

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 2015-2016 Faculty

Fr. Don Bedore Pastor
Fr. Ted Stoecklein Associate Pastor
Fr. Louis Tran Associate Pastor
Mrs. Karen Moeder Principal
Mrs. Inga Atkinson "STAR"ters & Pre-Kindergarten
Mrs. Lisa Neeland Kindergarten A
Mrs. Tina DeLong Kindergarten B
Mrs. Amanda Johnson 1st Grade B
Mrs. Wendy Brack 2nd Grade A
Mrs. Lori Keller 2nd Grade B
Mrs. Roxann Keenan 3rd Grade A
Ms. Jenny Meitler 3rd Grade B/Resource Teacher
Mrs. Tammy Nicholson 3rd Grade B
Mrs. Julie Foster 4th Grade A
Mrs. Jill Lane 4th Grade A
Mrs. Crystal Hanson 4th Grade B
Mrs. Joan Henning 5th Grade A
Mrs. Patty Wolf 6th Grade A
Mrs. Glenda Stoss 6th Grade B/Library
Mrs. JoAnn Suchy Music/Band
Mrs. Kristy Jerke PE/Computers
Mrs. Stephanie Davis Literacy Specialist/Aide
Mrs. Kathi Hoffman Teacher Aide
Mrs. Lois Koochel Teacher Aide
Mrs. Bernie Hartig Teacher Aide
Mrs. Kathy Hayes Secretary
Mr. Brent Haberman Custodian
Mr. David Suppes Custodian

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 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.

ACCREDITATION

The state of Kansas requires a process for every school to follow for purposes of accreditation. The purpose of accreditation is to provide accountability to the state department of education for Holy Family School. The process requires the development and implementation of a plan for school improvement. This accreditation makes our school reach certain standards and hold our school to the highest of these standards. Through the leadership of Holy Family School administrative team, a needs assessment and action plan for improvement was completed. Holy Family School is accredited by KSDE. Annual updates and revisions of the plan for improvement are made annually based on the data collected and input from teachers, the administrative team, and School Council.

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 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 may go to the commons area beginning at 7:30 a.m. Parents escorting their child into the building are to say good-bye at the hallway door and then leave. 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. A student will be marked tardy if they are not present in their classroom by 8:00 a.m.

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.

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

Bullying 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:

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 July 8, 2014.

Effort is always given to keeping class size manageable.

~Class size in 1st through 6th grade will be limited to 25 students without the assistance of an aide. When class size exceeds 25 students, consideration will be given to having a classroom aide or to offering a second class for the grade.

~Class size in kindergarten sessions will be limited to 20 students without the assistance of an aide. When class size exceeds 20 students, consideration will be given to having a classroom aide or to offering a second class for the grade.

~Class size in "STAR"ters and Pre-Kindergarten sessions is limited to 14 students without the assistance of an aide. When class size exceeds 14 students, consideration will be given to having a classroom aide or to offering a second session.

(Class Size Continued on next page)

CLASS SIZE (cont.)

Preference is given to students who are pre-enrolled within the pre-enrollment period according to the following order:

1. Families and students currently attending Holy Family School.
2. Families of Prince of Peace Parish 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.

Students who are not pre-enrolled during the pre-enrollment period are subject to being placed on a waiting list and are not guaranteed enrollment.

DAILY SCHEDULE

Teachers report	7:40 AM - 3:50 PM
Office Hours	7:45 AM - 3:30 PM
School Hours	7:55 AM - 3:20 PM
“STAR”ters Early	7:55 AM – 10:15 AM (Tues./Thurs.)
“STAR”ters Late	10:30 AM – 12:45 PM (Tues./Thurs.)
AM Pre-Kindergarten	7:55 AM - 11:20 AM (Mon./Wed./Fri.)
PM Pre-Kindergarten	12:00 PM - 3:20 PM (Mon./Wed./Fri.)
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. 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.

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.

ELECTRONICS AT SCHOOL BY STUDENTS

Any student who has electronics of any kind at school takes responsibility for their device and the school is not held liable for it. Students are expected to have their device turned off while on school property. If a student is found to have an electronic device on at school, the device will be taken from the student and parents will be contacted to collect the device. Should repeated violations occur, the electronic device will be confiscated and a meeting will be set up to determine the consequence for the student.

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, 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. Also, the parent of a child who has received baptism, must present a copy of the student's baptismal certificate 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.

CLASS FIELD TRIPS

Every effort will be given to have each class K-6 take at least one field trip throughout the school year. Field trips should be educational in nature and support the curriculum. Parent/Staff drivers will be utilized to transport students when rental of a school bus is not possible.

Siblings of classroom students will not be allowed to accompany parent drivers on the field trips. All adults who attend a field trip must have participated in a Protecting God's Children session and have had a background check run on them prior to the field trip.

GUM & CANDY

Gum & Candy will not be consumed while students are at school.

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. 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.

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 ADMINISTERED AT SCHOOL

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 comply with school rules.

~Medication forms must be completed by a physician and parent/guardian before prescription drugs can be administered at school. Written request and dosing instructions from the parent/guardian must accompany all medications to be administered. ~Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

~A safe place will be provided for the storage of medication in the school office.

~Parents will be contacted immediately when the above information does NOT accompany the intended medicine.

~Over-the counter medications will NOT be administered at school unless prescribed by a physician, of which the above statements will apply to the medication.

In certain circumstances when medication is necessary in order that the student remain in school, the school will try to cooperate with parents in the administration of medication on an individual need basis.

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 are 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 one regular meeting 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.

map

PARENT-TEACHER CONFERENCES

Conferences are held twice during the school term (fall semester and spring semester) 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 on the map, 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 commons area.

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 is responsible to keep parents informed of unsatisfactory progress or deficiency in student performance.

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

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

M – Mastery

S – Satisfactory

I – Improvement Needed

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 arise, please request a time to meet and visit with your child's teacher.

TELEPHONE

The purpose of the school office is to serve the families and teachers efficiently and courteously. To do this, it is necessary that the office staff have use of the office telephone. Each classroom is equipped with a telephone with an outside line for teacher and student use, upon receiving permission. Incoming calls are received in the office.

TUITION

Tuition will be due on the 10th of each month, with the first payment due on August 10th of the upcoming school year. At registration in early August, a payment booklet will be given to each family to aid in the payment schedule. The total tuition is due on May 10th 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 uncollected accounts will 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. 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 year.

Tuition Rates for 2015-2016 School Year:

	<u>PPP Member</u>	<u>Non-PPP Member</u>
“STAR”ters	\$860	\$1,092
Pre-Kindergarten	\$1,110	\$1,460
Grades K-6		
1 child family	\$1,602	\$2,430
2 child family	\$2,804	\$4,253
3 child family	\$3,605	\$5,468
4 child family	\$4,406	\$6,683

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 10th 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 10th and the final payment is due on May 10th 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, March, & April 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 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 5-8-15.

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. Dress down day guidelines are outlined after t-shirt and blue denim days.

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. No logos, emblems, or insignia allowed on socks or tights. Tennis shoes must be worn with socks at all times. Leggings are not allowed.

BELTS

A black, brown, or navy blue belt is to be worn with pants or shorts that have loops. Loops may not be cut off the waistband to eliminate the need for a belt.

HAIR

Hair coloring and haircuts must be appropriate for a non-distractive learning environment. **No mohawks, fau-hawks, mullets, hair extensions, or unnatural coloring of hair allowed. Hair accessories, including hair bands, ponytail holders, hair bows, and barrettes, must be navy, black, brown, khaki, or white, with no logos, emblems, or insignia on them.** Hair should be combed and groomed every morning before arriving at school.

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 sweatshirt. The undershirt must not have any visible logos, emblems, or insignias on it.

NON-UNIFORM/DRESS DOWN DAYS GUIDELINES

Students need to use careful consideration when making their choice for proper school attire on dress down days. Attire needs to be appropriate for school and not a distraction from learning. Tennis shoes and socks are still required on dress down days. Guidelines to follow for dress down days will be sent home with students at various times throughout the school year as a reminder.

ANNUAL REVIEW OF UNIFORM POLICY

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

UNIFORM 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; as access to the proper uniform items is important. Contact the school office if needed.

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 or family.