



HOLY FAMILY SCHOOL

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2023-2024 Parent/Student Handbook



Holy Family School Parent/Student Handbook

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HOLY FAMILY SCHOOL CALENDAR 2023-2024

AUGUST

- 11 August Dinner Benefit
- 16 Board Meeting at 10:30
- 23 Teacher/Staff Training/Workshop
- 28-29 Teacher/Staff Training/Workshop
- 30 1:1 Orientation (1:00-7:00)
- 31 Teacher/Staff Training/Workshop

SEPTEMBER

- 4 Labor Day – NO SCHOOL - Offices Closed
- 5 First Student School Day at HFS
- 5-6 Parent transport to AND from school
- 15 School Picture Day
- 20 Board Meeting at 10:30
- 20 Parent Transport TO School

OCTOBER

- 5 Mid-Quarter 1 Reports Published
- 6 Workathon
- 9 NO SCHOOL – Teacher Inservice
- 13 Grandparent Day
- 18 Board Meeting at 10:30
- 18 Parent Transport TO School
- 19-20 NO SCHOOL - Fall Break

NOVEMBER

- 1 All Saint's Day (Schoolwide Mass)
- 9 End of Quarter 1
- 10 NO SCHOOL – Teacher Inservice
- 14 Quarter 1 Report Cards go Home
- 15 Board Meeting at 10:30
- 15 Parent Transport TO School
- 21 Conferences After School (3:15 – 7:00)
Scholastic Book Fair 3:00 – 7:15 pm in Cafeteria
- 22 NO SCHOOL - Conferences/Book Fair (8:00 – 12:00)
- 23-24 NO SCHOOL - Thanksgiving Break
- 26 Advent Begins

DECEMBER

- 8 Immaculate Conception (Schoolwide Mass)
- 13 Parent Transport TO School
- 14 Mid-Quarter 2 Reports Published
- 14 Christmas Pageant
- 20 Board Meeting at 10:30
- 21 Last day of Classes Before Christmas Break
- 22 Christmas Break Begins

JANUARY

- 1-2 NO SCHOOL
- 3 Classes Resume – Welcome Back!
- 10 Parent Transport TO School
- 15 NO SCHOOL – Teacher Inservice
- 17 Board Meeting at 10:30
- 25 End of Quarter 2
- 26 NO SCHOOL – Teacher Inservice
- 28 Catholic Schools Week Begins
- 30 Quarter 2 Report Cards go Home
- 30 Catholic Schools Week Parent Day (L-Z)

FEBRUARY

- 1 Catholic Schools Week Parent Day (A-K)
- 7 Parent Transport TO School
- 8 Kindergarten Roundup (8:30 am)
- 14 Ash Wednesday
- 19 NO SCHOOL – Offices Closed
- 20 Parent/Teacher Conferences (3:00-6:15)
- 21 Board Meeting at 10:30
- 22 Parent/Teacher Conferences (3:00-6:15)
- 26 Mid-Quarter 3 Reports Published
- 28-29 Springfest Setup

MARCH

- 1 Springfest Setup
- 3 Springfest (10:30 - 3:30)
- 6 Parent Transport TO School
- 13 Board Meeting at 10:30
- 20 NO SCHOOL – Teacher Inservice
- 27 End of Quarter 3
- 28 NO SCHOOL – Easter Break – Offices Closed
- 29 NO SCHOOL – Easter Break – Offices Closed

APRIL

- 1 NO SCHOOL - Easter Break – Offices Closed
- 2 Quarter 3 Report Cards go Home
- 7 Divine Mercy Sunday
- 17 Parent Transport TO School
- 17 Board Meeting at 10:30
- 26 Godchild Day
- 29 Mid-Quarter 4 Reports Published

MAY

- 8 Parent Transport TO School
- 10 Kindergarten Mothers' Day Program
- 15 Board Meeting at 10:30
- 22 Last Day for Grade 6 with Graduation Mass at 6:00 pm at St. Paul's Church
- 23 Last Student Day at HFS
- 24 Teacher workshop day

JUNE

- 4 HFS Endowment Golf Tournament
- 15 MNSAA Annual Report Due
- 19 Board Meeting at 10:30

AUGUST

- 9 August Dinner

The school reserves the right to change the calendar during the year if needed. You will be informed of all calendar changes and modifications as they occur.

Updated: 5/18/23

Welcome to Holy Family School

We are extremely proud to have the opportunity to have your child(ren) in our school. We know that these years of growth and development are important. We believe that working together as a team is the best way to educate your child(ren). This year, our school theme is “**We Are So Blessed**”. As we continue to grow in faith, we will remember that we are children of God every day, and we will count the blessings in our lives.

This information has been prepared for your convenience and provides you with important resources on our policies and procedures. As parents, you are responsible to be familiar with the current policies and procedures that are in place and review this information with your child(ren). We invite you to participate in the educational instruction that takes place daily. HFS staff is highly trained and experienced, providing excellent innovative instruction. Our priority is to provide quality instruction and guidance to your children in their faith formation as well as academic success. We also want to ensure that students feel safe in the school environment. It is necessary to ask that the following procedures be followed:

- All doors of the school are locked during the school’s instructional hours.
- All visiting guests, for any period of time, are required to check in to the main office, and secure a visitor’s badge before moving about the school.
- When bringing items to school for students, please leave them at the Main Office for delivery to the student. This will reduce the number of classroom interruptions each day.
- When picking your child up, come to the office to check your child out of school. You will be asked to remain in the office until your child arrives in the office from the classroom. If someone other than the legal guardian is going to be picking your child up from school (another relative, neighbor, friend, etc.) please send a note to school with your child indicating that this will be happening. This will help us ensure that you have granted permission for this to happen.
- Please work with the office staff if there are changes in the end-of-the-day routine for your child.

Cooperation by everyone in following the above procedures helps to ensure that the students of Holy Family Public School will remain safe. For more detailed information on all of our policies and procedures, please review the Parent/Student handbook available under “Quick Links” in the JMC Family app.

The staff at Holy Family want to make your child's experience at school as productive and pleasant as possible. We look forward to a successful and exciting school year where faith and learning are celebrated!

May God’s grace, love, and blessings be with you!

Ms. Otte and HFS Staff

HOLY FAMILY SCHOOL STAFF 2023-2024

ADMINISTRATION:

Pastor & Assoc. Pastor:

Fr. Greg Paffel
Fr. Mark Botzet
Fr. Jim Maderak

Administrator/Principal:

Ms. Lisa Otte

Business Manager/Bookkeeper:

Mrs. Carla Moritz

GRADES:

Grade K: Ms. Kallie Kampsen
Mrs. Renee VanBeck

Grade 1: Ms. Morgan Gamradt
Mrs. Stacie Fletcher

Grade 2: Mrs. Marlys Marthaler
Mrs. Jenifer Wanderscheid

Grade 3: Mrs. Amanda Jensen
Mrs. Missy Johnson

Grade 4: Mrs. Cindy Miller
Mrs. Cathy Moritz

Grade 5: Mrs. JoAnn Kohorst
Ms. Mary Stalberger

Grade 6: Mrs. Annette Feist
Ms. Missy Breitbach

Music: Mrs. Jacque Polipnick

Computer: Mrs. Megan VanHavermaet

Library: Mrs. Patty Dirkes

Academic Interventionists:

Mrs. Jill Yarke
Ms. Emma Meyer

Punkins & Monkeys Preschool (Independent Co-op):

Ms. Paige Lawinger
Mrs. Andrea Hammond

AUXILIARY PERSONNEL:

Receptionist/Secretary:

Mrs. Jenna Clink

Administrative Assistant:

Mrs. Varina Drevlow

Paraprofessional:

Mrs. Mary Borgerding
Mrs. Patty Dirkes

Lunch Program/Cooks:

Ms. Tiffany Ritter
Mrs. Nancy Kluver
Mrs. Kay Hokanson
Mrs. Sue Hornick

Custodial/Maintenance:

Mr. Dave Tschida
Mrs. Julie Tschida

Outdoor/Lunchroom Supervisors:

Mrs. Julie Tschida
Mrs. Patty Dirkes
Mrs. Jana Hennen
Mrs. Sharon Quistorff
Mrs. Mary Borgerding

Foster Grandparents:

Mrs. Marilyn Uhlenkamp
Mrs. Myrna Bowman
Mrs. Pam McLellan
Mrs. Judy Reller

SPECIAL HELP/ SERVICES:

(Service provided by Public School/WCED)

Nurse: Mrs. Raymie Emslander

Title I/L.D.: Mrs. Joyce Hunstiger

Speech: Meghan Stadvold

Phy-Ed/Health: Mr. Michael Knoblauch

DHH Services: Mrs. Tracy Tamillo

Centre for Christ & GIFT/RE/Youth Coordinators:

Mrs. Kathy Knoblach
Mrs. Amy Trisko

Holy Family School Mission Statement

Holy Family School is an accredited Catholic elementary school. Our mission as students, parents, teachers and staff, in partnership with our parish communities, is to reveal God's message in our daily way of life. We are committed to nurturing a faith-filled atmosphere where quality learning and spiritual growth occur.

Holy Family School Philosophy

Holy Family School is dedicated to providing a Christ-centered Catholic community where faith and learning are lived and celebrated through Gospel values, rigorous academic excellence, and service to others.

Jesus is the reason and the purpose for our school.

We believe in:

Worshipping and praying together as one faith community.

Educating the whole child so high-academic growth is entwined with religious, emotional and social growth.

Building strong partnerships with our families, parishes, and community.

Evangelizing by living Jesus' message and bringing it into every situation and way of life.

Learning about and instilling spiritual values and social teachings of the church that help us respond to the local and global needs of others.

Individualizing lessons for today's learners as we help all students realize their full potential as lifelong learners.

Encouraging students through their challenges, and celebrating their accomplishments with them.

Valuing each person as a child of God and respecting all life.

Embracing all our gifts from God and using them to serve Him and benefit others.

Holy Family School Philosophy of Assessment

Holy Family School in Sauk Centre believes the assessment of student learning begins with our school's mission and philosophy of providing a faith-filled and caring atmosphere where quality learning and spiritual growth occurs for all our students. We assess to enhance effects on positive student learning, to evaluate what we expect our students to know and master, and to provide evidence of the learning process. Assessments focus on the development and growth of student learning through regular and continual improvement of our educational process. With the help of assessment, we examine, evaluate, and refine our curriculum, standards and goals, assignments, and learning experiences supporting student and school performance.

We believe student academic achievement and success is related to ongoing and frequent formative assessments and must address and identify the changes and needs of classroom and individual student knowledge and skills. On a regular basis, throughout the school year, formative assessments will guide teachers and aid the students as they learn new contents and observe and monitor their own progress. Summative assessments will be a valuable tool in checking growth at the end of a learning experience or school year to identify overall strengths and challenges.

Key elements or beliefs about our assessments include:

1. Assessments begin and center on our educational values and school's mission.
2. Assessments support and enhance student learning, motivation, and growth.
3. Every student is unique and special and has the ability to achieve to his/her full potential; therefore, assessments need to focus on all key areas of student learning and development.
4. Assessments are based on current and valid goals and standards that center on school, grade level and individual student performance.
5. Assessments provide a wide range of information from data gathered from formative and summative, formal and informal, and standardized and non-standardized testing methods.
6. Assessments help monitor and analyze learning progress and guide instructional decisions.
7. Assessments are ongoing and track learning throughout the school year, as well as from year to year.
8. Assessment data and tools are communicated with students, parents and stakeholders by the school and teachers.
9. Assessment of learning outcomes from direct indicators include at least one form of a standardized normative assessment, formal and informal pre- and post-testing, portfolios, rubrics, class projects, homework, and daily performance. Indirect indicators included observations and information gathered from teachers and the students.

Holy Family School:

1. Uses a variety of curriculum-based and formative assessments to monitor growth and to guide curriculum, instruction, and individual student need decisions. Student learning and assessments are frequent and ongoing and monitored by the teachers, aides and the students as well.
2. Presently uses STAR 360 standardized tests that are administered in the Fall, Winter and Spring to students in grades three through six. This testing is used to gather student and grade-level data in the primary grades and for title services, as well as to monitor student growth.
3. Sets high expectations for the students and knows that every child has the ability to achieve and grow to their full potential. Assessing is one tool we use to help modify and meet the specific needs of our students.

HOLY FAMILY SCHOOL NEW LONG-RANGE STRATEGIC PLAN **AND MAIN GOALS**

GOAL #1: Holy Family School will foster a Catholic and Christian culture that actively lives its faith and mission.

GOAL #2: Holy Family School will provide curriculum, instruction, training and assessments that promote high academic excellence.

GOAL #3: Holy Family School will provide a safe and welcoming learning environment.

GOAL #4: Holy Family School will encourage involvement and promote awareness of our school.

GOAL #5: Holy Family School will maintain and preserve financial sustainability and school growth.

HFS 2023-2024 SCHOOL GOALS

I. FAITH COMMUNITY:

Obj.: We will foster a Catholic and Christian culture that actively lives its faith and mission.

Goal: Create a Christ-like atmosphere that fosters a greater awareness of our faith and teachings.

Activities:

1. Continued implementation of the new Religion series “Blest Are We”, which will continue to foster the church teachings, create an awareness of our faith, and enhance our faith formation at home and school.
2. Incorporate lessons and events that promote the Catholic faith with increased student involvement. Implementation of monthly character traits that align with the Christian values. Focus on the theme for the year “We Are Blessed” (we are all children of God). The Catholic virtues will also be expanded on in classroom lessons presented by Fr. Botzet. An all-school rosary and Divine Mercy Chaplet will be conducted monthly.
3. Incorporate ways to come together as a school community to better meet the social emotional needs of students and staff. Use prayer partners to support one another throughout the year.

II. CURRICULUM:

Obj.: We will provide curriculum, instruction, training, and assessments that promote high academic excellence.

Goal: As a school, we will provide curriculum & instruction that meets the academic needs of today’s learners, and provide curriculum that reinforces the beliefs, mission, and philosophy of our school.

Activities:

1. Continued implementation of the new Religious Education curriculum.
2. This year we will begin implementation of a pilot program for the Believe and Read curriculum K-2 (in partnership with CSCOE). We will begin full implementation of IXL, K-6, a new online math program to address student learning loss due to COVID and work on standards alignment. We will also be reviewing the social studies curriculum in the upcoming year.
3. Using JMC, our new student information system, we will communicate more effectively with parents regarding student progress throughout the school year and other activities taking place.
4. Complete a book study with staff on standards-based grading.

III. SAFETY AND COMMUNICATION:

Obj.: We will provide a safe, functional, welcoming, and Christ-centered learning facility and have open and positive communication.

Goal: As a school and faith community, we will maintain a safe and welcoming school and establish clear and positive communication lines that are honest, respectful, and Christ-like.

Activities:

1. We will be welcoming all students and staff back to school with an all-school assembly with the focus on our yearly theme of “We Are Blessed”.
2. A monthly newsletter will be distributed to parents with updates and happenings within the school. We will use JMC as our primary tools for communication with staff and families.
3. Revise and update the Crisis/Safety Plans to reflect the current needs and safety. Including review of current camera systems and operational capabilities.

4. Obtain quotes from vendors for items needed to increase and maintain building safety.
5. Collaborate with the public school, law enforcement and first responders on ALICE training.

IV. SCHOOL AND SOCIAL JUSTICE NEEDS:

Obj.: To address the financial and social justice needs of the school, community, and world.

Goal: As a school, we will work on establishing programs and policies that promote school growth, financial stability, and address locally and globally needs.

Activities:

1. Study and expand on marketing and alumni programs, continue work on short- & long-term building updates and updated school website.
2. Continue to sponsor and promote involvement in activities that assist local families in need as well as those around the world. (Reach out to assisted living facilities, nursing homes, conduct food drives, CAP, etc.)

HOLY FAMILY SCHOOL POLICIES, GUIDELINES AND PROCEDURES

After School Activities

Students are sometimes given the opportunity to participate in after-school activities. If they do choose to participate, the rules set up by the supervisors must be followed or the student will be dismissed from the event. Arrangements must be made so that there is no lingering in the building after the event is over. Parents are required to provide transportation home for their children. **NO STUDENT IS ALLOWED TO LEAVE THE BUILDING TO GO UP TOWN AT ANY TIME DURING THE EVENT.**

Asbestos Removal & Storage

See page 28 regarding Holy Family School's handling of asbestos in the building. All proper guidelines and procedures are followed.

Attendance

Students being absent or tardy causes problems for both the students and the teachers. The purpose of this policy is to encourage regular school attendance and punctuality. It is the student's responsibility to make up assignments, projects and tests that were missed during the absence.

Families must inform the school office by 8:15 on the day of the absence, if your child is absent or tardy for any reason. This can be an email, a phone call, or a voice mail to the school secretary. Please give your child's name, teacher name, and reason for absence. If we are not contacted by 8:15, families will receive an automated call from JMC indicating that your child is absent. This is to guarantee your child's safety.

Excused and Unexcused Absences/Tardies

There are two types of absences/tardies – excused and unexcused. The school office staff has the final say on the type selected.

- *Examples of Excused Absences/Tardies:* Illness, funeral, doctor appointment, dentist appointment, orthodontist appointment, vacation when the school secretary is notified at least 24 hours in advance, family emergency.
- *Examples of Unexcused Absences/Tardies:* Overslept, too tired, missed the bus, refused to go to school, attending or participating in a sporting event or non-sponsored school activity. Note – unexcused absences may result in truancy; also the office may contact the family to create a plan to eliminate unexcused absence/tardies. See below.

Absence due to illness

- If a child is ill for one day, please do not call for make-up work. Let the child rest, recover and return to school to get any missed work the following day.
- If a child will be absent longer than one day, families should contact the child's Teacher. Teachers will decide which items may be given during the absence, which would be made up after the absence, and which things will be omitted.

Absence due to vacation

- Vacations taken while school is in session are strongly discouraged.
- If a family takes a vacation while school is in session, the school office must be informed at least 24 hours before the planned absence. It is the practice of Holy Family School that teachers are not required to give out assignments in advance. It is at the teacher's discretion as to what will be sent ahead of time and what will be required to be completed upon the child's return.

Tardy/Truant

Students who have unexcused absences and/or excessive tardiness are considered truant. Truancy is against the law. Students with excessive unexcused absences/tardies may be referred to the county. The county may choose to file an Educational Neglect Petition. Amount of time tardy is calculated into absent days. Social Services may be contacted after 7 **unexcused** days.

Dismissal during the school day

Students with scheduled dental or medical appointments must present the note to his/her teacher or the office the morning of the appointment. The information will be printed on the attendance record for the day. Leaving school during the day is allowed only with a parent note, phone call or email explaining the reason. Parents or guardians must sign out their child when leaving from school and sign them back in when returning.

Medical Appointments

If your child has a medical appointment during the day, you will need to bring a doctor's note (available at any clinic front desk receptionist) to the main office for the appointment to be considered excused. Most clinics/offices are aware of this need and are more than happy to provide a letter.

Scheduling Outside Non-Medical Appointments

All outside appointments (for example, haircuts, etc.) should be scheduled outside of school hours.

(State guidelines recommend that a child in elementary school miss no more than 7 days during a school year except for serious illnesses.)

If grades drop due to absenteeism, students may also be prohibited from going on to the next grade level.

Band

Sixth grade students have the opportunity to take band lessons. Group lessons are taught at the Public School two days a week, and individual lessons are scheduled after school. Bus transportation is provided for the group sessions.

Bicycles

Students who ride bicycles to Holy Family School are to park them in the bicycle racks located at school. Bicycles are not to be ridden during school hours and removed from the racks only upon leaving school in the afternoon. The school is not responsible for any lost or damaged bicycles.

Bus Transportation

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a different bus must be requested in writing by the parent/guardian and a bus pass will be provided for the student. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **You must provide your own transportation for other children to come for parties, events, etc.; the bus garage will not transport more than one additional child in these cases.** The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver and the rules taught in bus safety class. All students in grades K-6 must successfully complete this class. Bus violations will be implemented in accordance with the public school transportation policy. Transportation changes must be made 24 hours in advance.

Chorus/Literature

The performing arts time in Grades 5 and 6 will give the student the opportunity to choose a learning experience. There is the possibility of chorus in grades 5 & 6 or the alternative of literature depending on the size of the groups. Students are responsible for attending concerts or events associated with these programs.

Classroom Parties

Party plans are under the control of the school. Details are established during the school year. State health regulations do not allow for homemade foods to be shared in school; **if a student wishes to bring a treat, it MUST BE STORE BOUGHT.** We encourage all families to check to see if there are any allergies of students to consider when bringing treats and to keep snacks as nutritional as possible, or to consider other options.

Communication Protocol

If possible, concerns should be resolved on a person-to-person level at the lowest level that is related to the concern. Classroom concerns should be brought to the teacher. A concern about the school schedule or school policy should be brought to the principal. A concern about a student absence should be brought to the school secretary.

Only after failed person-to-person attempts have been made should the parent/guardian bring the concern to the principal.

Confidentiality

School records are confidential. The school abides by the provisions of the Buckley Amendment; all parents, custodial and non-custodial, are given access to records unless there is a court order to the contrary. If parents wish to see their children's records, they should contact the office or see the administrator. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teachers' concerns.

Criminal Background History

Criminal background checks are done for all staff and volunteers who have direct contact with our students.

Curriculum & Standards

Holy Family School strives to provide a curriculum that meets the needs of today's learners. Through monitoring, formal and informal assessments, challenging curriculum, standards based on high performance, as well as our mission and philosophy, our goal is to help each child perform to their full potential. (See page 13 for our philosophy of assessment.)

Discipline

The goal of our discipline policy is to promote a safe, respectful, caring, and Christ-like environment where all students are taught the difference between appropriate and inappropriate behavior. Acceptable and appropriate standards of behavior are expected at all times and students should assume responsibility for their behavior. Corrective steps will be taken when any individual's actions do not follow school rules or interfere with the rights of others. Every teacher and staff member in the school has the right and responsibility to correct individuals not following school rules or expectations.

The school rules are:

1. Be responsible and respectful to self, others, & property.
2. Use language and actions that are Christ-like and not harmful or hurtful.
3. Walk, keep hands to yourself, & respect other's space and boundaries.
4. Try your hardest each day, and complete and turn in assigned work.

If one of these school rules is broken, a teacher or staff member will step in. The school also holds the right to put a student in detention or on probation, suspension, or expulsion for a serious offense that violates school rules, beliefs, policies, or poses a danger to self or others.

Student Behavior

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers, staff and fellow students will make school enjoyable for all. Respect for property and materials are expected.

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following:

1. Insolence, disrespect, harassment, bullying or insubordination.
2. The use of improper language.
3. Rowdy behavior: running, pushing, shoving, yelling or actions that can hurt others.
4. Leaving a classroom or school without permission.
5. Vandalizing, damaging, or stealing school or private property.
6. Threatening, intimidating, fighting or causing bodily or mental harm to any person.
7. Carrying or having a weapon or form of drug in their possession, or any illegal substance.

(Disciplinary actions may include, but not be restricted to, apologies, restitution, time-outs, removal from the classroom or area, missed recesses/ free time, writing plans of actions to correct and change behavior, detention, ISS, OSS, and/or expulsion in extremely severe cases.)

Dress Code

Student dress should be respectful, appropriate for school and weather conditions, comfortable, and in good taste. Clothing advertising beverages and tobacco products and containing inappropriate language and/or messages will not be worn. Clothing and shoes should also provide for the safety of your child and proper shoes for recess and gym time are expected; the following guidelines have been set:

1. Students are not permitted to wear tank tops, tube tops, halter tops, midriff tops or see-through shirts. (Shorts may be worn on days when the weather is hot with permission of parents. Please make sure shorts are of appropriate length. (On days when attending mass, students are asked to wear appropriate clothes & wait until after mass to change into shorts.))

2. All students must wear shoes at all times for health and safety reasons. Sandals must have backs or straps; no flip flops, summer beach sandals, or heeled shoes. (Also, tennis shoes or proper footwear for gym and recess time are needed.)
3. Students will not wear hats, caps, or other head coverings inside the building on a regular school day.
4. If clothes are inappropriate or do not follow guidelines, the school reserves the right to contact a parent to bring other clothing for student or will be provided appropriate clothing stored in the nurse's office. (This does include winter boots and other attire needed for cold weather.)

We strongly suggest that students keep a change of clothes at school for emergencies.

e-Learning Days

Holy Family School will implement an e-Learning Plan for the 2023-24 school year similar to the Public School. This document is intended to provide background information as well as inform how the Holy Family e-Learning plan will work. Please see page 29 for more information regarding e-Learning days at Holy Family School.

Electronics/Personal Belongings

Electronic personal articles including, but not limited to radios, tapes/cd's, iPods, electronic games, and cameras, and other personal belongings such as wallets with large amounts of cash, or valuable toys or trading cards, should not be brought to school unless prior permission for a project is given by the classroom teacher. To ensure these valuable items are not lost, taken, or damaged, please keep them at home. If a belonging is taken from a student it will be stored safely in a school office until a parent can pick up the item. The school is not responsible for lost or stolen items.

Emergency Drills

HFS follows state guidelines and regulations for lockdowns, fire and tornado drills.

Fire:

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm or bell. Each teacher will instruct the students regarding specific procedures.

Lockdown/Tornado Drills:

In case of tornado emergency or lockdown, there will be an announcement made over the intercom. Everyone will go to his/her assigned area in the classroom, corridor or along the inside wall. All students take part in these drills throughout the school year. They are trained to know the drill rules and to remain quiet until an all clear is sounded. Rules are:

1. Sit on the floor.
2. Tuck head between knees and cover head with arms.
3. Remain quiet until the all clear is sounded.

Emergency School Closing

Occasionally it may be necessary to cancel school because of inclement weather, or unforeseen emergency. Announcements regarding school closing will be given on surrounding radio and news stations as well as a School Messenger text or phone message from the public school as well as a text or phone message from JMC. (If the public school were to close, we would also close due to bussing.)

Field Trips

During the year, students have the opportunity to go on field trips with the class. Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. This will be determined by the classroom teacher in consultation with Administration.

Medical release information/permission slips sent home must be signed by the parent or guardian and returned to school. Proper attire is expected for all field trips since they are educational in nature.

Harassment/Bullying

Harassment or bullying is unacceptable conduct that is severe, pervasive, and deliberated. Holy Family School will follow these guidelines in preventing, investigating, responding to, and disciplining harassment or bullying which have not been successfully prevented.

1. Everyone at Holy Family School has a right to feel respected and safe. These policies and guidelines are to help stop or prevent harassment, bullying and violence of any kind.
2. A harasser or bully may be a student or an adult. Harassment/bullying may include the following when related to religion, race, sex or gender: name calling, excluding jokes, rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of person or clothing, misuse of technology & media for bullying, offensive or graphic poster or book covers, or any words or actions that make a person feel uncomfortable, embarrassed, or hurt one's feelings.
3. If any words or actions make one feel uncomfortable or fearful, they need to tell a teacher, principal, or a higher supervisor, or submit a written report.
4. Complainant's right to privacy will be respected as much as possible.
5. All reports of religious, racial or sexual harassment, bullying or violence are taken seriously, and appropriate actions based on the written report will be taken.
6. Holy Family School will take action if anyone tries to intimidate a complainant or takes action to hurt the person because a report was made and students and staff will work together on training and awareness of harassment, bullying, and violence prevention.

Bullying may be verbal or non-verbal and can include intimidation, exclusion, put-down statements as well as other forms. If you or someone you see is being bullied, report it to an adult immediately so proper action can be taken to stop this behavior. For more detailed information on our Bullying Policy & Procedure, please see page XX. A Bullying Report Form can also be found on JMC.

Health Policies

Immunizations

State law requires that all students entering HFS must submit appropriate documentation showing all vaccinations required by state law have been received by the student within 30 days of your child's enrollment date. If we do not receive the needed information, the child will not be allowed to attend classes. The law does allow certain exceptions to the immunization rule.

Health Services & Care

Services of a school nurse are provided through the state funded Health Service.

Health Records

Health records are kept on all students as required by state law. Any special health problems a child has should be made known to the school so that adjustments, if possible, can be made in the classroom setting. The School Nurse is available for consultation by calling the school.

Food Allergies

Food items sent with students for snack or cold lunch must be peanut and tree nut free, and must not be made in a facility that processes peanuts or tree nuts. We ask that you carefully read all labels on food sent to school.

If your child has a diagnosed food allergy, please bring documentation stating this to our school office so it can be documented, and the information shared with staff.

Medication Policy

If a student requires **any** kind of medication (such as inhalers, antibiotics, and pain relievers, for example) during the school day, you must follow the strict procedures set forth by the state.

- The parent/guardian must provide the school with a written physician's order stating the name of medication, time of administration, dosage, doctor's name and phone number as well as any special instructions.
 - Pharmacists know this law and will make duplicate containers available if necessary.
 - Any medications without the required information will not be given to the student.
- Parents/guardians are responsible for safe transportation of the medication to school. It is recommended that parents/guardians bring the medication to school to ensure its safe arrival and to keep it out of other children's hands.

When to keep Children Home from School

Please DO NOT send your child to school:

- If the child has or had a temperature of 100° or higher within the last 24 hours
- If the child has vomited or had diarrhea within the last 24 hours
- If your child has symptoms of something contagious (i.e., pink eye, strep throat)
- If the child has been ill and is still not feeling well enough for school
- If the child had a doctor visit and you are waiting for results of tests
- If the child has started antibiotics – wait until they have been on the antibiotics for at least 24 hours.

Head Lice Procedure

Any suspected case of head lice will be checked according to the procedure as indicated as follows:

- All lice checks will be done in a well-lit area.
- All checks will be done by two trained persons or by the school nurse. These persons will not remove nits but will leave any nits for parents to inspect and remove.
- Students with nits will be removed from the classroom and parents will be notified to get their children from school.
- Information will be given to parents to assist them in the clean-up procedure.
- Before being allowed to return to the classroom, students will be checked for any possible remaining lice/nits. It is recommended that parents/guardians bring their children to school following treatment.
- Repeat or difficult cases will be referred to the school nurse for further assistance in removal of lice and the development of a readmission to school plan as necessary.
- Follow-up checks will be done in 7-10 days by the school nurse or by trained school staff.
- In situations where 3 or more instances occur within a one-week time frame in any section of class, notification will be sent home to parents of all students in that section.

The Minnesota Department of Health no longer suggests holding students out from class due to a head lice situation. Any/all recommendations by the Administration for parents to come pick up their student from school in a head lice situation is for prevention of spreading head lice and to get immediate treatment started. Chronic ongoing cases of lice may warrant a referral to the local county public health for assistance. Students with live lice will be sent home for treatment.

HFS Board of Education

The board of education meets in the Board Room at Holy Family School every third Wednesday of the month, with the exception of July. The meetings are open except for special sessions to discuss personal matters.

Ex-officio Members: Rev. Greg Paffel

Official Members:

Mrs. Amy Klaphake	Mrs. Heidi Bromenshenkel
Mr. Chris Johnson	Mr. Scott Henderson
Mrs. Jill Uphus	Mr. Jesse Douvier

Homework

Your child may have homework. There are several reasons for this:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide opportunity for growth in responsibility.
- To provide an opportunity to see what your child is studying and how well he/she is doing.

We think learning is important and should continue after school hours. Daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning. If you are concerned about the amount of homework your child has, please talk to the teacher.

Liturgies & Prayer Services

Generally, students in grades 2-6 will attend mass every week on Tuesday and Thursday. On Holy Days and special occasions, students also will attend special masses or prayer services. First graders attend mass once a week and kindergarten students attend on special occasions. All students at Holy Family School are expected to attend the liturgies and special services.

Lost & Found

Articles found are taken to the lost and found area. Textbooks should be taken to the main office. Lost articles can be claimed by students or parents. Please clearly mark all your items with your child's name so misplaced items they can be returned to you without delay.

Lunch Program

Students who do not have half or full year tickets and want milk with a cold lunch need to pay **\$.45 per carton**.

Milk is included with a hot lunch ticket. Milk taken with bag/cold lunches (as explained above) is 45 cents; however, (Lactose free milk is available upon request.)

Breakfast Prices: Free

Hot Lunch Prices:

Grades K-6: Single meal - Free

Adult lunch : \$4.95

Milk Break Prices: Not offered this year

(USDA is an equal opportunity provider. Also see non-discrimination statement below.)

Families are encouraged to complete and return the Free or reduced application. Forms are mailed to each family. Please return the form with the information requested to the school. Grants and special services often are based on qualifying forms. This information is private and held in strict confidence.

The weekly menu is published in the Sauk Herald and on the JMC parent portal. You will also receive a paper copy prior to the start of each month.

Non-Discrimination Statement

USDA and Holy Family School are equal opportunity providers. In accordance with federal law & U.S. Dept. of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, Rm. 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964. USDA is an equal opportunity provider and employer.

Parent Advisory Council

The Parent Advisory Council (PAC) of Holy Family School acts as a vital link between the school and community. Its intent is two-fold: To form a nucleus of informed parents on the school goals, program, and facilities to assist in developing an understanding about the school in the community. Secondly, to serve as representative members of parents whose children attend HFS and to be aware of children's needs as seen by the parents, to share parental reactions and concerns in general and to assist in family engagement, fundraisers and projects throughout the year. Members serve a minimum of a two-year term. Several meetings are held during the school year beginning in October and ending in April. Any parent can serve as a PAC member.

Parent/Teacher Conferences

Parents are welcomed and encouraged to come to school to talk with teachers. Appointments should be made to avoid a conflict with the teachers' schedules. Parents may also set up an appointment with the principal. Parent/ Student/ Teacher conferences are scheduled a couple times a year. We encourage the students to attend conferences with their parents. Parents or teachers can request a conference anytime throughout the year to discuss concerns.

Playground/Outdoor Recess

Students in grades will go outside for recess when weather conditions permit. If it is raining or the air temperature is 0 degrees or below (or windchill is -5 degrees or below), students will remain indoors. At all other times, students should be prepared to go outdoors. Appropriate clothing for the weather may include, but is not limited to coats, hats, mittens, snow pants and boots. During the winter months, students are expected to have appropriate outdoor boots to participate in playground activities. Students without boots will be required to remain on paved or concrete areas.

Registration/Enrollment/Tuition

Parents who register and enroll their children at Holy Family School must complete and return all registration and Smart Tuition forms along with the registration fee on a yearly basis. A student cannot begin school or be added to a class list until this process is complete.

Tuition matters are kept confidential. All families attending HFS are expected to pay something toward tuition, even if applying for a scholarship, and to pay their registration fee. If a family does not have the resources to pay minimum tuition, the Smart Tuition Aid Analysis forms must be completed and returned. Our policy states that no child shall be denied admission based on race, ethnicity, religion, gender, or a family's inability to pay tuition.

Every student attending HFS, whether Catholic or not, will be expected to participate in all activities and curriculum in the school day, which includes mass and religion class. Each child must also follow the guidelines of the student handbook as well as the mission statement and philosophy of HFS. Parents or guardians are required to read this handbook and return a signed form stating they have read, understand, and will abide by the policies set in this handbook.

A certificate of proof of immunization must be submitted before admission to school. Children must be five years of age on or before Sept. 1 of the calendar year to enroll in the Kindergarten program at HFS. (Guidelines for early admission are developed at the local level in partnership with the school district and state guidelines.)

Report Cards

Holy Family School operates on a nine-week reporting system. Parents are asked to study the report card and mid-quarters carefully and to attend conferences with teachers to discuss the child's progress or lack of progress. Report cards and mid-terms are posted on JMC.

Grading system used for Kindergarten – 2nd Grade:

E = 96-100%

S = 86-95%

D = 76-85%

N = 66-75%

U = 0-65%

X = Not Covered

I = Incomplete

Personal Development: + = Satisfactory; - = Needs Improvement

Grading system used for 3rd Grade – 6th Grade:

A+ = 99-100%	C+ = 81-84%
A = 95-98%	C = 78-80%
A- = 93-94%	C- = 75-77%
B+ = 91-92%	D+ = 72-74%
B = 87-90%	D = 70-71%
B- = 85-86%	D- = 68-69%
	F = 67% & below

O = Outstanding S = Satisfactory

U = Unsatisfactory I= Incomplete

(If an incomplete is issued, the student must make up the work before a letter grade is given.)

Mid-quarter reports are issued each quarter as well as quarterly report cards are given on JMC and a paper copy is provided.

Right to Change or Revise

The school or administration retains the right to change or revise the handbook for just cause or if new situations develop. We will try to promptly notify you if any changes are made.

Right to Know

According to the Right to Know Act, all faculty, parents, and students are to be informed about chemicals used in the building and when spraying of pesticides occurs. A log is kept in the main office with all the chemicals listed. If you have any questions about products being used at school please check with our offices and check our chemical usage log.

Pesticide spraying for weeds is done the second week of June and August. (See page 27 for information in the event you want to be notified when this is being done.)

Special Services

Title I services are provided through the district for students who qualify and would benefit from additional help on an individual or small group basis. Parents are notified on a yearly basis if their student qualifies to receive Title I benefits.

Counseling & L.D. services are available to our students with ISP's through the West Central Education District and Sauk Centre Public School system. Students may be referred by a teacher or parents for testing or to see if they qualify for services to address assessed needs.

Speech Therapy is provided for students who qualify for this service. Referral is made to the therapist, who meets with the student to diagnose and work through the difficulty. This too needs parental consent.

Foster Grandparents is a program that assists the teachers and students in the classroom. Foster Grandparents and Paraprofessionals also help with projects and activities during the school year.

Student Placement

The teachers put a lot of time, thought, and prayer into student placement with regard to social and academic needs. Criteria used for determining classroom placement for the students include, but are not limited to:

- academic and individual learning needs and styles
- behavioral and health needs
- social needs and personality combinations

If parents have concerns or issues that need to be considered before making classroom lists for the following year, please discuss these needs with the homeroom teacher. Placements are made during the last two months of school. Students will receive a letter in August from their next grade level teacher and meet their new teacher at Open House/Orientation in the fall. Parent requests may be considered, and discussions should be based on a student's specific needs, not requests for a specific teacher. The school reserves the right to make the final decision on placement of the student.

School Day

The school day for students begins at 8:15 AM. Anyone not in their classroom will be marked tardy at this time. Students should arrive no earlier than 7:55 AM. There are no staff available before 7:55 AM. to supervise. Bus students will load at 2:45 PM. at dismissal time. Students who walk, bike or are picked up are dismissed at 2:50 PM. If parents pick up children for a ride home, they should wait until the second bell rings. The last 10 minutes of the day are very busy with announcements & messages.

Parents are strongly encouraged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should have a note stating the time and reason.

School Grounds

Students should not be left unattended on the school grounds or playground areas when school is not in session. For the safety of all children, students should not be trespassing on school property or using school equipment outside school hours. If using our playground outside school hours, children must be accompanied and supervised by an adult.

School Patrol

Patrol members will be on duty before and after school to help people cross Birch Street and Sinclair Lewis Avenue. Students are to obey the patrol members and follow proper procedures when crossing the streets or going to assigned buses. Students are also asked to watch the patrol flags and cross in an orderly manner at the proper times. We also ask all adults to follow the school safety and patrol rules. We set an important example for our students.

Tax Deductions/Credits

Since Jan. 1, 1998, all families in Minnesota, regardless of income, are eligible for either tax credits and/or tax deductions for education expenses. The "Take Credit for Learning" program has changed since the 2005 Omnibus Tax Bill, and these changes are positive for families. Families are now able to claim qualifying expenses for all their eligible children in grades K - 12. Qualifying families can claim refunds in a variety of manners.

A deduction of \$1625 per child in grades K-6 is available to all families, regardless of income (including non-itemizers). There is no family cap on deductions. The deduction can be used for the same expenses, which qualify for the credit, as well as for school tuition.

Please keep your receipts throughout the year so you have them when tax time comes around or talk to your accountant for further information about school tax deductions and credits.

Telephones/Cell Phones

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. is discouraged. These matters should be taken care of at home. Permission from the student's teacher is required before the telephone may be used.

Students are highly discouraged from bringing cell phones to school. Use of cell phones by students in case of an emergency, outside of normal school hours, or to make transportation arrangements will be considered acceptable reasons for use of a cell phone. Student cell phone use during school hours (8:15-2:55) is **PROHIBITED**. Cell phones must be left in backpacks, lockers, or their cubby during the school day and may not be brought into a school restroom or outside at any time during school hours. Parents/Guardians wishing to contact their child during school hours should phone the school office.

Textbooks & Digital Devices

We ask all students to take good care of their textbooks, Chromebooks and all other digital devices - they are very costly. If they are hard covered books, we ask the student cover them to ensure longer use. If students lose or vandalize books, they will be held responsible for the cost of those items. All digital devices are the property of the school. If damaged, you will be responsible for the replacement cost of that item. You will also be required to follow the guidelines of the Internet Policy and Acceptable Use Agreement.

Tobacco/Drug/Weapon-Free School

Holy Family School is a tobacco/ drug/weapon/latex-free school and no person is permitted to use any of these items in the school or on school grounds.

Visitors

All visitors to Holy Family School **MUST** check in at the main office. For the safety of all our students, we ask that everyone comply with this rule. We ask that when delivering items to your child that you come to the office rather than going to the classroom. If you visit the classroom, you must sign in and wear a visitor's badge. The main door, although locked, has a bell to ring to allow access for visitors and families to enter during school hours.

Here are just a few of the ways you can make a difference at H.F.S.

VOLUNTEERISM:

We welcome and encourage active participation and volunteerism at Holy Family School. At the beginning of the school year, every family is asked to sign up for at least one volunteer opportunity. Please sign up for as many as you like; we ask all families to sign up for at least one of the activities. We also ask every family to participate and volunteer at our largest fundraiser of the year, Springfest, and to participate in the selling of raffle tickets for events throughout the year.

We also invite you to assist with classroom and school activities and projects. Your volunteerism and stewardship, along with the help of so many parish and community members is appreciated and helps make HFS a successful, fun and welcoming school! Thank you.

SCRIP:

SCRIP is an exciting program that enables our school to raise dollars at no extra cost to our parents and friends and can be applied toward tuition. SCRIP is a term that means “substitute money”. When you purchase SCRIP, you are purchasing gift certificates and prepaid cards that are used just like cash. Because the SCRIP is purchased with cash up front, the participating retailers offer our school a substantial discount, which gives a donation to us. All orders sent to school will generally be submitted to SCRIP National on Monday’s and are available for pickup or sent home with your child by the end of that same week. Order forms are available at school and you can also shop online at www.ShopWithScrip.com any time. For online, no credit card information will be required. You will be asked for our enrollment code (**14F5ABD51571L**). This code gives credit to our school. A large inventory of various cards is on hand in the main office for those last minute needs and walk-in orders. More information is available at school for anyone interested in helping the school through SCRIP.

BOX TOPS FOR EDUCATION:

We are continuing to collect points from Box Tops for Education. To participate, please download the “Box Tops for Education” application to your smartphone and scan your receipt within 14 days. If you do not have the app, you can still drop off receipts in the school office and we will scan them for you. These items help us earn points and/or money to purchase many supplies and equipment for the school and classrooms.

FUNDRAISERS:

Our school year kicks off with the annual **August Dinner** the second Friday of August. This evening for adults is packed full of games, prizes, a raffle, a delicious dinner, and so much more. Please join us for this event.

The last Friday of September or first Friday in October is the nation-wide **Workathon/Marathon** for nonpublic education. 100% of the money raised from this event remains at HFS.

The third Wednesday of December is the drawing for our **Calendar Raffle**. (There is a winner each day of the year.)

The school typically has a **Candy Sale**. Our chocolate candy sales for Springfest are distributed before Valentine’s Day and orders are taken in late December or the beginning of January.

Our largest fundraiser of the year is **Springfest**, which is held every year on the first Sunday of March. Bring the entire family for a day filled with games, a meal, children’s activities, and a silent and live auction.

PRAYERS & PARTICIPATION

Two of the greatest ways you make a difference at HFS is through your prayers and participation. The gift of your prayers is felt and appreciated. We also keep you and your intentions in our prayers as well. Your support and participation at school functions and events, as well as the day-to-day happenings, is a vital part of our school community. Your dedication and commitment to your children and the school is reflected in the many ways you participate and are present at the school. We thank you!

Data Privacy Policy Summary

Federal and state laws guarantee parents and students protection from unwarranted access to a student's educational records. Federal rules require schools to annually notify parents and students of the rights afforded them. This announcement serves the yearly notice.

Holy Family School collects student data and maintains educational records on all students. These records may contain identifying data, academic grades, attendance, records, test results, psychological reports, student activity participation, communications to parents and other agencies, and other student information.

PRIVACY RIGHTS: Educational records, which could personally identify a student other than "Directory Information", may not be released without written permission. Exceptions are made for access by certain school staff, educational institutions, scholarship and financial aid sponsors, and researchers.

DIRECTORY INFORMATION: Directory information is defined to include: name, address, phone number, date and place of birth, major field of study or courses taken, participation in school activities, weight and height of athletic team members, dates of attendance, grade levels completed, diplomas and awards received, and the names of other educational agencies attended.

Directory Information can be released without prior consent unless the parent or student requests in writing that such information not be released. Refusal to permit release of Directory Information must be made within 30 days of publication of this notice.

For public relations reasons, pictures are also considered directory information and may be published unless specifically excluded like other information. This includes pictures for the Memory Book. Parents must send a note if they do not want their child's picture in the Memory Book.

PRIVATE DATA: Private Data will not be released without consent unless excepted by statute. The following types of data are considered "private": achievement records, grades, test scores, evaluations, and any other content of cumulative or permanent records except that which is specifically identified as Directory Information.

INSPECTION OF RECORDS: Parents of students or eligible students who are 18 years old, may request to inspect any of the student's educational records except those which are classified as "confidential" by federal or state law. Interested persons may make an appointment with an administrator, present proper identification, and be permitted to inspect records, receive interpretations or explanation, and obtain copies of records within a reasonable waiting period for a reasonable cost.

CHALLENGE OF RECORDS: Those who believe that specific information in a student's record is inaccurate, misleading, incomplete, or violates the privacy rights of the student, may request in writing that the record be amended or corrected. If the district declines or refuses, the challenge may be addressed to a hearing officer and receive other due process protection.

TRANSFER OF RECORDS: The educational records of a student may be transferred to another school in which a student seeks to enroll upon the request of that school.

DATA COLLECTION RIGHTS: When asked to supply private or confidential data, the parent or eligible student will be informed of: (A) the intended purpose and use of the data; (B) whether or not the student may refuse or is legally required to supply the data; (C) any known consequences arising from supplying or refusing to supply the data; and (D) the identity of persons or agencies authorized to receive the data.

COMPLAINTS FOR NONCOMPLIANCE: Written complaints of violations of rights afforded them by the Family Education Rights and Practices Act should be sent to: Family Education Rights and Practices Office, United States Department of Education, Washington, DC 20201

SPECIAL EDUCATION EVALUATIONS FOR NON-PUBLIC SCHOOL STUDENTS

In response to the Individuals With Disabilities Education Improvement Act (IDEIA 2004), Minnesota School Districts must demonstrate that "all children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated." This responsibility extends to children with disabilities who are educated at home or in non-public schools.

Upon request, your local public school will provide information to concerned parents on specific disabilities including information about the educational or behavioral characteristics of each disability. Parents who believe their child may indeed have a disability may request information on how to arrange for an evaluation through the district's special education staff.

Parents of students who are evaluated and are found to be eligible for special education services will become part of a team which will develop, implement, and monitor the effectiveness of a Service Plan to meet the identified needs of their children.

If you have questions, or would like to receive information about specific disabilities or evaluation, please contact the principal of the school building your child would be attending if he/she was enrolled in public school. Our school district is committed to success for all

BULLYING POLICY & PROCEDURE

Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students and staff against bullying and retaliation by other students, faculty, and/or administration.

DEFINITIONS

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or age. Bullying in this policy includes "cyberbullying," that occurs when an electronic device, including, but not limited to, a computer or cell phone, or electronic device is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum. "Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or adult or their property, violates their reasonable expectation of privacy, defames or constitutes intentional infliction of emotional distress against them or retaliation for, or knowingly making a false report.

PROHIBITED CONDUCT

Bullying is prohibited:

1. On all school and church property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. During any school-sponsored or school-sanctioned program, activity, event or trip.
3. Using school computers, electronic technology, networks, forums or mailing lists.
4. Using electronic technology off the school premises that materially and substantially disrupts a student's or staff members learning or school environment.

Apparent permission or consent by a student or adult does not mean that bullying should be tolerated or allowed. Retaliation is prohibited by any student or school employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school will take appropriate action against any student or school employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

INITIAL RESPONSE AND REPORTING

If you have talked to the party involved or the teacher or supervisor, and you feel bullying is still occurring or not being addressed you should report it. School Principal: School principal or teacher/designee ("principal/teacher/designee") is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the president or chair of the board.

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident. Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

INVESTIGATION

Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations. Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee. The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

REMEDIAL RESPONSE

The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. The school will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance. When a student engages in bullying, the school will use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age. When appropriate, the school will provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees: The school will provide ongoing training to build their skills to implement this policy. Training can include, but not be limited to:

1. Strategies to prevent, intervene and effectively stop bullying in a manner that is developmentally appropriate.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. Review of our policy and reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The units of instruction or topics covered in the training may include social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

If appropriate for a child with a disability, as determined by the child's modification sheet or Individualized Student Program (ISP) team, the school shall allow the child's ISP or modifications to address the skills and proficiencies the child needs to respond to or not engage in bullying.



Bullying Report Form

Definition:

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Reporting party/complainant: _____ **Grade:** _____ **Today’s Date:** _____

Name of alleged offender: _____ **Grade:** _____

Other bystanders/witnesses: _____

If the alleged offense was toward another person, identify that person(s): _____

Describe the facts of the incident(s) as clearly as possible: _____

When did the offense take place? _____

Where did it occur? _____

Were any verbal statements such as threats, demands, requests, etc. made? Yes or No
If “Yes”, provide specific quotes and/or statements: _____

Was there any physical contact involved? Yes or No
If “Yes”, please provide details along with location of where it occurred _____

Has this happened before? Yes or No
If “Yes”, please describe what happened in that incident _____

Who did you tell? _____

What action steps have taken place? _____

Complainant Signature: _____ **Date:** _____

Recorder’s Signature: _____ **Date:** _____

OFFICE USE ONLY

Date discussed and setting: _____ *Staff member taking action:* _____

Action plan: _____

Final disposition: _____

Where parents notified: Yes or No Who contacted them? _____ When? Date/Time: _____

What (if any) future follow-through is planned? _____

PESTICIDE NOTICE
General Notice for Parents or Guardians

Dear Parent or Guardian,

A Minnesota State Law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. The only pesticide Holy Family School uses is lawn weed killer. **The spraying is done on the second week of June and the second week of August each year. It is never done on days when students are present.**

State Law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form below to Holy Family School. If you have any questions regarding this notice, please feel free to contact us at 352-6535.

Sincerely,

Lisa Otte, Principal
Carla Moritz, Business Manager
David Tschida, Head Custodian

REQUEST FOR PESTICIDE NOTIFICATION
HOLY FAMILY SCHOOL

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified. I understand that the school may ask me for reimbursement for the costs of notification.

I would prefer to be notified by (circle): U.S. Mail E-Mail

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail: _____

Return to:

Holy Family School
231 Sinclair Lewis Avenue
Sauk Centre, MN 56378

To whom it may concern:

This is our annual report to all of you on our Management Plan for the removal and storage of asbestos at school. In compliance with state safety and health regulations, Holy Family School has, on file, a complete and updated plan for dealing with any remaining asbestos-containing building materials within our school. This Management Plan is available for your viewing in our school office Monday through Friday from 8:00 a.m. through 3:00 p.m. Copies will be available upon your request.

An inspection of the building was conducted, and any area containing asbestos fibers or materials is clearly labeled. Since our annual update a year ago, we haven't had any asbestos work done in our building. Our three-year asbestos inspection/review was conducted in the summer of 2020.

Should you have any further questions, you may contact the school and we will try to be of further assistance to you.

Sincerely,

David Tschida
Designated Personnel

Lisa Otte
Principal

Carla Moritz
Business Manager



Holy Family School's e-Learning Day Expectations

If an e-Learning day is scheduled, staff, students and families will be notified at least 2 hours prior to the start of the school day - no later than 6:15 AM.

Grade Levels	Teacher Expectations	Student Expectations	Information
<p>Grades K - 4</p>	<p>*A hard copy of assignments & activities will be sent to families and a copy posted on JMC by 10:00 AM.</p> <p>*Teachers will be available during the hours of 10:00-2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.</p> <p>*Attendance will be determined by students/families handing in the required assignment, with parent signature and date the first day we return to school.</p> <p>*Teachers will submit attendance to JMC for each day of e-Learning. This will be done by 3:00 PM upon return to school after which time the teacher has had an opportunity to collect assignments/materials.</p>	<p>*Students will know where to find their assignments/activities.</p> <p>*Students will complete assignments/activities as directed by the teacher.</p> <p>*Students will return assignments/activities on the first day of school being back in session.</p> <p>*Teacher may send additional instructions via JMC or email if needed.</p> <p>*If due to the nature of the assignment, the parent cannot sign the document, the parent should send a dated, and signed note, stating that the student completed the required work.</p>	<p>The proposed guidelines (approximated) for total amount of work time for individual students are listed below:</p> <p>*Grades K - 4: 1 - 2 hours</p> <p>*Grades 5 - 6: 5 required assignments/activities; 2 - 3 hours</p> <p>*All e-Learning days are considered student days requiring attendance. Students and teachers are expected to participate in the e-Learning day.</p> <p>*Hard copies of assignments/activities have been sent home by the teacher(s). Information is also posted on JMC.</p> <p>*If students are unable to participate due to illness, please send an email message to the teacher.</p>
<p>Grades 5 - 6</p>	<p>*Hard copies of assignments & activities will be sent home and posted to JMC by 10:00 AM.</p> <p>*Teachers will be available during the hours of 10:00-2:00 and will respond in a timely manner to any communication from parents, students, staff or administration.</p> <p>*Attendance will be completed by students</p>	<p>*Students and families will find e-Learning activities posted on JMC and will also be provided with a hard copy.</p> <p>*Students will complete required assignments/activities as directed by the teacher.</p> <p>*Students will return assignments/activities on the first day of school being back in session.</p> <p>*If due to the nature of the assignment, the parent cannot sign the document, the parent should send a dated, and signed note, stating that the student completed the required work.</p> <p>*Teacher may send additional instructions via JMC or email if needed.</p>	
	<p>*Teachers will submit attendance to JMC for each day of e-Learning. This will be done by 3:00 PM upon return to school and teacher has had an opportunity to collect assignments/materials.</p>		