

Holy Family School

4200 Broadway
Great Bend, KS 67530
620-793-3265
office@gbholyfamily.org
www.gbholyfamily.org

Holy Family Mission Statement

We learn.
We love.
We serve.

Holy Family Vision Statement

Our vision at Holy Family School is to serve God and the world by providing a challenging academic education integrated with Catholic values and morals developing the whole person spiritually, intellectually, physically, and socially.

Holy Family School 2012-2013 Faculty

Fr. Reggie Urban Pastor
Fr. Don Bedore Associate Pastor
Mrs. Karen Moeder Principal
Mrs. Inga Atkinson "STAR"ters & Pre-Kindergarten
Mrs. Wendy Brack Kindergarten
Mrs. Anita Reif Kindergarten
Mrs. Roxann Keenan 1st Grade
Mrs. Joy Boyd 1st Grade
Mrs. Katrina Aumiller & Mrs. Lori Keller 2nd Grade
Mrs. Julie Foster 3rd Grade
Mrs. Mary Albright & Mrs. Kristy Jerke 4th Grade
Mrs. Joan Henning 5th Grade
Mrs. Deanna Swank 5th Grade
Mrs. Patty Wolf 6th Grade
Mrs. Glenda Stoss 6th Grade/Library
Miss Stephanie Brunelli Music
Miss JoAnn Gaunt Band
Mr. Erin Beck PE/Computers
Mrs. Lisa Neeland Resource Teacher
Megan Murphy Literacy Specialist
Stephanie Davis Literacy Specialist
Mrs. Kathy Hayes Secretary
Mr. Brent Haberman Custodian
Mrs. Lois Koochel Teacher Aide

PHILOSOPHY FOR CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all I have commanded you. (Matthew 28:19)

Contained in this statement of the first disciples and teachers of the early church is the four-fold dimension of contemporary Catholic Education: message, community, service, and worship. It is the obligation of each parish community in the Dodge City Diocese to actualize each of these dimensions within the total educational ministry.

The message of Jesus is a call for personal and social reform, in light of the gospel message. Within this framework, doctrine becomes the basis for a way of life, which exemplifies gospel values of peace and justice for all.

Community is at the heart of Catholic education. The child, through baptism, shares a common faith, hope, and love with all other baptized Christians. It is the task of the Catholic school to foster growth in community through active participation in liturgical, paraliturgical, personal worship and the events of everyday life, as well as within its programs and curriculum.

Nourished by the unifying graces of the Eucharist, and the experiences of the Christian community, the Christian is called to service. The Church is the "servant community" where the gifts and talents of each person are placed at the service of all.

These dimensions of Catholic education are possible only when the educational programs of the school include the total development of the child: religious, intellectual, cultural, social, physical, emotional, psychological, and moral.

Within the context of this faith community, the pastor, principal, teachers, parents, and students, exercise differing, but collaborative roles. All recognize that parents have "the first and inalienable duty and right to communicate the faith to their children and educate them". (Apostolate of the Laity, #11). Parents share this obligation with pastors, principals, and teachers who are committed to the teaching mission of the church and who witness dedication to gospel values.

Thus, the philosophy of Catholic education in the Dodge City Diocese enables the schools to develop in students a knowledge, love, and appreciation, of the Catholic faith. It will enable them to apply critical thinking skills, as well as knowledge learned, to become more responsible leaders of the church, community and society.

ABSENT STUDENTS

Students who are absent from school need to have a parent call the school office or send an older sibling to the office to notify the

secretary or principal. Students who are absent without any information as to why they are absent will be checked up upon. A phone call will be made to parents at home or at work to check as to the whereabouts of the student.

ADMITTANCE POLICY

Students who have previously attended a different school and are now enrolled to attend Holy Family School will be placed on probation for a total of one school year. Student admittance will be granted after evaluation by administration and staff. Student behavior and attitude will be evaluated on a 9-weeks basis by the classroom teacher and administration in order to remain a student at Holy Family School.

AGE ENTRANCE

To fulfill the requirements of Kansas law, only pupils who are 5 years old on or before September 1 may be admitted to Kindergarten. Only pupils who are 6 years old on or before September 1 may be admitted to first grade.

APPOINTMENTS

Teachers are available by appointment. At no time should a teacher be asked to give up his/her time during teaching hours. However, every teacher is most anxious to confer with parents and to keep open the lines of communication. It is a good idea to call and make arrangements to visit with the teacher during his/her free period or at another convenient time. If after first talking with the teacher, you have not reached satisfaction, then bring the matter to the Principal. This cannot be emphasized strongly enough, the necessity of taking up the matter first with the teacher. Classrooms are open for visits from parents by arrangement with the teacher. Arrangements for a special consultation with a teacher will be made through the Principal's Office.

ARRIVAL AND DISMISSAL

Students may go to their classrooms at 7:55 a.m. Parents escorting their child into the building are to say good-bye at the hallway door and then leave. This gives students a chance to get their bag unpacked and get ready for the day. Students arriving before 7:55 a.m. report to the commons area. A morning meeting will occur every morning at 7:55 a.m. in the commons area. The morning meeting will start with a prayer and will lead into morning announcements. Students who do not want to report to the commons area are instructed to stay in their vehicles until 7:55 a.m. Unless otherwise instructed, students shall be expected to read a book or complete lessons. At 7:55 a.m., a bell rings to start the morning meeting and when the meeting concludes the classroom teacher escorts the students to their classroom.

If a child fails to follow morning arrival rules (has no book, disturbs others, etc.) the child's name is written down and is given to their classroom teacher for the student to receive a consequence.

Students are dismissed at 3:20 p.m. Parents are responsible for picking up their child as soon as possible. Students are not permitted to use the telephone at dismissal until 3:30 p.m. Teachers are available for consultation with parents, staff or administration until 3:50 p.m.

ATTENDANCE

Any student who arrives at school after 8:00 a.m. is considered tardy. Teachers arrange with students and parents to make-up the loss of class time due to tardiness during recess or after school. If the student arrives after 9:30 a.m., the student is counted absent 1/2 day. If a student leaves between 9:30 a.m. and 1:30 p.m., the student is counted 1/2 day absent.

A written excuse is required of a pupil for each absence, unless the parent has personally called the teacher or principal stating the reason.

When students are absent from school and parental contact is not made, the absence shall be deemed unexcused. If a student has excessive unexcused absences, three (3) consecutive days of school or five (5) days in a semester, that student will be considered truant. The elementary student who misses a half-day or more shall be considered to have missed a significant part of the day.

Permission of the principal is needed to send a child home for any reason. A form signed by parent must be completed when a child leaves school. A child may leave school only with his/her legal guardian, unless specified by the parent or guardian. This is for the protection of the child. **Students shall check into the office when they return to school from an appointment or arrive late.**

Special recognition is given to those students who have no absences. Perfect attendance certificates are awarded to students who have not missed any days throughout the school year.

BIRTHDAY TREATS

Please limit to one item only. This food item needs to be wrapped or packaged. It will be passed out the last few minutes of the day as the students leave to go home. Pop, juice, and “Kool Aide” shall be consumed in the cafeteria, parish center gym, or outside rather than in the classroom.

BOOKS

Holy Family School has a book rental system. Textbooks are furnished by the school on a rental basis. Parents replace books lost or damaged beyond reasonable care at cost.

BICYCLES/SKATEBOARDS/ROLLER BLADES

Bicycles should be registered at the Great Bend Police Department. Parents are urged to record their child’s bicycle serial number. When traveling to and from school, students must obey all traffic regulations, and must wear a bicycle helmet. If a student does not follow the

established procedure for bicycles at school, he/she will not be allowed to bring a bicycle to school. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by providing bike racks and requiring that bikes be properly parked in the racks. Bike locks are strongly recommended. Bicycles should not be ridden on school grounds. Bicycles are not to be ridden off school grounds during the school day except with prior approval.

For safety reasons, skateboards and roller blades are not allowed on school property.

BULLYING POLICY

Definition of Bullying: intimidating, aggressive, physical, verbal, and/or emotional manipulative behavior, can be any or all of these components.

Students who take part in bullying another student or students will face disciplinary action by the classroom teacher, principal, and priest.

Parents will be notified and a meeting will take place. Multiple violations of this policy will result in expulsion of student.

CAFETERIA-LUNCH PERIOD

We will follow the policies of District #428. Lunches are ordered each day from the number turned in by the classroom teacher and are called in by 8:30 a.m. ***If a student will be late for school and wants a hot lunch or a parent wants to eat lunch at school, please notify the office before 8:30 a.m. Students must have a note from parents if they plan to leave school for lunch. Notes should be given to their classroom teacher.*** Advisory notes are sent home with each child in school when his/her meal ticket is almost used up. Prayer before meals is said in the classroom before dismissal. Prayer after meals is said in the lunchroom before dismissal back to class or to recess. Students are not allowed to bring soda pop for lunch unless special permission is given. Visitors for lunch who bring their own lunch are asked to not bring fast food, but a simple sack lunch.

Expectations for Lunch Behavior

The expectations in the lunchroom follow the same general expectations for the building.

1. Be respectful of people and property.
2. Follow the directions of the adult in charge.
3. Be in control of his/her behavior.
4. Have permission from the adult in charge before leaving an assigned area.

*Failure to follow these expectations may result in eating in a different location.

CANCELLATION OF SCHOOL

On rare occasions it may be necessary to dismiss school because of adverse weather conditions. The school council and administration are aware of the hardship which can be caused by an abrupt cancellation. School will not be canceled unless a significant safety risk has been created by unusual circumstances.

If USD #428 Great Bend Schools are canceled due to weather, Holy Family School will cancel classes also. Even if you do NOT see Holy Family School listed on the television or hear the cancellation of Holy Family School on the radio, but you see or hear that USD #428 Great Bend Schools have been cancelled, consider our school to be included.

School closings because of adverse weather conditions will be announced on the radio and television stations:

KVGB	1590 AM or 104.3 FM	792-4317
KHOK	101 FM	793-3647
KSNC – TV		

If parents or legal guardians consider weather conditions unsafe, they may come to the school office and request dismissal of their children.

CHANGE OF ADDRESS OR TELEPHONE

In order for Holy Family School to handle emergencies, maintain communication, and keep our records current, please notify the school office of address or telephone number changes IMMEDIATELY when the change occurs.

CHEATING POLICY

When cheating has occurred, students will receive a failing grade on assignment, test, or task and parents will be notified. A meeting will be set up between student, teacher, administrator, and priest.

CLASS SIZE

This policy was adopted by the School Council on April 11, 2001. Class size will be limited to 25 students. When class size plus the number of students on the waiting list exceeds 35 students, consideration will be given to offering a second class for the grade.

Enrollment in kindergarten sessions is limited to 20 students without the assistance of an aide. Class size will be limited to 25 students.

When class size plus the number of students on the waiting list exceeds 35 students, consideration will be given to offering a second session.

Enrollment in Pre-Kindergarten sessions is limited to 12 students without the assistance of an aide. When class size plus the number of students on the waiting list exceeds 18 students, consideration will be given to offering a second session.

Preference is given according to the following order:

1. Families and students currently attending Holy Family School.
2. Families of St. Patrick and St. Rose parishes that are registered members.

3. Students and families pursuant to the order on which they pre-enrolled for Pre-Kindergarten and whose non-refundable deposit has been paid in full.
4. Under exceptional circumstances the pastor, principal, and school council may hear requests from other parents as to why their child should be allowed, should they fail to meet the above criteria.

The principal may also recommend long-term suspension or expulsion. The short term and long term suspensions will be in collaboration with the Pastor and in line with the policies of the Diocese of Dodge City.

Specific playground, lunchroom, and classroom rules are set at the start of the school year and reviewed with the students.

DAILY SCHEDULE

Teachers report	7:40 AM - 3:50 PM
Office Hours	7:50 AM - 3:30 PM
School Hours	8:00 AM - 3:20 PM
“STAR”ters Early	8:00 AM – 10:15 AM (Tues./Thurs.)
“STAR”ters Late	10:30 AM – 12:45 PM (Tues./Thurs.)
AM Pre-Kindergarten	8:00 AM - 11:20 AM (Mon./Wed./Fri.)
PM Pre-Kindergarten	12:00 PM - 3:20 PM (Mon./Wed./Fri.)
All-Day Kindergarten	8:00 AM - 3:20 PM
Lunch Hours	11:45-12:05 (K – 2 nd); 12:05-12:25 (3 rd - 6 th)

DISCIPLINE WITH LOVE & LOGIC

Our discipline philosophy combines the use of Jim Fay's Discipline with Love and Logic and Lee Cantor's Assertive Discipline approach.

Our philosophy enables students to make appropriate choices in a climate of trust, sympathy and support, always beginning with clear, concise limits and specific consequences consistently enforced.

Discipline is a shared responsibility - shared by the student, the school staff, and the parent. When a student has a problem, a variety of interventions may be used, including but not limited to, a conference with the student, a conference with the parent, loss of recess, detention, referral to the principal or a combination of these interventions. The interventions or consequences should increase in severity as the frequency and severity of the offense increases.

For more severe and frequent offenses, the principal may provide short-term suspensions up to five days either in school or out of school

DISMISSAL REQUEST

Send a note to the office requesting dismissal. At that time, the teacher and Principal will be notified. A sign-in and sign-out form for each school day is available in the office for parents to check their students out or to check them back in. Each parent will need to inform the office before a student can be dismissed during the school day.

The secretary will call your child's classroom for your child.

Students need to check back in at the office when they return to school from an appointment or late arrival.

EMERGENCY DRILLS

A written plan for emergency drills (fire drill, tornado drill, and threatening situations) is available in the office and every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statutes.

ENROLLMENT

Before a child can be enrolled in Holy Family School, a copy of the baptismal certificate must be presented, unless baptism was conferred at St. Patrick Church or St. Rose of Lima Church in Great Bend, Kansas. All baptismal certificates will be returned to you after the child is registered. Also, the parent shall present a copy of the child's birth certificate and immunization record at enrollment. If birth certificate and immunization record are not presented, the student will

not be allowed to attend Kindergarten until copies are presented to the school office. Please refer to the ACIP Immunization Schedule located in the registration packet to assist you.

GUM & CANDY

Gum and candy can be given to students by teachers or staff only. Students can only consume the gum or candy in the classroom that they received it in. Students shall not be walking through the hallways or to another class with gum or candy in their mouth. A teacher or staff member can give special permission for students to consume the gum at other times, but only by special permission. Any student who is chewing gum or eating candy outside of the classroom will be asked to discard it and there will be a consequence in their regular classroom.

HEALTH & FIRST AID

Health records of each child are on file in the Principal's Office. Vision and hearing for *designated* grades are checked yearly. All prescription drugs must be checked in at the Principal's Office and taken there. If a child is slightly hurt on the playground, the teacher will send the child to the office. If a child is seriously hurt, emergency personnel will be called.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for their student to work and by seeing that assignments are completed.

INVITATIONS DISTRIBUTED AT SCHOOL

Students are allowed to bring personal party invitations to school to be distributed to their classmates only if each student in the class is going to receive an invitation to the party. The only exception to this policy is if a boy wants to hand out invitations to only the boys in his class or a girl only to the girls. Students are not allowed to distribute to just a portion of the boys or to a portion of the girls. Invitations being handed out will be given to the classroom teacher to distribute to the students. Students are not to distribute invitations at recess, during our gathering time in the morning or after school as students are being dismissed.

KINDERGARTEN

A copy of the Baptismal certificate, birth certificate, and immunization record shall be presented at enrollment, unless this information was presented when the student was a HFS Pre-Kindergarten or “STAR”ters student previous to their Kindergarten year.

LIBRARY

The library is for your use. Children may check out books for a two-week period, which may be renewed for another two-week period. Books that are lost must be paid for. A copyright no older than 5 years will be cost of replacement; a copyright more than 5 years old will cost \$15.00.

MAKE-UP WORK

All students absent from school are expected to make-up missed work. Arrangements should be made with the classroom teacher to pick up make-up work. In general, students will be given one day for every day missed to complete assignments. Parents shall make prior arrangements with the teacher for any trips parents plan to take that take the child out of the classroom. Assignments given prior to the

trip should be completed when students return. The administration and teacher shall make determinations about how many days late work must be completed for grade.

MEDICATIONS

During the school year a few students from Holy Family School may require medication to be given at school. It is more desirable for medications to be administered in the home; however, any student who is required to take medication during the regular school day must comply with school regulations.

THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT has guidelines concerning medication administration in school. These guidelines must be enforced in all schools including Holy Family School. The policy states:

“Diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel, including school nurses without proper authorization. Proper authorization means a written prescription from a person licensed to practice medicine and surgery or licensed to practice dentistry, for the administration of all medication, including over-the-counter drugs.”

Medication will not be issued by teachers. Any pupil who is required to take medication during the regular school day must leave the medicine in the Principal’s Office and must comply with school regulations.

1. Medication forms must be completed by a physician and parent/guardian before prescription drugs can be administered.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. Written request and dosing instructions from the parent/guardian should accompany all medication to be administered, including over-the-counter drugs, such as aspirin, Tylenol, and cough medicine.

4. A safe place will be provided for the storage of medication in the school office.
5. Parents will be contacted immediately when the above information does NOT accompany the intended medicine.

In certain circumstances when medication is necessary in order that the student remain in school, the school will cooperate with parents in the administration of medication.

MOVIE POLICY

Movies not directly related to the curriculum will be evaluated with this policy. Movies directly related to the curriculum should be appropriate to the age level of the student and if there is questions about whether or not to show the movie, parental permission will be sought before showing. Grades Pre-K through 3rd will only be allowed to see G-Rated movies. PG-Rated movies will be allowed, but only after receiving parental permission. Grades 4, 5 and 6 will be allowed to view G-Rated and PG-Rated movies only, no PG-13 or R-Rated movies allowed.

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

An association of parents, teachers, and students is formed for the purpose of supporting the goals and purposes of Holy Family School. At least two regular meetings shall be held during the year. Faculty members should make every effort to attend; they are encouraged to make presentations of student performance and displays of student achievements.

PARENT-TEACHER CONFERENCES

Conferences are held twice during the school term (November and April) or anytime by appointment. Please call the school office or call and talk directly to the teacher to schedule a time to sit down and visit.

PARKING LOT SAFETY

As noted below, the north and east entrances are designed for entry into the parking lot, whereas the west exit is the only one designated for leaving the parking lot.

A single file of cars is to be maintained in front of the school at all times. Please follow the traffic plan below when dropping off or picking up children.

Children need to be escorted if they cannot walk to your vehicle safely.

We ask that vans, suburbans, and large trucks park in the east (closest to the church) parking spaces, while cars and smaller vehicles park in the west (closer to the school) parking spaces.

If possible, park in the same space each time so that your child knows where to walk.

Please have your child walk or be escorted by you to your vehicle instead of you picking them up at the front doors in your vehicle.

NO PARKING IS ALLOWED DIRECTLY IN FRONT OF THE SCHOOL BUILDING!!

PARTIES

Three customary parties we celebrate are Halloween, Christmas, and Valentine's Day. The teacher may schedule classroom parties related to classroom goals at times during the year. In selecting treats, proper care of carpet and cleanliness of room should be considered. Pop, juice, and "Kool Aide" shall be consumed in the cafeteria.

PROGRESS REPORTS

Other Progress Reports, besides the report card, will be sent home to parents at times deemed necessary and important. A mid-term report is sent home midway through the quarter in the first, second, third, and fourth quarters. The teacher has the responsibility to keep parents informed of unsatisfactory progress or deficiency in student performance.

QUALITY PERFORMANCE ACCREDITATION

The state of Kansas requires a process for every school to follow called Quality Performance Accreditation. The purpose of QPA is to provide for the continuing accreditation of Holy Family School with the state of Kansas. The process requires the development and implementation of a plan for school improvement. It requires the formation of Holy Family Site Committee composed of a representative group of parents, teachers, administrators and community members dedicated to the improvement of Holy Family School. Through the leadership of Holy Family Site Committee and the QPA Leadership Team (teachers), a needs assessment and action plan for improvement was completed. Holy Family School received the Certificate of Accreditation for Cycle II in March of 2003.

The next cycle requires the continuation of the school improvement process and completion of the recommendations for Cycle III made by the On Site Visitation team. Annual updates and revisions of the plan for improvement are made annually based on the data collected and input from teachers, the School Site Committee and School Council.

RE-ADMITTANCE POLICY FOLLOWING A CONTAGIOUS DISEASE

Responsibility for the administration of control measures is vested by law in the Kansas State Board of Health. Local agencies follow the Law, Rules, and Regulations Relating to Communicable and Other Reportable Diseases as published by the Kansas State Board of Health.

PERMITS REQUIRED FROM PHYSICIAN: Pupils who have been absent from school with diphtheria, meningococcal meningitis, poliomyelitis, pulmonary tuberculosis, smallpox, typhoid fever, and whooping cough, are required to present a permit from their physician to return to school.

Pupils absent with chickenpox, measles, mumps, and rubella (three-day measles) may return to school without permits from their physician or the school nurse provided they follow the schedule for exclusion found in your registration packet.

Pupils absent with lice or scabies may return to school after being checked at the Barton County Health Department and determined to be completely free of nits, live lice, or scabies and given a return to school admit slip.

REFERRAL TO PRINCIPAL'S OFFICE

When a student is referred to the office to visit the principal because of a behavior or other problem, there is a specific set of consequences that will be followed. This includes the entire school year.

1st Referral – conference with the principal and referral note home to parents

2nd Referral – loss of recess, conference with the principal, and referral note home to parents

3rd Referral – 30-minute detention, loss of recess, conference with principal, and referral note home

4th Referral – parent, teacher, principal, and student conference, 30-minute detention, loss of recess, and referral note home

5th Referral – suspension (in-school or out-of-school) and conference with pastor, principal, teacher, parent, and student

REPORTING TO PARENTS

A written report card of the progress of each pupil shall be issued quarterly. Report cards shall be marked according to the following guideline for standards:

A - Superior Achievement	94-100
B - Above Average	86-93
C - Average	78-85
D - Below Average	70-77
F - Failing	Below 70

-or-

S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

**All report cards include a checklist of achievements.

SAFETY

We value the lives of your children just as you do. Parents, insist that your children cross the street at the stoplight and controlled crosswalk.

SCHOOL BULLETINS

The bulletins and announcements from the principal and the office will be sent home via email whenever possible. A paper version will be sent home to families who do NOT have access to email. If there is a paper bulletin or announcement to be sent home to every family, the oldest child in the family will be given the note to take home.

SCHOOL VISITATION

When coming to the school for a visit or other business, you are required to present yourself to the Principal or the secretary to let your presence and the reason for your visit be known.

SMOKING

Smoking is prohibited in the school building or on school grounds.

SOLICITATION OF ITEMS AT SCHOOL

Students will not be allowed to solicit items at school unless it is a school project. If students want to sell items to teachers/staff, contact must be made with them at the teacher/staff residence.

STUDENT'S WORK

Some of the student's work will be sent home daily or weekly for the parents to review. Please sign and return the accompanying attached sheet or the first sheet of the work so the teacher knows that the work has been seen, if the teacher desires the work to be returned. This will give you ample opportunity to see the type and quality of work your child is doing. If you have questions concerning the work or progress of your child, please request a time to meet and visit with your child's teacher.

TELEPHONE

The purpose of the school office is to serve the students, patrons, and teachers efficiently and courteously. To do this, it is necessary that the office staff have the use of the office telephone. Each classroom is equipped with a telephone with an outside line for teacher and student use. A student will be allowed to use the telephone with the permission of the classroom teacher. All incoming calls are received in the office.

TUITION

Tuition will be due on the 15th of each month, with the first payment due on August 15th of the upcoming school year. At registration in early August, a coupon booklet will be given to each family to aid in the payment schedule. The total tuition is due on May 15th (or the day prior to the last day of school) of the school year. If there are any overdue balances at the end of the school year, the students will not receive final report cards on the last day of school and permanent records will not be transferred until final payment is made. If by May 31st of the current school year, the balance has not been taken care of or a payment plan has not been established, the account will then be turned over to a collection agency for collection of balance. Families with a balance from the previous year will not be allowed to enroll the next year unless prior arrangements have been made.

The pastors and school council do not wish to deny a Catholic Education due to financial situations or difficulties. Please visit with your Parish Priest if there is a hardship.

New tuition rates are effective for 2012-2013 school year. Families enrolled prior to Jan. 1, 2010, are considered PPP members. Families enrolled after Jan. 1, 2010, will be classified based on their parish membership. Families registered with PPP by July 1 of the current school year, will be considered PPP members for that school year.

	<u>PPP Member</u>	<u>Non-PPP Member</u>
"STAR"ters	\$780	\$990
Pre-Kindergarten	\$1,008	\$1,323
Grades K-6		
1 child family	\$1,450	\$2,205
2 child family	\$2,537	\$3,859
3 child family	\$3,262	\$4,961
4 child family	\$3,987	\$6,063

TUITION DEFICIENCY OF PAYMENTS POLICY

In August of the future school year, parents will be asked to sign a contract promising to pay tuition and understanding the consequences of non-payment. Tuition payment conditions are outlined in the contract. The contract will be signed by a parent and the principal. Tuition deficiency is defined as not keeping current with payment of tuition. By the 15th day of each month, 1/10 of the total tuition is due, anything less than that is considered deficient. The first payment is due on August 15th and the final payment is due on May 15th or the day prior to the last day of the school year.

On December 15th of the current school year, a report is generated of all tuition deficiencies. Any family that has not paid at least half of the tuition will be reminded by a letter and it will be determined if that family can return to Holy Family School for the 2nd semester.

In February of the current school year, a report is generated of all tuition deficiencies. A reminder letter is sent with current balance and tuition payment conditions.

In March of the current school year, a report is generated of all tuition deficiencies. Another reminder letter is sent with current balance and tuition payment conditions.

In April of the current school year, a report is generated of all tuition deficiencies. Another reminder letter is sent with current balance and tuition payment conditions.

In May of the current school year, another report will be generated of all tuition deficiencies. A letter stating the balance and tuition payment conditions will be sent including that students will not be enrolled for next year and that final report cards and permanent records will not follow the student to another school until payment is made in full. If by May 31st of the current school year, the balance has not been taken care of or a payment plan has not been established between the school and the family, the account will then be turned over to a collection agency for collection of balance.

UNIFORM POLICY FOR PRE-K THROUGH 6TH GRADE

Revised and approved by Holy Family School Council on 4-20-12.

GENERAL

All clothing must be in a good state of repair. No logos, emblems or insignia shall be on any clothing, to include socks. Shorts or skorts may be worn throughout the year. No coats or hats will be worn during class time.

All students' clothing should be neat, clean, pressed, and mended as necessary.

Non-uniform, "dress down" days are announced ahead of time and must be approved by the principal.

PANTS/SHORTS

Pleated or flat-front pants or shorts in navy blue or khaki. No denim or corduroy. Pants may not have a flared or widened leg; they may not have a low-rise waist and cannot have "outside" back or front pockets (the pockets must be sewn inside the pants). No jean or cargo style pants. Pants must be hemmed and have no turn up cuffs. Shorts are to be walking style; length should be just above the knee, but not longer than the knee. No cargo shorts or capri pants.

SHIRTS

Long or short sleeve shirts in solid navy blue or white. Shirt style may be polo, oxford, peter-pan collar, or turtleneck. **Shirts are to be tucked in all day.**

SKORTS

Solid navy blue or khaki skort for girls. Length is to be just above the knee, and not shorter than fully extended arm/fingertip length. Skorts may have pleats and/or buttons, but otherwise should be free from embellishments. **No ruffles, beading, chains, etc.** If you have a question about styling, consult with the school office. Skirts are not allowed.

JUMPER

A solid navy blue jumper for girls. Length is to be just above the

knee, and not shorter than fully extended arm/fingertip length.

SOCKS & SHOES

White, navy blue, or khaki socks or tights must be worn every day with no exception. Closed-toe shoes must be worn with socks. On PE days, students must wear tennis shoes with socks. Leggings are not allowed.

BELTS

A black, brown, or navy blue belt is to be worn with pants or shorts that have loops.

SWEATSHIRT

A navy blue or gray sweatshirt with the Holy Family logo may be purchased at registration or through the school office. Sweatshirts, if worn, must be **over an approved uniform shirt.**

T-SHIRT/BLUE DENIM DAYS

The first Friday of each month is Holy Family T-shirt and blue denim day. The Holy Family t-shirt is available for purchase at registration or through the school office. Blue denim can be shorts, skorts, skirts, capri's or jeans; cargo or carpenter styling is allowed. During cold weather, a long sleeve uniform shirt or long sleeved navy blue or white long sleeved t-shirt may be worn underneath the Holy Family t-shirt.

ANNUAL REVIEW

A review of this policy will be considered annually at the January School Council meeting.

VIOLATIONS

- 1st offense: A note is sent home to be signed by a parent & returned.
- 2nd offense: The student will call home and request that a parent bring the appropriate uniform to school.
- 3rd offense: A detention is issued and a parent is called to bring the appropriate uniform to school.

UNIFORM AVAILABILITY

A generous supply of slightly used uniforms is available through the school. There is no charge for these garments; we want all students to have access to the proper uniform items. If you are in need of uniforms for any reason, please contact the school office. Donations are appreciated.

WEAPONS POLICY

Weapons are to include guns, knives, or any other item which is a device designed to cause bodily harm.

If such a weapon is found in a student's possession, in a locker, book bag, desk, etc., the matter will be handled in the following manner:

1. Parents will be called.
2. Depending upon the nature of the "weapon" and the manner in which it was exhibited by the student, or situated on the school premises, authorities will be notified at the discretion of the principal.
3. Weapons will be confiscated and delivered to either the parents or the authorities as the principal determines to be appropriate.

Students found to be in willful violation of the policy will be disciplined as determined to be appropriate by the principal.

Inspections by the principal, or a designated person, of desks, lockers, bags, clothing, or personal possessions of a student, may be done at any time when authorized by the principal.

WITHDRAWAL

When a student withdraws from Holy Family School, the parents must notify the teacher and the Principal, before date of withdrawal. This will enable those involved to get accounts and records ready for the child. If the child is to be enrolled in another school, the Principal of the new school must request the records of the child. The transfer records will be released only if the request is signed by the parents.

No transfer records are given to the child.