replacement.

### ***Lost and Found***

Lost items will be placed on the lost and found table located in the Door 3 vestibule. Marking articles of clothing, uniforms, gym clothes, art smocks, books, and supplies will forestall wasting time identifying and searching for lost articles. We encourage parents and students to check the lost and found as needed. All unclaimed items will be donated to a charity in December and May.

## ***Attendance, Absences, Sickness, Tardies***

A daily student attendance record must be kept in each school. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call or email by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school. If a student is absent more than 3 consecutive days, a doctor's note will be required before returning to school.

## ***Absenteeism***

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. Due to safety concerns, a school representative will call all non-reported absences daily. Absences are categorized as excused or unexcused.

In the event of any absence, the student's parent/guardian is required to call the school at 815-725-8149 or email the teacher as well as, Tawny Quinn ([tquinn@holyfamilysorewood.org](mailto:tquinn@holyfamilysorewood.org)) and Shanele Kirksey ([skirksey@holyfamilysorewood.org](mailto:skirksey@holyfamilysorewood.org)) to explain the reason for the absence. If a call or email to the school is not made by 8:15am on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance. A signed note or email must be sent to the office, within two days of the student's return to school, for the absence to be considered excused, even if the absence was phoned by a parent/guardian.

## ***Excused Absences***

An excused absence can be defined as, but not limited to:

1. Medical appointment verified by a medical note
2. Testing and assessment
3. High school shadow day (7th and 8th graders)
4. Illness confirmed by a medical note
5. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences may not be excused if the total amount of absences are in excess of nine days per year)
6. Wake and/or funeral (confirmed by a parent/guardian)
7. School sponsored activities
8. Extenuating circumstances that have been approved by administration

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

## ***Unexcused Absences***

An unexcused absence can be defined as, but not limited to:

1. Any absence that is not confirmed with a parent/guardian, medical staff, or within the two day grace period
2. Truancy (absence from school without verification from the parent/guardian)
3. An illness which lasts for more than three consecutive school days that is not verified by a medical note
4. Vacation days taken with family
5. Non-school sponsored sports activities or events

## ***Truancy***

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day, or a portion of the school day, without an excused absence. Illinois State Board of Education provides additional resources and guidelines for truancy.

## ***Chronic Truancy***

The Catholic Schools Office considers a student who is subject to compulsory school attendance a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper

permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

### ***Tardy***

All research indicates that a student's academic achievement is directly related to the amount of time spent in school. It is imperative that every effort be made to have your child(ren) in school each day on time. A student is considered tardy at 8:00am if they are not seated in their classroom when the bell rings. If a student is tardy, they must be walked into the school office with a parent/guardian and be signed into school. A tardy slip will be issued to be given to the teacher. Students will not be admitted to class without a parent/guardian signature.

### ***Vacation***

Holy Family School has vacation time worked into its annual schedule. School families are expected to respect classroom instruction days and make sure of the scheduled breaks for vacation. Absences for vacations are considered unexcused absences.

Holy Family School reaffirms the need to provide continuous, uninterrupted education for all students. Although we recognize the rights of parents and guardians to make decisions on behalf of their children, every effort should be made to schedule extended absences that do not conflict with normal classroom work. School families are asked to send written notification to the classroom teacher and the school office at least five (5) school days before vacation is to begin.

Parents and guardians need to be aware of the fact that hands-on activities, classroom discussions and group work cannot be duplicated. All work missed during the vacation must be completed within the same number of days the student was on vacation. Homework will not be given prior to vacation.

### ***Legal Documentation***

Any legal paperwork that involves custodial rights or an order of protection must be on file in the school office. The school will not be held liable in the absence of written documentation.

### ***Student Pickup During School Hours***

Since the school is responsible for the child during the entire school day, no child is permitted to leave before or during the school session. If for reasons of illness or appointments, parents are to meet their child in the office and sign them out. Please inform both the homeroom teacher and the office via email or a phone call.

## ***Student Medical and Information Resources***

Any place where children gather on a regular basis can become a breeding ground for the spread of germs. Although many communicable childhood diseases cannot be avoided, our teachers stress the importance of hand washing after using the washrooms and the avoidance of sharing combs and hats.

We also ask parents to have the courtesy to inform the school when they discover a case of something easily spread.



## ***Illness***

1. The child should be kept at home if there is evidence of severe sore throat, fever, nausea, rash, swollen glands, abdominal pain, watery eyes, red eyes, vomiting, diarrhea, etc. Students must be free from fever, diarrhea, and vomiting for 24 hours before returning to school.
2. Parents will be notified if their child becomes ill during the school day and will be expected to make arrangements for an immediate pick up. Students who leave at any time during the course of the school day due to fever, diarrhea, vomiting or pink eye must stay home the following full day. Students may then return **after** that full day, provided that there has been no fever, diarrhea, and/or vomiting in the last 24 hours. In the case of pink eye, students must be on medicated eye drops for at least 24 hours before returning to school.
3. If a child contracts a communicable disease, notify the school office so this information can be forwarded to the County Board of Health.
4. A student's absence must be reported to the school office (via phone or email) every day they are out sick.
5. If a student is sick or to be excused from any regular school activity for more than 3 days, a doctor's note is required.
6. Students are expected to make up all class work when they have been absent from school due to illness. It is wise to keep in contact with teachers and request that work be sent home, once children are well enough to work on assignments. Students will have the same number of days to make up their work as they were absent.
7. Students who are absent or go home early due to illness, may not participate in any after-school activities that day and if the child goes home on a Friday, s/he is ineligible to participate over the weekend.

## ***Prescription Medication***

Students should not be permitted to possess or take prescription medication on school grounds or at any school-sponsored activities. If it is medically necessary for a student to ingest non-prescription or prescription medication during the school day or at any school-sponsored activities in the opinion of his/her authorized/treating physician, the student may be permitted to do so at the discretion of the principal. The parents/guardians must request that the school dispense the medication to the child and follow the procedures for dispensing medication.

Parents/guardians shall provide documentation from a licensed medical practitioner on the type, dosage and frequency of the prescription or treatment, and emergency action plan, if required. It is recommended that all prescriptions be kept in a secure, central area of the school (rather than retained by the individual student or their teacher). The principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment. This policy should not prohibit any school employee from providing emergency assistance to students.

Per 105 ILCS 5/22-30(c), the school and school personnel incur no liability for injuries occurring when administering asthma medication, epinephrine auto-injector, or an opioid antagonist.

## ***Medication Administration***

No school personnel shall dispense any medication to any student unless the Medical Provider Authorization Form has been filed with the school. This form shall be completed by the student's parent or guardian and a licensed medical physician and shall be on file at the school prior to the dispensing of any medication to a student. The Medical Provider Authorization Form must be renewed annually at the beginning of each school year. Forms are available in the school office and can be found on the school website.

All medications given in school, including over the counter (i.e. Tylenol, Motrin, Cough Drops,) must have a Medical Provider Authorization Form completed by a licensed medical physician and signed by the student's parent or guardian. Forms are available in the school office and can be found on the school website.

1. A written order for prescription and non-prescription medications must be obtained from the student's licensed medical physician. The order includes:
  - Student's Name
  - Date of Birth
  - Licensed Medical Physician Name, Signature and Date
  - Licensed Medical Physician Phone and Emergency Number(s)
  - Name of Medication
    - Dosage
    - Route of administration
    - Frequency and time of administration
  - Diagnosis Requiring Medication
  - Intended Effect of the Medication /Possible Side Effects
  - Other Medications Student is Receiving
  - Time Interval for Re-Evaluation
  - Approval for Self-Administration
  - Approval for students to carry their inhaler
2. Medication must be brought to the school in the original prescription bottle. All over the counter medication must be brought in the original container. It must be labeled appropriately by the pharmacist or licensed medical physician.

Prescription and over-the-counter medication shall display:

  - Student's Name
  - Prescription Number
  - Medication Name and Dosage
  - Administration Route or Other Directions
  - Date and Refill
  - Licensed Medical Physician's Name
  - Pharmacy Name, Address and Phone Number
  - Name or Initials of Pharmacist
3. A Medical Provider Authorization Form must be signed by a licensed medical physician and signed by the student's parent or guardian verifying the necessity and student's ability to self-administer the inhaler appropriately. This form will be kept on file in the school office.
4. When the medication being stored is a controlled substance, a locked cabinet must be securely affixed to the wall.
5. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian is responsible for removing from the school any unused medication, otherwise all medication will be thrown away.
6. All students with an Epi-pen need to have a Food Allergy Action Plan filled out and signed by both the student's parent or guardian and a licensed medical physician. Forms are available in the school office and can be found on the website.

## **Allergies**

Parents/guardians shall notify the school in writing of any diagnosed allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector. A signed parent permission notification and a signed physician authorization must be provided to the local Catholic school either at the start of the new school year, upon enrollment or immediately following diagnosis of such a requirement. Both the parental permission and physician authorization will be held on file at the school where the student attends.

For serious allergies, the principal (or designee) shall meet with the parent/guardian to develop a written set of procedures, as well as an allergy emergency action plan, to ensure a safe environment for the child. A template Individual Health Care Plan can be found through the Illinois State Board of Education. School personnel may administer epinephrine auto-injectors (“epi-pens”) with the approval of the parent/guardian, and with proper authorization from the principal and training.

Accommodation requests are initiated by a parent/guardian to the local Catholic school and include a physician’s report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy-free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- Designating a separate table/area for students with an allergy.
- Allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom.
- Limiting/prohibiting food in classrooms.
- Removing food as a reward in classrooms or for celebrations.
- Regular cleaning of classrooms and lunchroom.
- Educating school personnel on the management of students with allergies.

## **Asthma**

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication, or for use of an epinephrine auto-injector, written authorization from the pupil’s physician, physician assistant or advanced practice registered nurse.
- The parents/guardians of the pupil provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered.

If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the Holy Family School either at the start of a new school year, upon enrollment or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school where the student attends. Parents/guardians should be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

## ***Diabetes***

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include:

- Allowing students to check blood glucose levels when and wherever needed.
- Self-administration of insulin.
- Self-treatment of hyperglycemia or hypoglycemia; and
- Allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes, to self-administer and self-carry diabetes medication, a signed parent permission notification and a signed physician diabetes care plan must be provided to Holy Family School either at the start of a new school year, upon enrollment or immediately following diagnosis. Both the signed parent notification and the physician diabetes care plan will be held on file at the school where the student attends.

### ***Diabetes Care Plan Requirements***

It is the responsibility of the parent/guardian to share health care provider instructions concerning the student's diabetes management during the school day.

The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format. The Illinois State Board of Education Nursing Division has several resources regarding diabetes care on a school campus.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to Holy Family School at the beginning of the school year, upon enrollment, immediately after a student's diagnosis or when a student's care needs change during any given school year. Parents shall be responsible for informing Holy Family School in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

A school or a school employee is not subject to discipline and not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

### ***Administration of Medical Cannabis***

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a "registered qualifying patient," has an individual who is a "registered designated caregiver," and both of

whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

A parent/guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

### ***Opioid Antagonist***

Public Act 103-348 requires schools to maintain a supply of an opioid antagonist on campus. An opioid antagonist such as over-the-counter Narcan will suffice.

### ***Head Lice Protocols***

If a child does have lice, parents will be contacted, and the child will need to go home. Teachers will be notified if a child within their classroom has head lice. Students' names should never be discussed.

### ***Medical Appointments***

Please avoid making appointments during school hours. If it is necessary, notify the school office by note at least one day ahead of the appointment. Children who are late for school due to an early morning doctor's appointment will be marked tardy. Parents are asked not to schedule routine medical and dental appointments during school hours.

### ***Vision and Hearing Screenings***

These exams are administered in the school by an outside agency. According to state law, the following students are evaluated each year:

Kindergarten – vision\* and hearing

1st Grade – hearing only

2nd Grade – vision and hearing

3rd Grade – hearing only

4th Grade – vision only

8th Grade – vision only

*\*Only those who do not have a form on file. This will not replace the requirement from the state for Vision testing entering Kindergarten.*

Parents are notified if results indicate the need for a more complete examination. Parents will be required to follow through with the agency's recommendations.

### ***Medical Emergencies***

If a child is seriously injured and a parent or guardian cannot be immediately contacted, 911 will be called and emergency medical aid will be dispatched.

It is of utmost importance that current emergency information be on file in the school office via your FACTS account. It is the responsibility of the parent to ensure this is current at all times.

## ***Curriculum Policies and Procedures***

### ***Curriculum Responsibility***

The Catholic Schools Office Superintendent approves the curriculum of the school in accordance with the standards specified by the Catholic Schools Office. The local principal implements the system's

basic curriculum expectations. Each school shall implement a comprehensive curriculum that is characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged.

### ***Curriculum Design***

The instructional program reflects the philosophy of the school, responds to student abilities, and needs, encourages teaching techniques consistent with the child as a learner, and provides relevant and developmental content.

Each school has a published school philosophy that is identifiably Catholic and is the basis for formulating school goals and objectives. Each teacher writes classroom objectives that reflect the broader school goals and objectives.

### ***Curriculum Content***

Academic Mission: Our aim is for each child to work at his own ability level while developing a positive self-concept. Beginning in Kindergarten, our goal is to make school an enjoyable experience and create an environment that will allow each student to have a solid foundation which will allow their abilities to surface as they progress to more challenging studies.

Religion, Reading, Language Arts, Science, Social Studies, and Math are taught daily. The students also have at least one special class every day: Physical Education, Music, Art, Library, or Technology. We work to meet the individual needs of each student through a variety of assessments, while differentiating the curriculum. Diocesan standards are used for all subject areas.

### ***Academic Disciplines***

The required subject areas are Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Religion, Science, Social Science and Technology. We also teach a variety of personal/mental health topics which include human growth and development, hygiene, and social responsibilities of family life.

\*Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7-8 unless the materials are properly labeled according to the statute.

### ***Religious Education (Faith Formation)***

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curriculum. Church teaching defines parents' role as primary educators of their children. The priority given to their own faith formation as parents as well as their direct involvement in the faith formation of their children is essential to making this role a reality. We offer the safe environment curriculum provided by the diocese of Joliet, along with 8th grade Theology of the Body instruction.

### ***Graduation Requirements/Constitution***

Students in schools are promoted to the next grade in accordance with the stated policies and curriculum of the school. Promotion relates to students matriculating to their second (or third) year of preschool or advancing to Kindergarten through 8th grade. Graduation relates to students who are advancing beyond 8th grade. Students may not be promoted or graduate unless they have successfully completed the curricular and behavioral expectations of the school. Curricular expectations must reflect

the required curriculum time allotments of the Diocese. Students may not graduate without a passing score on the constitution test. No graduation or other exercise that signifies the termination of school sessions may take place earlier than a week before the closing date of the school year.

## **Curriculum**

### Pre-Kindergarten 3-Year Old & Pre-Kindergarten 4-Year Old

Children begin their faith journey through bible stories, Catholic ABC's, songs, and prayers. The program balances academics and socialization that foster kindergarten readiness.

### Kindergarten - 8th Grade

Religion ~ Students learn about our Catholic Faith through the Catechism, grade level specific topics, activities, Scripture, prayer, discussion and reflection. Our 2nd graders receive their First Reconciliation and First Communion. Students attend and participate in Mass weekly and have opportunities throughout the year for Reconciliation.

Language Arts ~ The language arts program includes reading, writing, speaking, listening, and the study of literature. Guided reading and novel studies are the foundation of our literacy instruction, along with the "Accelerated Reader" program.

Mathematics ~ Students acquire knowledge of mathematics and the ability to apply math skills to solve problems through the use of the textbook, extended activities and hands-on experiences. Sadlier Oxford is the textbook used in K-8 along with Simple Solutions and ALEKS Math.

Science ~ Concrete hands-on experiences, written materials and visual aids are used to teach concepts of science in the physical and natural world. Students identify problems, formulate and test hypotheses and evaluate experimental results. Junior High students who qualify also participate in Regional and State Science Fairs.

Social Studies ~ Students will develop an awareness of communities, cultures, citizenship, geography, social justice, and U.S. history, through project activities, research and the textbook. As a school, we recite the pledge of allegiance daily.

## **Academics**

### **Homework**

The faculty of Holy Family School intends to offer each student an instructional program designed to meet individual needs and abilities. Homework is an important factor in obtaining this goal. It is a link between home and school. Parents are requested to guide or help with assignments, but not to do the actual work. The purpose for homework is to provide time for students to practice what they have learned in class, to prepare for new information or elaborate on information that has been introduced. The goals of assigning homework are as follows:

1. To teach good study habits and study skills
2. To learn how to organize time and activities
3. To create a desire for self-improvement
4. To motivate the student to want to learn independently
5. To stimulate the student's curiosity and creativity
6. To teach responsibility and a sense of accomplishment

If a student (PK3-5th Grade) is absent and the parent requests school/homework by 9:00am, it will be available in the school office at 3:00pm. Work can be sent home with a sibling. Junior High students who



are absent for one day will be given their missed work the next school day. If a Junior High student is out two or more days in a row, missed work will then be provided on a daily basis. Please reach out to your child's homeroom teacher. If a child is going to be gone on vacation, teachers will not give assignments prior to the vacation.

#### *Incomplete and/or Missing Homework Consequences (4th-8th Grade)*

- First day not handed in, 10% off
- Second day not handed in, 50% off
- After the third day a teacher may assign a grade of zero.

Parents are responsible for checking FACTS SIS for updated grades.

#### ***School Work***

Throughout the year, teachers will be sending home tests and/or important papers to be reviewed, signed and returned the next day. Any student not returning the paper on time will be given a verbal reminder. If the paper is not returned by the second day, disciplinary action will be taken at the discretion of the teacher. For students in Grades 4-8, grades are posted and published on FACTS SIS once a week. It is the parent/guardian's responsibility to check these grades regularly.

#### ***Grading Scales***

##### Kindergarten - 3rd Grade

The Kindergarten through 3rd grade report cards reflect the following assessment of Illinois standards:

- 4 - Work Exceeds Expectation
- 3 - Work Meets Expectation
- 2 - Work Approaches Expectation
- 1 - Needs to Improve

Grades will not be calculated using a percentage scale, but will be based on a rubric point system and participation of students in all aspects of learning.

##### Grades 4th - 8th

A+	.....	100 – 99.5%
A	.....	99.4 - 95.5%
A-	.....	95.4 – 92.5%
B+	.....	92.4 – 90.5%
B	.....	90.4 – 87.5
B-	.....	87.4 – 84.5%
C+	.....	84.4 – 82.5%
C	.....	82.5 – 78.5%
C-	.....	78.4 – 76.5%
D+	.....	76.4 – 74.5%
D	.....	74.4 – 71.5%
D-	.....	71.4 – 69.5%
F	.....	69.4 - 0%

The CR (credit earned) is available for use when requirements have been satisfied but which do not readily lend themselves to the conventional grading system. The NC (no credit earned) is available for use when requirements have not been satisfied which do not readily lend themselves to the conventional grading system. The NG (not graded) could be used where a certain subject area is not taught in a given trimester, but is dealt with in another time period.

Instruction in all subject areas, but especially the skill areas of reading and math, should be adjusted to meet the educational needs of each student. For this reason, instructional level is indicated on the form and should be used when appropriate.

### ***Weekly/Progress Reports***

For students in Grades 4-8, grades are updated once a week and available through the FACTS Student Information System. For students in Kindergarten-Grade 8, progress reports will be sent home halfway through each trimester.

### ***Report Cards***

Kindergarten to 8th grade students receive a paper copy of his/her midterm report at the mid-point of each trimester and the report card at the end of each trimester. Pre-Kindergarten children will receive reports at the end of each trimester.

For children in Grades 4-8, the Diocese of Joliet Report Card form will be used. The report card for Grades K-3 is based upon Illinois Learning Standards, in conjunction with the Diocese of Joliet, and will reflect the child's progress in meeting these standards. Report cards will be sent home with the children at the end of the trimester on dates defined by the school calendar. It is the parents' responsibility to make sure the report card envelopes are signed and returned to school.

### ***Troy School District Services***

If a student qualifies for special services from Troy 30c, we strongly encourage that the parent(s) and student(s) accept these services and work with Troy 30c on a plan of action.

### ***Failure Policy***

All students are to complete and pass their core-curriculum subjects (English, Literature, Math, Science, Social Studies, and Religion). Failure to complete this requirement and earn academic credit in any of the core subjects may result in an academic remediation plan that must be followed and completed to earn the credit. Failure to complete the remediation plan and the academic requirements, as set by the teachers and administration, may result in retention at grade level and/or inability to graduate.

### ***Honor Roll***

Honor roll recognizes students for their academic achievement at the end of the trimester. All students from grades 6-8 may obtain High Honor Roll status by:

- Having no grade lower than an A- in each of the following subjects: Art, English, Literature, Math, Music, Physical Education, Religion, Science, Social Studies, and Technology.
- No unacceptable mark (x) for an effort grade in any subject.

All students in grades 6-8 may obtain Honor Roll status by:

- Having no grade lower than a B- in each of the following subjects: Art, English, Literature, Math, Music, Physical Education, Religion, Science, Social Studies, and Technology.
- No unacceptable mark (x) for an effort grade in any subject.

### ***Eagle Awards***

We honor one child per grade level each month with the Eagle Award after one of our Masses. The Eagle Award is given to students who demonstrate great Christian values, supports and assists others in and out of the classroom, is a team player, tries his/her hardest, and exemplifies what it means to be an Eagle.

### ***Accelerated Class Policy***

The following is a list of conditions that a student might be moved from an accelerated course to a regular course:

- Unable to maintain a B average or better in accelerated courses.
- Regular daily attendance is required.
- Difficulty showing higher level thinking and processing on homework.
- Difficulty meeting Accelerated Reader goals and ALEKS goals
- Inconsistent work quality.
- Difficulty showing higher level thinking skills in classroom discussion.
- Not prepared for class.
- Unable to keep up with accelerated pace.
- Unable to keep up with work in other classes.
- Teacher recommendation.

### ***JCA Extended Math Requirements***

Eighth grade students will qualify for the JCA Math program by earning the following:

- 80% or above on the i-Ready Math diagnostic
- 3.5 or higher overall GPA in 6th and 7th grades
- 3.75 GPA average in math for 6th grade (3 trimesters) and 7th grade (2 trimesters)
- Teacher recommendation
- Attendance/Work Ethic

### ***JCA Extended Math and Science Requirements***

Eighth grade students will qualify for the JCA Math and Science program (must be enrolled in JCA math to qualify for science) by earning the following:

- 80% or higher on math i-Ready diagnostic
- 3.5 overall GPA (or higher)
- 3.75 GPA average in math and science for 6th grade (3 trimesters) and 7th grade (2 trimesters)
- Enrolled in accelerated English/Literature and math
- Teacher recommendation
- Attendance/Work Ethic

### ***Parent Teacher Conferences (Pre-Kindergarten – 8th grade)***

In order to be personally informed of their child's progress, parents will be required to attend conferences at the end of the first trimester. This date is determined at the beginning of each school year. Conferences may also be held during the second or third trimester if requested by teacher or parent. Parents are encouraged to contact the teacher at any time if they feel the need to schedule an additional conference.

The parents are encouraged to confer with the teacher more often when the child displays a lack of interest in their work or a change of attitude toward school. It is important to remember that your child is

an individual and the information should not be compared with any other child's report card; this is especially true for children in the same family.

### ***Class Size***

Pre-K 3-Year Old will be limited to 25 students. Pre-K 4-Year Old will be limited to 30 students. Grades K-8 will be limited to 31 students. Exceptions to the limit will be at the discretion of the administration.

### ***Parent Concerns***

In Matthew 18, Jesus articulates a clear and compelling vision for conflict resolution. He emphasizes the importance of both subsidiarity - dealing with issues and concerns at the lowest possible level - and solidarity - working together to resolve conflicts to ensure the flourishing of both the individuals involved and the community as a whole. Subsidiarity and solidarity are therefore not optional components of Christian conflict resolution, but represent the very heart of any such process.

As a Catholic institution, subsidiarity and solidarity will be observed in our conflict resolution process. Complaints must be brought to the lowest numbered relevant individual, below. The school administration reserves the right to refer concerns to a lower level if the lower channel is not consulted first.

1. Teachers
2. Principal
3. Parish Priests
4. Diocese of Joliet Catholic Schools Office

Members of the Holy Family School community are encouraged to first address their concerns with the person with whom they have a concern before escalating the issue to the school administration, the parish priests, or the Diocese.

Holy Family School administration will take seriously all communication that is proffered in a spirit of true Christian charity and partnership. Asking questions about a situation, without making accusations is expected.

In cases where conflict resolution initiated by parents lacks subsidiarity, solidarity, or Christian charity, those parents involved will be asked to meet with Holy Family School administration following these protocols for the continuation of non charitable conflict resolution:

1. A verbal warning.
2. A written notice of enrollment probation.
3. Enrollment review meeting with the school administration and the Pastor (or his designee), and could result in having an enrollment offer for the following year revoked or withheld.

Parental behavior that is hostile or threatening will not be tolerated. In certain cases, parental behavior could result in immediate dismissal from the school regardless of a student's academic or behavioral standing.

Examples of conflict resolution that lack subsidiarity, solidarity, and Christian charity include but are not limited to:

1. Emails or verbal communication that is accusatory or hostile
2. Approaching school staff or administration in a hostile or accusatory manner
3. Repeated lack of support or observance for school policies and daily procedures
4. Creating a culture of gossip or slander by speaking negatively about issues, teachers, administrators, or other parents/students

5. Repeatedly exhibiting a lack of partnership between parents and the school while responding to academic or discipline issues
6. Exhibiting threatening verbal or physical behavior or written communication toward teachers, administration, staff, or clergy, whether on or off campus

Complaints or concerns that are found to have been disseminated through the school community will be considered null, as they represent a breach of both the subsidiarity and solidarity incumbent in Christian conflict resolution. Dissemination includes, but is not limited to, emails, text messages (including group texts & grade-level discussion threads), social media posts, and in-person gatherings. All written communication must be signed and dated; communication that is not signed will not be read.

It is our goal and prayer that we continue to work together in a spirit of unity and charity, with respect for one another and for the difficult decisions made by school administration and our teaching staff in support of guiding and teaching our students by supporting them as individuals in their best interest.

## ***Technology Use and Requirements***

Technology is very important in the world today. Our students have access to the use of technology in the classrooms, but we do not solely use technology to teach the children. In the Pre-K 3-Year Old and 4-Year Old classrooms, they have some iPads and will use them in the classrooms to help with instruction. In our Kindergarten - 2nd grade classrooms, they have a class set of iPads that the students use at different times in the classroom. In our 3rd - 4th grade classrooms, the students use laptops at different times to help with instruction.

Our 1:1 technology program begins in 5th grade. In 5th - 7th grades, the students use chromebooks and our 8th graders use laptops. The school purchases the laptops/chromebooks and spreads the cost over 3 or 4 years for the parents. Once the student completes 8th grade, the student will keep his/her laptop/chromebook. Our fifth graders will only use the chromebooks at school, while the 6th-8th graders will be responsible for bringing their device to and from school each day.

### ***Cell Phones***

The administration and staff at Holy Family School will not permit the use of cell phones by students while school is in session, unless permission is granted by the administration. If you find it necessary for your child to have a cell phone, we ask that your child keep the phone in his/her backpack and turned off. If given permission to have a phone, your child may use it after exiting the building for unforeseen schedule changes and emergency situations. If a staff member sees or hears a cell phone, or if a child is caught using a cell phone, the phone will be collected and kept in the school office until a parent comes to the office to pick it up. The second offense will result in the phone being taken plus a one hour after school detention. The third offense will result in the phone being taken, a one hour after school detention, and the loss of all cell phone privileges. Holy Family School is not responsible for lost, stolen, or damaged cell phones.

### ***Cyber Bullying***

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public or school-owned), 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.

### ***Technology Use Outside of School***

Schools are encouraged to utilize the latest instructional technology to benefit student learning. Each school shall develop a local technology plan that details how technology is purchased, maintained, upgraded and leveraged to support instruction. No software or technological materials shall be used unless licensed in accordance with manufacturer and provider requirements. The use of technology and the internet in education carries both great promise and great responsibility. Therefore:

- Students have access to and practical experience with technology, including the internet.
- Technology is integrated into areas of the school curriculum.
- Social justice implications of an increasingly technological society are taught; and
- Moral and legal issues concerning internet access and related technology use are taught to students and respected by each school community.

The Diocesan document Acceptable Use Agreement must be utilized by each local school. Each student and parent(s)/guardian(s) sign the document annually. Students and their parents or guardians are advised that the Diocese of Joliet Catholic schools may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The school principal may conduct an investigation if there is reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

### ***Electronic Communications and Social Media***

Employees shall not initiate text messaging with individual students and should restrict any text exchanges to professional purposes only. Employees should exercise extreme care when interacting with students through social media; it is highly recommended that employees do not engage in such communication. Employees should be aware that electronic communications and social media can affect their employment status if used inappropriately with students. Employees shall not be on their phones or any other personal, electronic devices while engaged in professional responsibilities.

### ***Photos and Videos of Students***

School employees may take pictures of students with personal cell phones or cameras provided photos are not posted on social media until obtaining approval from administration. Photos with school-owned devices are permissible for official reasons, and if the permission of the parent/guardian has been granted through a Photo/Video Release Form.

## ***Conduct, Consequences and Discipline Policy***

The environment of a Catholic school should be one where respect for all individuals prevails. Children need to feel relaxed and comfortable to do their best work. If student behavior consists of outbursts, teasing, taunting, bad language, or especially threats, harassment, or bullying, it should be reported immediately to the teacher. All reports will be taken seriously, and the matter investigated. While we do not have a zero-tolerance policy, we do expect growth from our children and cooperation from parents. Students who do not learn from their mistakes, and repeat the same inappropriate behavior repeatedly, have their actions addressed by our discipline policy and are subject to not being invited to return for the upcoming year.

Registration for admission to our school acknowledges the parents' role in fostering in their children a willingness to "obey the rules" and conduct themselves in a gentlemanly and ladylike manner. Corporal punishment, bullying, or ridiculing the students is never acceptable or allowed.

In guiding your child's growth in habits of virtue and in Christian attitudes, we work to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. To accomplish this, all students must recognize their individual responsibilities and obligations and carry them out in accordance with school regulations.

Also, anytime students are participating in a school-sponsored or teacher-directed activity, on or off our school grounds—and even if the activity may be outside of normal school hours (athletic events, field trips, etc.)—everyone is subject to the same rules, regulations, and discipline as if unacceptable behavior occurred here on campus.

A continuing challenge for administrators at all levels is determining whether the school should be involved in discipline for behavior that took place off school grounds on non-school days. Legal advice which Joliet Diocesan principals have received advises that conduct, whether inside or outside of the school, that is detrimental to the reputation of Holy Family School or Parish, the Catholic Church, students, faculty, staff, or administration, is to be dealt with by either the school and/or police.

This includes, but is not limited to: blogging, texting, the misuse of the school logo, as well as derogatory pictures or videos of, or comments about, students, faculty, and principal (current or past), priests, staff, and parents (either current or past) placed online. Students need to be aware that such conduct may also lead to criminal prosecution. Students accused of violating state, civil, or federal law may be placed on home study pending the outcome of the matter. At this time students and parents may be asked to provide the investigating team with access to the student's account or profile on the social networking website.

In keeping with these beliefs, we have the following expectations for our students:

- Display Christian behavior towards others.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Complete assignments on time.
- Work to full potential.
- Make good choices.
- Respect the rights of all the students and adults.
- Tell the truth.
- Use self-control.
- Obey administrators, teachers, staff and others in authority.
- Attend school faithfully.

Holy Family School's Discipline Goal is to change inappropriate behavior to allow for a productive and safe learning environment for all students. Disruptive classroom behavior is not conducive to learning. No student has the right to take learning opportunities away from other students.

### ***Shared Responsibility***

#### **Students**

Throughout the year students will be expected to assume the following responsibilities:

- Be present and on time for school and classes each day.
- Treat all school personnel and fellow students with dignity and respect.
- Demonstrate respect for the school by taking care of school facilities, property and

equipment, and the property of others.

- Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.

### Parents

Parents are expected:

- To read, to review, and to be supportive of the school discipline policy and uphold the decisions and consequences as determined by the administration and staff.
- To work with your child to correct his/her behavior.
- If your child has been identified with an academic, social-emotional, and/or a behavior issue, parents are expected to work as a team with Holy Family School staff in supporting their child's needs. This would include regular home support and follow through, provision of needed outside services such as consultation and direct services with pediatricians, counselors, tutors, and specialized therapists, if needed.

### Teachers/Staff

A preventative approach to discipline communicates to students that the focus of the school discipline is to promote success. Infractions include, but are not limited to, behaviors observed in the classroom/school such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules. Teachers will communicate concerns to parents. Ensuring responsible behavior is a shared responsibility of all staff.

### Administration

The administration has a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. The Administration will support teacher expectations and uphold necessary consequences issued. This orderly learning environment with high expectations provides for the total growth, development, and maturation of all students spiritually, physically, mentally, emotionally, and socially.

### Discipline Steps

Our first step in discipline is to work with the child and the parents to help correct the behavior(s) being shown. If the behavior continues the student will receive a lunch/recess detention. Once a child receives three lunch/recess detentions, s/he will serve after school detentions (1 hour after school: 3:00pm-4:00pm).

More serious infractions can lead to after school detentions or more severe consequences.

The totals (lunch detentions and/or after school detentions) reset at the conclusion of each trimester and by teacher discretion.

*\*\*\*The administration reserves the right to assign and alter consequences at Holy Family School whenever necessary\*\*\**

### **Detention**

Detentions are held during lunch/recess and after school. After-school detentions begin at the conclusion of dismissal and last for one hour (3:00pm-4:00pm).

### **Suspension**

Out-of-school suspensions are a disciplinary punishment to be invoked at the discretion of the school administration for violations of more serious infractions of school rules. A student shall be suspended for no more than ten consecutive school days. Aggravated grounds for suspension can become grounds for expulsion.



A student serving an out-of-school suspension is also responsible for the completion of all school assignments; however, these assignments will only be given an effort grade. Students will be required to complete all quizzes and tests for a grade at the convenience of the classroom teacher.

Parent(s) or guardian(s) are informed of a student's suspension from school and of the loss of privileges for a definite period of time. Prior to reinstatement, a call to the school should be made by the parent(s) or guardian(s) to schedule a conference between the student, parent and the principal. Probation may be established during the conference.

### ***Expulsion***

An expulsion is an extremely serious matter. As soon as it becomes evident that expulsion of a particular child is necessary, the administrator should notify the pastor of the parish and the parent(s) of the child. When a child has been expelled, the Office of the Superintendent of The Catholic Schools Office will be notified of said action immediately in detail and in writing.

## ***Incidents or Threats of Violence***

Any student, faculty member or administrator who becomes aware of an actual or perceived threat of harm by a student to themselves or another shall report the incident to the school principal as soon as possible.

The principal will contact The Pastor, Shorewood Police Department, and the Diocese of Joliet Catholic School's Office.

The Pastor of the parish and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. As soon as it is practical, the CSO will confer with the principal to determine what course of action might need to be taken and to develop a possible specific plan to address the situation. Said plan, or any portion of the plan, may be developed and implemented either before or after consultation and conference with the law enforcement officials, parents, students and pastor, depending on the circumstances of each case.

It is possible that the offending party will be removed from the school and be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not be readmitted to school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor, that the offending party is not a danger to him/herself or others. In some instances, the child may also face other consequences for his/her actions and/or words.

During the intervention process:

- The pastor and school principal, in consultation with the CSO, has local decision-making authority.
- The school principal has responsibility for overall coordination of services.
- The principal, with CSO consultation, has the responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community, and, if deemed necessary, the general public and press in a timely manner.

At Holy Family, we recognize our responsibility to maintain order and security in the school. It is our goal to provide the safest environment for your children while they are in our care. Therefore, school

authorities are authorized to conduct searches of students and their personal effects, as well as the property of Holy Family grounds. We may also ask for the aid of law enforcement officials for the purpose of conducting reasonable searches of school grounds.

- School authorities (administrators) may search a student and/or student's personal belongings when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating the law or school rules. These belongings include but are not limited to book bags, purses, wallets, lunch boxes, etc.
- School property such as classrooms, lockers and desks are likewise subject to search.
- If any illegal activity or possession of an illegal substance is found, law enforcement officials will be notified.

### ***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 media sites on any electronic device (private, public or school-owned), 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.

## ***Student Support Team***

At Holy Family School we believe in supporting and developing the whole child. This means that we provide support for the academic, social-emotional, and behavioral growth of students. Holy Family has a Student Support Team that consists of the principal, a reading specialist, a special education teacher, and a counselor to meet the needs of our students.

For the benefit of the child, the Holy Family Student Support Team believes that a student's success is determined on the basis of the Student Support Team, the classroom teacher, and the parent working together for the sake of the child.

### ***Reading Specialist/Special Education Teacher***

Holy Family learning specialists provide academic intervention and enrichment to students to meet the needs of all learners. Students in need of academic support are those who are not meeting grade level expectations in both reading and/or math. These specialists support students in Kindergarten through 8th grade, but may consult students in the Pre-K Program.

Our learning specialists are committed to providing interventions to students that are research-based and targeted to meet the individual needs of the student. Academic intervention can be provided in the classroom setting, small group pull out, or classroom push in. The type and frequency of support is determined by the specialists after looking at student data and receiving consultation from the classroom teachers. Our learning specialists meet regularly with the classroom teachers during Teacher Assistant Team meetings to review student data and monitor all student progress.

Students at Holy Family take the i-Ready Benchmark Assessments three times a year (Fall, Winter, and Spring) to monitor their overall growth within any school year. Students that fall below grade level are flagged for being “at risk.” After reviewing classroom performance and other normative data, the learning specialists will consult with the classroom teacher to determine what support that student may need. These students may be progress monitored throughout the school year to guide instruction and help guide the Student Support Team to determine if a student’s needs are being met. This support may mean working with a learning specialist but can also happen within the class period by the classroom teacher.

Some students at Holy Family may have an evaluation (private, IEP/ISP, 504, Accommodation Plan) that provides students with accommodations for testing. Our learning specialists (and at times with the counselor if social emotional needs are determined) work with the classroom teachers to help implement these accommodations. All student accommodations/interventions/ testing that supersedes the curriculum/observations must be preapproved by a parent/legal guardian before such implementations are integrated into the student’s learning program.

### ***Behavior Management***

All classrooms follow their own classroom management system that is aligned with Responsive Classroom best practices. When a student’s behavior does not improve under the classroom management system, then a consequence will be given based on the policies listed within the Holy Family School Handbook. For a student with repeated behavior concerns, the principal will meet with the Student Support Team member(s) to determine if a Student Behavioral Support Plan is needed to support the needs of that student.

### ***Evaluations and Accommodations***

If a student is not making progress, the Holy Family Student Support Team and teachers may request that a student get a psycho-educational evaluation to determine if there are any learning disabilities and/or medical diagnoses that might be impacting student growth.

Once a student receives an evaluation, they will be assigned members of the Student Support Team who will work with the classroom teacher to implement any accommodations. We strive to meet the needs outlined in an evaluation but are not required to fulfill all accommodations suggested. However, we do strive to meet the needs of our students to the best of our ability and, as a school, implement the best practices throughout the school.

Some evaluations also describe suggested academic interventions. Similarly to accommodations, the learning specialists and parents will meet to determine what level of support will be provided given the needs of the student.

If parents obtain an evaluation outside of school request, that evaluation must be submitted to the principal for review before accommodations or academic support are given. If an evaluation requires a teacher to fill out a survey or questionnaire, please submit all paperwork to the special education teacher, Joy Lewandowski, who will make sure teachers receive the documents and then will send the documentation back to the evaluators.

At Holy Family School we believe in making sure our students are in the least restrictive environment, meaning that students should be receiving instruction and support in their classroom as often as possible. Therefore, in some cases an evaluation will not result in additional services being provided.

Special Education Teacher - Mrs. Joy Lewandowski - [jlewandowski@holyfamilyshorewood.org](mailto:jlewandowski@holyfamilyshorewood.org)

Reading Specialist - Mrs. Sarah Zemaitis - [szemaitis@holyfamilyshorewood.org](mailto:szemaitis@holyfamilyshorewood.org)

### ***Mental Health Counselor Services***

Our school provides a Mental Health Counselor to support students in grades PreK-3 through 8th grade with their emotional well-being. The counselor is available to help with personal challenges, emotional struggles, and crisis situations to ensure that students feel safe, supported, and heard.

#### **What Does the Counselor Do?**

The counselor provides:

- A safe space to talk about feelings and concerns.
- Short-term, solution focussed, emotional support for personal challenges, bad days, and immediate crises.
- Guidance and coping strategies for stress, anxiety, friendships, and school-related concerns.
- Check-ins for ongoing support (weekly or biweekly).
- Crisis intervention for urgent emotional needs.

#### **How to Request Support**

- Students in PreK-3 through 8th grade can fill out a counselor request form for weekly or bi-weekly support (20–25 minutes). Forms are available in the front office.
- Grade 4th-8th have “counseling referral” slips that can be filled out by the students If in need of a short check-in (10–15 minutes) for a bad day or immediate crisis.
- The counselor will schedule sessions based on availability.

### ***Confidentiality & Support***

Conversations with the counselor are confidential, except in cases of safety concerns where additional support may be needed. The goal is to create a trusted and welcoming space for all students.

If you need urgent support, please notify a teacher or staff member immediately.

Your well-being matters, and support is always available!

Please reach out to our school counselor:

Mrs. Jaclyn Vittorino [jvittorino@holyfamilyshorewood.org](mailto:jvittorino@holyfamilyshorewood.org) with any questions and concerns.

## ***Testing Programs***

Both our reading and math programs use I-Ready assessments for monitoring progress three times a year for K to 8th grade. Students in 1st - 8th grade will also take the STAR test that assesses reading. Some students also take the AIMSWeb assessment for progress monitoring.

Results can be discussed at our fall parent-teacher conferences, or at a later date, if more convenient.

Our 5th and 8th grade students also take the ACRE tests in February. ACRE is an acronym meaning Assessment of Catechesis & Religious Instruction. These test results provide us with objective information as to the effectiveness of our religion curriculum.

## *Library*

Knowledge, educational stimulation, vocabulary, enjoyment! Please read with your child and be a good role model for their future development of great academic habits. A wide variety of age-appropriate books are available for student use in our library.

Any student responsible for damaged books or a lost book will be expected to pay the replacement cost. Students with overdue books and overdue fines will temporarily be unable to check out additional library materials. Privileges will be reinstated after the student has resolved his/her library issues.

## *Lunch and Recess*

### ***Hot/Cold Lunch Program***

Holy Family School offers a school lunch program through Kiddos Catering:

[www.kiddoscatering.com/hfs](http://www.kiddoscatering.com/hfs) All ordering and payments are done strictly through Kiddos Catering, not Holy Family School. Orders must be in by Wednesday at midnight for the next week's lunches. No late orders are accepted. Drinks are not included in the student lunches. If you need assistance, you may contact Kiddos Catering directly: [support@kiddoscatering.com](mailto:support@kiddoscatering.com)

### ***Rules***

- Students are required to move to the gym in a quiet and orderly manner. At no time may they leave the line without permission.
- Children are never allowed in the kitchen area at any time or at any event. (State Law)
- Talk among neighbors at the table is allowed. NO screaming or yelling.
- Each child is responsible for his/her own area. If there is a spill, notify the lunch supervisor.
- Garbage should be disposed of in proper containers.
- Throwing or tossing food is not allowed.
- No food is allowed out of the gym.
- Obtain permission from the lunch supervisor to leave the lunchroom.
- Respect the property of others; no one else's lunch should be handled for any reason.
- Keep one's hands to oneself; no pushing, pulling or grabbing.
- Notify the lunch supervisor if there is a problem.
- All adults and students should be treated with respect.
- General school rules will be followed at all times.
- Lunchroom supervisors are authorized to carry out the discipline plan.
- **Parents may not drop off fast food lunches during the day.**
- Students are not allowed to bring carbonated drinks, energy drinks (caffeinated energy drinks like Red Bull), glass bottles, or cans for lunch.
- Plastic bottles, juice boxes and pouches are acceptable.
- Cold sub sandwiches brought to school with the student are allowed.

Lunchroom supervisors will review the rules with all students. Parental cooperation is essential in enforcing the lunchroom contract, as well as the general school rules.

## ***Field Trips***

Field trips are an extension of the classroom and are designed to broaden the students' learning through exposure to various educational, historical, social, or cultural events. If there is a field trip that does not require uniforms, teachers will communicate that to parents. Also, parents cannot chaperone without having completed the diocesan Virtus requirements and a background check.

All students who are in good standing with the discipline code are expected to participate. Field trips are an earned privilege, not an expectation.

- Each classroom teacher will choose chaperones at their own discretion and all chaperones must be up to date in their Virtus account.
- Field trips will be assessed on an individual basis taking into account the educational value of the trip, safety of the children, number of chaperones, and cost.
- The promoter of the trip (teacher) will do the planning of the trip, with all the specifications of the trip being approved by the administration. If a tour agency is being used, the company's credentials will be made available in writing to the administration for approval. This information will be available to the parents upon request.
- Administration, with the teaching staff, will decide whether a child will not be allowed to attend the field trip based upon the child's academic standing, behavior, or medical concerns.
- A permission slip must be signed and payment made by a date specified in order for that child to attend the field trip.
- Students not permitted to participate in the field trip are expected to be in attendance at school. An appropriate assignment will be required.
- For the safety and security of the students, no additional family members or friends may join field trips in progress.
- Parent-chaperones are expected to adhere to the Holy Family School dress code policy.

## ***Extracurricular Activities***

In addition to athletics, the following activities have been offered at Holy Family School and are based on student interest and staffing:

### ***Student Activities***

- Choir: 3rd – 8th Grades
- Altar Servers: 4th – 8th Grades
- Student Council: 5th – 8th Grades
- Book Club: 5th – 8th Grades
- Band: 4th – 8th Grades

### ***Altar Servers***

Altar servers serve at school and parish Masses.

### ***Band***

Band is instructed by Music Education Services. All instruction is done by their instructors. All instruction will be done at Holy Family School. All payments are paid to Music Education Services.

### ***Book Club***

Students read and review one book each month and have discussions about the books that they read. Book Club meets on Mondays after school from 3:00pm - 4:00pm.

### ***Buddy Program***

To promote relationship building between older and younger students, we have a Buddy Program that is coordinated by our teachers. Throughout the school year students gather for social, educational, or spiritual activities, joining with buddies from another classroom.

### ***Choir***

Students lead our school at our weekly School Mass. They practice each week on Wednesday after school from 2:45pm - 3:30pm.

### ***Student Council***

The purpose of this organization shall be to provide practice in good citizenship, encourage scholarship, promote school spirit, provide positive leadership to the student body, demonstrate practical application of democracy, advance the welfare of the school and its members in every possible way, and serve as the official liaison group between the administration and the student body.

## ***Extended Day Program***

Holy Family School operates an extended care program. This program is open to all children attending Holy Family School. The children will be supervised by a qualified adult during the time they are in the building. Contact the school office for any additional information. Our Before School Care hours are from 7:00am-7:40am. and our After School Care hours are from 2:45pm - 5:45pm.

### ***Expectations for Student Behavior in Extended Care***

The School's Parent/Student Handbook and all of the associated school guidelines and rules will apply during student attendance in Extended Care:

- Respect will be shown to one another and the adults supervising aftercare.
- Students will respect one another's property and the property of the school.
- Students are responsible for having in their possession all required personal property and school materials at the end of the school day. They are not allowed to return to classrooms for forgotten items unless their teacher is present or permission from the principal has been given. They must be escorted by an adult.
- Playground rules will apply: not throwing mulch, hanging upside down on the equipment, jumping from swings or equipment, or other unsafe behavior.
- No gum or candy is allowed. Snacks are provided at the designated snack time; personal snacks are discouraged unless required for special dietary needs.
- The students are required to acknowledge when their names are called, and remain quiet and respectful during attendance.
- Aftercare supervisors have the ability and responsibility to assess major and minor violations and detentions to students in accordance with the school's discipline policy.

Addressing aggressive behavior, we have implemented closer supervision, more supervisors, and smaller groups for free time. If there continues to be behavior issues and incidents with fellow students, we cannot compromise the safety and integrity of the program.



We handle these behaviors by giving verbal warnings, having one-on-one discussions and using timeouts from activities or privileges. More aggressive behavior, like biting, hitting, kicking, bullying, etc. will have firmer consequences.

We must keep the safety and well-being of all our participants in mind, and with approval of the administration, we will be implementing a stricter policy on these unacceptable behaviors:

1. Child/children will be removed from the area, verbally counseled about the behavior, and given a timeout. Administration and parents will be notified of the incident.
2. The second incident will result in one-week suspension from the program.
3. Third incident will result in losing extended care privileges for the remainder of the school year.

## ***Visitors***

We are proud of Holy Family School, its atmosphere, and its academics. Visitors are always welcome to tour the school. All persons entering the school building are required by state law to provide, upon request by school employees, proper identification and state their reasons for being on school premises. All visitors and volunteers will need to be processed through our visitor tracking software. All persons, upon entering the school building, must first sign in at the school office and will receive a visitor's badge (you will need your driver's license or state I.D.).

Visitors cannot gain access to our building without first identifying themselves via the video and intercom system. In addition, cameras have been placed at all glass entrances to the school building.

Whether it be a parent, grandparent, vendor, or prospective school family, everyone is required to report to the school office. Before you leave, please return to the office to sign out. Parents may not enter the building without checking in at the front desk unless they have a position at the school.

### **SCHOOL CODE SEC. 24-25**

All visitors are required to report directly to the principal's office to identify themselves and state their business. Any violators found in the building without permission are subject to prosecution as specified in the school code or by city ordinance.

## ***Volunteers, Virtus and Safe Environment***

### ***Volunteers***

The purpose of a volunteer in school is to aid the staff and/or students with instructional reinforcement and to assist the classroom teacher as needed. The Joliet Diocesan School Board has mandated the following policy to be in effect in all schools and parishes. Holy Family School will abide by this policy.

### ***Virtus***

Protecting God's Children, developed by the VIRTUS organization, is a program the Diocese of Joliet has adopted, along with 50 other dioceses throughout the nation. It offers a comprehensive sexual abuse prevention and education program to all diocesan and parish employees, and to all volunteers who work with children. All parish and diocesan employees, and all volunteers who have significant or sustained contact with children, must complete Virtus training.

Diocesan policy requires that parents, or adults over the age of 18, who will be working directly with children in such areas as coaching, chaperoning field trips, serving as room parents, dispensing hot



lunches, directing school plays, teaching religious education classes, etc. are not allowed to fulfill these responsibilities without first going through the training and undergoing a background check. This must be done every five years to continue working with children in any ongoing capacity.

Teachers, volunteers, and contracted support staff are required to submit to a fingerprinting check. All staff members also are required to partake in a monthly VIRTUS update which requires them to read information on a timely topic and answer questions. To read this policy in its entirety and view other diocesan policies that govern all diocesan Catholic schools, visit the Diocese of Joliet website.

### ***Safe Environment***

The mandatory student component of the Protecting God's Children program is entitled Empowering God's Children, also known as the Safe Environment curriculum. As approved by the Diocese of Joliet, it is a mandated program for children enrolled in a Catholic school for students in PK - 8th grade. This program is part of the Virtus program and is implemented in all grades. In accordance with diocesan policy, parents can sign an opt-out form if they do not want their children to participate in this program.

### ***Child Abuse/Employee Mandated Reporting***

According to the revised Abused and Neglected Child Reporting Act, all employees are mandated to report suspicion of abuse or neglect to the Department of Children and Family Services. According to Illinois School Code licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

## ***Safety Procedures and Protocols***

### ***Drugs, Weapons, Attacks on School Personnel, and Reporting***

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent, principal of the school or their 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. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

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.

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 The school notifies the parents or guardians of students in possession of drug violations.

### ***Reporting firearms on school property to authorities***

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm in a school or on school-owned or leased property, the principal shall immediately notify the superintendent or their designee and shall report such firearm-related incident to the local law enforcement and to the Illinois State Police no later than 24 hours after the occurrence of the incident. The school will immediately notify the parents or guardians of students in possession of firearms on property or within 48 hours of becoming aware of the incident if off-property. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

### ***Reporting attacks on school personnel to authorities***

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g., principals, teachers, aides, secretaries, custodians) 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. Additionally, all incidents of battery should be reported to the superintendent. In such an instance, a Diocesan incident form must be completed and sent to the Catholic Schools Office.

## ***Emergency Procedures***

### ***Security***

Safety and security remain a major priority for school and parish leaders. Students annually practice lockdown, fire, severe weather, and bus evacuation drills. There is also a standing committee in the school. The administration meets at least once a year with members of the Shorewood Police Department and the Troy Fire Department to discuss and update our school’s safety plan.

Holy Family School has steps in place to address student and staff safety issues through the adoption of our A.L.I.C.E.-based Emergency Response Plan. The plan would be implemented in the event of a local disaster or school emergency. The Emergency Response Plan is a preparatory measure. Statistics show that schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. For this reason, we have implemented an Emergency Response Plan, so please do not be alarmed by this precautionary action.

### ***Drills***

Although it is unlikely that the Emergency Response Plan will need to be fully activated at Holy Family, the possibility still exists. Therefore, to prepare all members of the school community, including your child, to act on a moment’s notice, we will be conducting emergency practice drills at the school. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child’s fear should an emergency occur.

### ***Parent-Child Reunion Center***

The Emergency Response Plan also incorporates a systematic approach to reuniting children with their parents. The plan identifies two possible sites for the Parent-Child Reunion Center associated with your child's school. The primary site is located on the school grounds. The secondary site is off our campus – this location is activated only when the school premises must be evacuated. Due to the unpredictable nature of any emergency, in some situations the reunification center will be moved for safety reasons. We will tell you where the Parent-Child Reunification Center is located at the time of the emergency. Should it be necessary to activate either of these Parent-Child Reunification Centers, you will be notified of the location via the automated mass communication phone system.

### ***Reuniting with Your Child***

In order to ensure your child's safety, it is necessary for us to establish some protocols related to picking up your child. Therefore, please be advised of the following guidelines when picking up your child from a Parent-Child Reunification Center:

#### Primary Relocation Center:

Holy Family School - Door #3, 600 Brook Forest Avenue, Shorewood, IL 60404

Phone: (815) 725-8149

#### Secondary Relocation Center:

Troy Cronin Elementary School, 210 E Black Rd, Shorewood, IL 60404

Phone: (815) 577-7314

### ***School Emergency Procedures***

1. No student will be released unless you or an individual designated on the student's Emergency and Pick-up Contacts in FACTS arrives to pick up that student. It is critical that the information and phone numbers in your child's Emergency Information are current. We will be using this information to contact you through our mass communication system with the evacuation process and location for picking up your child.
2. You will be required to present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school may be receiving assistance from other schools or outside agencies and, therefore, may not know you.
3. You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not just take your child from the center without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
4. If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunification Center until alternate arrangements can be made. Your child will be supervised at all times.

### ***Keeping Informed During an Emergency***

During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through our mass communication system. Additionally, we may utilize local radio and television station broadcasts to relay information. Please do not call the school and do not call your child's cell phone during an emergency. Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders.

## ***Emergency Closings***

If it is necessary to close school because of weather conditions or other emergencies, the announcement will be sent via a text message and email to the parents, and it will be posted on our Facebook page.

Parents should make sure profile information, including email addresses and phone numbers, are current in FACTS to ensure you are receiving these important notifications.

Parents will ONLY receive notice if schools are starting late, dismissing early, or closed. Otherwise, the day will proceed as usual. Please recognize that no system is foolproof; a power outage or extreme demand on these systems could affect access to communications technologies.

## ***Emergency Contact***

In case of emergency, parents are contacted first. Therefore, providing accurate and current information about work and cell phone numbers is extremely vital. If a parent cannot be contacted, then a person designated by the parent under emergency contacts on the child's FACTS account will be contacted. Parents have the responsibility of keeping the emergency contacts up to date.

## ***School Board***

The School Board is composed of up to eleven lay members, the Pastor, and the Principal. School Board meetings will be published on the monthly school calendar. All regular board meetings are open to the public.

### ***School Board Members:***

Kristin Bradley - President  
Amber Audy - Vice President  
Connor Gerding - Secretary  
Mike Reilly - Member  
Brian Wagner - Member

Karl Suligoy - Member  
John Filippi - Member  
Cathy Kranz - Member  
Jen Moore - Member  
Jessica Martin - Member

The school board has an email that they use to communicate with the school community - [schoolboard@holyfamilysshorewood.org](mailto:schoolboard@holyfamilysshorewood.org).

## ***Role/Purpose of the School Board***

There is a considerable difference between a public school board and a parochial school board. A public school board is constituted as regulatory, one which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a Catholic school.

A Catholic school board is a body whose members are discerned and/or elected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. According to diocesan policy, he delegates administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school boards are consultative in nature. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into six distinct functions:

1. To participate in and encourage strategic planning by establishing a mission statement, goals, objectives, long-range and short-range plans for the school.

2. To develop and defend policy by formulating policies in accordance with diocesan policies which give general direction for administrative action.
3. To offer financial advice by developing plans/means to finance the education programs including tuition, development and fundraising, allocating resources according to a budget and monitoring these plans.
4. To serve as a good public relations source.
5. To evaluate itself periodically determining its own effectiveness in light of its mission and its responsibilities as outlined by diocesan policy and by its own constitution.
6. To participate in the selection of the principal, who is the board's executive officer.  
The pastor hires the principal. At his discretion, he may invite board members to serve on the search committee when a principal needs to be hired.

### ***What the School Board is Not***

The parochial school board does not act as a grievance committee. It does not hire, evaluate, or terminate faculty members. The board does not administer the school. It does not tell the administration how to administer the school; rather it gives direction through policy. The board does not regulate the instructional program or involve itself in matters of curriculum.

### ***Communication with the School Board***

Whenever anyone has a concern that falls within the scope of school board matters, he/she is welcome to come and address the board at any regularly scheduled meeting. During every school board meeting a time is allocated for visitors to address the board. Visitors are welcome to share their viewpoints during the agenda item labeled as "Visitor Comments."

### ***School Board Meetings Visitor Policy***

1. Visitors are always welcome to attend school board meetings. Typically, they are held on the 2nd Tuesday of each month (August - May, at 5:30pm in the Parish Meeting Room. Please consult the school calendar for changes to the schedule. Visitors are welcome to stay for the entire meeting and will be excused prior to any executive session.
2. There will be fifteen (15) minutes set aside at the beginning of every school board meeting to address any visitor issues. Those wishing to speak at a School Board meeting are asked to contact the principal and/or pastor prior to the meeting.
3. Issues involving detailed matters that need more time should be submitted in writing to the principal. This issue will be considered for inclusion on the agenda for an upcoming meeting. The principal will respond within 10 business days. If placed on the agenda for an upcoming meeting, the individual who submits the issue will be notified one (1) week in advance of that meeting. If not put on an agenda, the individual will be notified in writing from the Principal as to why.
4. Issues brought to the school board must involve matters within the school board's jurisdiction. For example, while the school board does deal with policy development, marketing, fund raising, tuition, etc...it does not deal with personnel, curriculum, policy enforcement or administration of the school.
5. It is the intent of the School Board to conduct meetings based on a time-defined agenda. In support of the agenda, visitors are welcome to stay and observe the meeting provided their participation is limited those times designated specifically for visitor issues. Only school board members are allowed to openly discuss issues and participate in forming consensus.
6. We ask that all visitors refrain from private conversations with other visitors, or school board members, during the meeting.

## ***Home and School Organization (H.S.O.)***

Parents and guardians of children currently attending Holy Family School as well as all clergy, teachers and administration are automatically members of the Home & School Organization.

### **Members of the Home and School Organization:**

Amber Vidican- President  
Jen Laverty- Vice-President  
Kristy Paculli- Treasure  
Shannon Powers- Hospitality  
Holly Souza- Events Coordinator  
Courtney Pullara- Room Party Coordinator  
Jaclyn Chavez- Communications  
Stephanie Giugler- Secretary  
Rebecca Vella- Teacher Liaison

The Home and School Organization uses this email [holyfamilyhso@gmail.com](mailto:holyfamilyhso@gmail.com) to communicate with the school community.

The purpose of the organization is:

1. To promote communication and a sense of community between the organization and school parents.
2. To provide quality programs and speakers for the students and/or parents.
3. To provide fundraising opportunities to support educational opportunities as deemed instructional by the principal.
4. To support the students' total spiritual and social growth by providing celebrations for holidays and other special times.

### ***Classroom Parties***

Holiday parties will be prearranged through our Home and School Organization. Pre-Kindergarten – 5th grade celebrate in their individual classrooms and 6th – 8th grade celebrate in the gym. Activities planned must be approved by the administration. Holy Family staff would ask that the parties be planned with attention to the classroom community where bonding, fun and spiritual festivities are the focus. We ask that room parents maintain simplicity and a regard to safety in their preparations.

Due to insurance regulations, and in consideration of safety concerns, the Home and School Organization will coordinate the adult volunteers for each classroom event, all of whom must be Virtus compliant (which includes completing the Protecting God's Children program and a background check). Non-school age children cannot be present at parties in order to ensure their safety.

## ***Athletics***

We believe that the Athletics Program should promote the development of the student in the areas of physical fitness, fundamentals of the sport, self-esteem, value of sportsmanship, respect for others, companionship, school spirit, loyalty, and enjoyment of the sport. This development will be achieved with the cooperation and involvement of the faculty, coaches, parents and most of all, the students.

Our athletic program is administered by the Athletic Board, led by Co-Athletic Directors (Mark and Melissa Higgins). The Athletic Board is made up of school parents serving as volunteers.

#### Athletic Board Members:

Mark Higgins - Co-Athletic Director

Melissa Higgins - Co-Athletic Director

Alex Quinn - Treasurer

Kelly Tunkel - Fundraising Coordinator

Cesar Rodriguez - Cross Country Manager

Stacy Mispagel - Concessions Manager

Daniel Duffy - Officer

Ryan Hanks - Officer

Nick Harvey - Officer

Jen Laverty - Officer

Sarah Lopez - Officer

Keith Pacuilli - Officer

Michael Parenti - Officer

Kiernan Snow - Officer

Brett Walsh - Officer

Leah Whalen - Officer

Please use the following email addresses to communicate with the co-athletic directors and the athletic board:

Athletic Board - [athleticboard@holyfamilysshorewood.org](mailto:athleticboard@holyfamilysshorewood.org)

Co-Athletic Directors - [athleticdirector@holyfamilysshorewood.org](mailto:athleticdirector@holyfamilysshorewood.org)

The primary function of the Athletic Board is to help coordinate and fund all interscholastic and Little Eagles athletic programs. They regularly meet at 5pm on the first Wednesday of each month in the School Library (August – May).

#### ***Who Can Play***

Any Holy Family student 5th grade through 8th grade is eligible to participate in the organized sports in which Holy Family fields a team. Our Little Eagles program includes students from 1st through 4th grades. Parents of all student-athletes are required to participate in and support athletic fundraisers and other responsibilities. The 5th through 8th grade athletes will not be eligible to participate until all athletic registration fees are paid and a sports physical is turned into the office. The Athletic Handbook contains specifics to academics, behavior, and appeal process. (See Athletic Handbook for details.)

#### ***Probation/Suspension Policy***

Participating in athletics at Holy Family is a privilege and grades must be kept up in order to participate. Probation is when a student drops to below a C- in a class or performs poorly on an important project (test, science fair, constitution test, unit work, group project, etc.). Once a student is put on probation, he/she will have one week to continue to participate in the sport or activity and work to rectify the low grade or missing work. Eligibility will be checked every two weeks.

Ineligibility means the student did not rectify the low grade(s) and needs to refrain from participating until given clearance by the classroom teacher that all work has been completed satisfactorily. Students who are ineligible will not be allowed to practice or participate until the grades have improved. Students will be ineligible for at least one week.

Students with an ISP or an Accommodation Plan that are struggling to maintain a C- in any class their sports eligibility will be handled on a case by case basis.

If a child is absent from school, that child is ineligible for athletic events (practice/games) that evening/weekend. Please check with the school principal if there are special circumstances for your child's absence that would allow him/her to play/practice that evening/weekend.

**Diocesan Policy:** The school may allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values or modesty preferences.



### ***Athletic Fees***

The athletic fees are per sport and per individual participant. Little Eagles fees are for the entire school year.

### ***Fall Activities***

Boys' and Girls' Cross Country - 5th, 6th, 7th, 8th

Boys' and Girls' Flag Football – 5th, 6th, 7th, 8th

Girls' Volleyball - 5th, 6th, 7th, 8th

Boys' Volleyball - 5th, 6th, 7th, 8th

### ***Winter Activities***

Boys' Basketball - 5th, 6th, 7th, 8th

Girls' Basketball - 5th, 6th, 7th, 8th

### ***Spring Activities***

Co-Ed Volleyball – 5th, 6th, 7th, 8th

\*According to the Tri-County Athletic Conference, 4th graders may be allowed to play volleyball and/or basketball based upon the need of athletes.

### ***Little Eagles***

Little Eagles is our intramural sports program for our 1st - 4th grade students. The program is meant to teach the basic skills of the sport they are learning and also how to be a good teammate. Little Eagles sessions take place on Saturday mornings and are broken up into two sessions (1st and 2nd grades) and (3rd and 4th grades).

Fall – Flag Football

Winter – Basketball

Spring - Volleyball

## ***Concussion Management Policy***

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless whether the sports program is intramural, interscholastic, afterschool or provided during the summer (e.g. summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

### ***Concussion Signs and Symptoms***

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

Signs Observed by Others

Appears dazed or stunned

Appears confused

Symptoms Reported by Athlete

Headache or “pressure in head”

Nausea



Forgets sports plays  
Is unsure of game, score, opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness (even briefly)  
Shows behavior or personality changes  
Can't recall events prior to hit or fall  
Can't recall events after hit or fall

Balance problems or dizziness  
Sensitivity to light or noise  
Double or fuzzy vision  
Feeling sluggish or slowed down  
Feeling foggy or groggy  
Does not "feel right"  
Concentration or memory problems  
Confusion

### ***Removal and Return to Play***

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach
- a physician
- a game official
- an athletic trainer
- the student's parent or guardian or another person with legal authority to make medical decisions for the student
- the student
- or any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:  
[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)
- A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

### ***Licensed Health Care Professional***

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

### ***Concussion Policy/Fact Sheet***

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition. The IHSA/IESA has provided a Concussion Information Sheet and Sign-Off Form that schools may use to notify athletes and their parents/guardians about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

### ***Concussion Oversight Team (COT)***

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

### ***Coaches Training***

All interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.

### ***Emergency Action Plan***

Each school must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

[http://www.ihsa.org/documents/forms/current/Emergency\\_Action\\_Plan\\_Form.pdf](http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf)

### ***Guidelines***

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

### ***Compliance***

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources:

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

[http://www.cdc.gov/headsup/pdfs/schools/tbi\\_returning\\_to\\_school-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf)

[http://www.cdc.gov/headsup/pdfs/policy/rtp\\_implementation-a.pdf](http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf)

<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>

[http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARE S.pdf](http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARE%20S.pdf)

600 Brook Forest Ave  
Shorewood, Illinois 60404

The Parent-Student Handbook for the 2025-26 school year has been issued to you electronically and is available online through FACTS and the school website . The contents of this handbook contain policies, guidelines, and procedures that will affect the school and your child/ren. It is important that the complete handbook be read and discussed by all family members attending Holy Family School.

It is understood by your signature that you have received a copy of this handbook and are responsible to share the information with all members of your family. All Holy Family students and their parents will be held accountable for all information contained herein.

Please understand that an up-to-date Virtus account (see page 51) is required for all volunteers and chaperones.

Thank you for your cooperation.

Mr. Anthony Wilkinson  
Principal

PLEASE SIGN AND RETURN THIS SIGNATURE PAGE TO SCHOOL OFFICE.

The \_\_\_\_\_ family has read the 2025-2026 Parent-Student handbook.  
(PRINT)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date\_\_\_\_\_