

PARENT/STUDENT
2011-2012
HANDBOOK

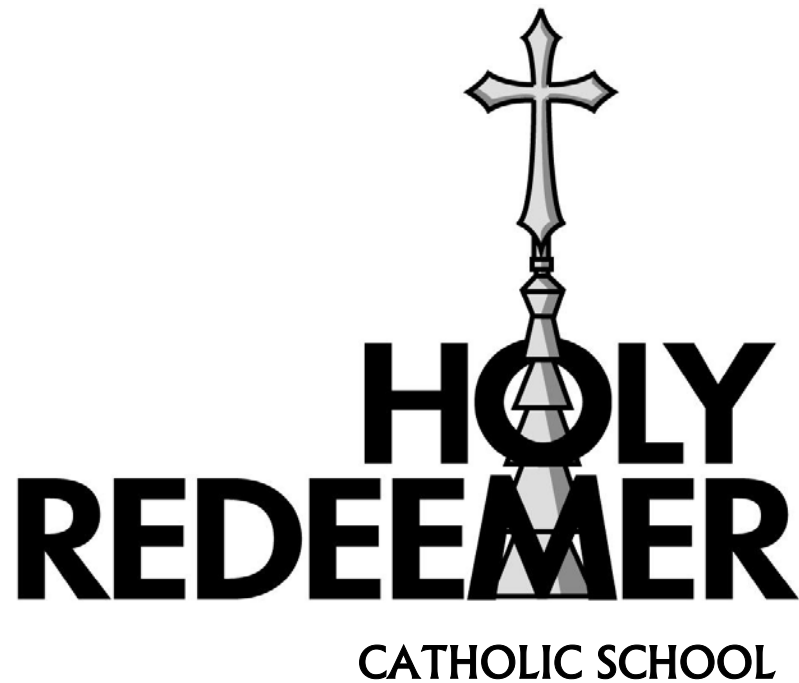


TABLE OF CONTENTS

Pg. 4	Philosophy
Pg. 5	Curriculum
Pg. 6	Enrollment Non-Custodial Parent Policy
Pg. 7	Attendance Policy
Pg. 8	Bullying Policy
Pg. 9	Discipline Policy
Pg. 11	Expulsion/Suspension
Pg. 11	Dress Code
Pg. 14	Playground Search Policy Extra Curricular Activities
Pg. 15	Student Evaluation & Reporting System
Pg. 16	Promoted/Retained/Assigned Parent Teacher Conferences Newsletter Dismissal of Student Phone
Pg. 17	Parties Field Trips School Supplies Visitors Health
Pg. 18	Wellness Policy Medication
Pg. 19	Authorization for Medication
Pg. 20	Emergency Procedures Snow Days Special Services Visiting Speaker Video and Film Policy Bus Service
Pg. 21	School Records Parent Teacher Organization
Pg. 22	Athletic Club SACC
Pg. 24	Handbook Sign-Off Sheet

PHILOSOPHY

Holy Redeemer School, a part of the Catholic Diocesan School system, pledges itself to the education of the "whole person" by providing a Christian atmosphere where spiritual and moral standards are exemplified and stressed. It endeavors to give each student an understanding of the importance of intellectual, physical, emotional and spiritual growth within an atmosphere of warmth, friendliness and concern. Holy Redeemer School is one of the ways in which Holy Redeemer Parish fulfills the mission of the church "to teach all nations." Catholic values and beliefs are taken seriously at Holy Redeemer School. It is a school striving for a balanced life. Enrollment at Holy Redeemer is an indication of the readiness to comply with the rules and regulations contained in the parent/student handbook.

The following Mission Statement was adopted by the school as part of the Performance Based Accreditation process in 1994.

HOLY REDEEMER SCHOOL, WITH CHRIST AS ITS FOCUS, IS AN INTEGRAL PART OF THE PARISH COMMUNITY. ALL MEMBERS OF OUR COMMUNITY ARE COMMITTED TO CREATING A SAFE LEARNING ENVIRONMENT WHERE WE TREAT ALL WITH RESPECT AND DIGNITY, THUS ENABLING THE STUDENT TO DEVELOP SPIRITUALLY, MENTALLY, PHYSICALLY AND SOCIALLY. THROUGH THE CURRICULUM WE CHALLENGE EACH STUDENT TO STRIVE FOR ACADEMIC EXCELLENCE, DEVELOP A DESIRE FOR LIFE LONG LEARNING, AND PREPARE FOR A LIFE AS AN ACTIVE CHRISTIAN.

The following are statements on which we base our philosophy:

WE BELIEVE that:

- ❖ The Ten Commandments and the Beatitudes are the model for an effective Christian life.
- ❖ We are responsible for the education of any K-8 child from our parish who wants to attend a Catholic school.
- ❖ We must support the efforts of parents to rear self-disciplined, responsible children.
- ❖ Each of us must be a role model for others.
- ❖ Each of us must respect authority.
- ❖ We must encourage children to develop self-discipline in a fair and consistent manner.
- ❖ All students have a right to a safe and orderly environment in which to learn.
- ❖ All children can learn.
- ❖ Positive consequences should result from positive, appropriate behavior. Inappropriate behavior should result in negative consequences or sanctions.
- ❖ Each individual must be held responsible for his/her behavior.
- ❖ We must utilize all available resources to provide the best education possible for each student.
- ❖ It is only through open, mutually supportive communication and cooperation that we can achieve the above.

CODE OF CHRISTIAN CONDUCT

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel.

However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, athletics, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CURRICULUM

Holy Redeemer School, through the process of Public Law 221, is fully accredited by the Department of Education of the State of Indiana and is a member of the National Catholic Education Association. Holy Redeemer School follows the course of instruction issued by the Director of Schools of the Diocese of Evansville in accordance with the State of Indiana Course of Instruction and Proficiency Guide. Grades K-5 are taught in self-contained classrooms, grades 6-8 are departmentalized. Textbooks are updated according to the adoption cycle of the State of Indiana.

Following is a general outline of the curriculum. Specific questions concerning curriculum should be directed to the principal or teachers.

RELIGIOUS EDUCATION

The family has the primary responsibility for religious education of the child and, as a partner in this process; Holy Redeemer School supports the family with daily religious education. It is the firm belief of Holy Redeemer Parish that without regular Sunday worship, participation in parish life, and a Christian home life, the effectiveness of the religion program is greatly diminished.

Religious instruction is given formally or informally daily. Prayer is a frequent, daily part of the program. Each student in grades K-8 attends Mass once a week with his/her own age group. This allows the liturgy to be planned with the students which provides for a more meaningful experience for them. On special feasts, Holy Days and holidays, the entire student body of grades K-8 worships together. Penance services and other Para

-liturgical services are also held periodically throughout the school year. We invite parents to worship at any of these children's services at any time.

The instruction in Religion is provided for all grades. The Catholic doctrine is presented so that the student can assimilate the learning of his or her faith into a real life pattern. Lessons combine doctrine, scripture, and liturgy which are appropriate for each grade level. Much time is devoted to integrating the values of Christian doctrine with social and civics education.

The curriculum offers a Family Life program which educates students in the areas of the family, self-understanding, maturity and psycho-sexual development, the ability to relate to other people, and the Christian principles and values which cannot be sufficiently treated in other areas of the curriculum.

First reception of the sacraments is at the following grade levels:

Reconciliation & Eucharist - Grade 2

Confirmation – High School

Parent meetings are held at the beginning of sacramental catechesis for the students. All parents of the students receiving these sacraments are expected to attend these sessions.

ENROLLMENT

Students of any race, religion, color, sex, nationality, ethnic origin or handicap are admitted to all the rights and privileges, programs and activities generally accorded or made available to students at the school.

A child does not have to be a Catholic to attend Holy Redeemer School. Anyone who attends Holy Redeemer School is required to participate in the religion classes, prayers, special liturgies and the Mass. Holy Redeemer School is open to all and offers the same privileges and regulations to all regardless of race, creed or color. The school is a part of the ministry of Holy Redeemer Parish. The beliefs and practices of the Roman Catholic Faith are an integral part of the entire program. Tuition payments, made to Smart Tuition, must begin in June to ensure your child's placement in our school. If your family needs to move out of the area due to a job change, a refund may be requested on a pro-rated basis only and must be approved by the Pastor. Tuition will not be refunded for any other reason. Any outstanding payments due for lunches or daycare will be deducted prior to refund.

NON-CUSTODIAL PARENT POLICY

Upon request and unless prohibited by the court the school shall provide equal access to student records, notices, program announcements, etc., to both the mother and father and/or guardian of children whose parents are divorces. Copies of any restrictive court orders must be made available to the school before such access will be denied. Likewise, equal access to special school programs such as "school lunch" visitations and special "convocations" shall be made available to both parents unless specifically denied by order of the court. Forms for non-custodial parent request for information shall be developed and copies maintained by all parties concerned in order to avoid any unnecessary misunderstandings. Such forms shall name the student, the address and telephone number of the parent seeking access, and the specific access desired. Requests for information must be made annually.

Direct access to the student during school hours shall remain at the discretion of the school officials. School officials stand in loco parentis, which means they should consider as primary their responsibility to protect the welfare of the student.

Self-addressed stamped envelopes from requesting parties are necessary for materials to be mailed.
Adopted 04-03-95

ATTENDANCE POLICY

Consistent daily school attendance is required for students to progress in sequential learning experiences and to maximize the benefits of class discussion, instruction and socialization experiences. There is an expectation of daily attendance and promptness in arrival. Repeated or prolonged absences will require a parent conference and/or a written excuse from a physician. In cases of serious illness or rehabilitation following injuries the school staff will make every effort to work with the student and parent to keep the student up-to-date in their course work and to waive the attendance policy with documentation from a physician.

Absences will be excused and will not count toward the seven (7) day limit under the following circumstances provided that the absence has been arranged and cleared with the proper school staff:

- Death in immediate family
- Verified medical or dental appointment
- court appearance ordered by subpoena
- service as a page in Indiana Legislature
- approved service in an election (grades 7-8)
- approved school activity (prior permission must be obtained from the principal)
- family vacation (prior approval must be obtained from the principal)

All absences will be reflected on the student's record, but the above absences will not count toward the seven (7) day total.

Vacations during school time are discouraged, but realizing that there are extenuating circumstances and family activities are always encouraged by Holy Redeemer School, these will be approved when written requests are made in advance. Students will miss the class work assignments and grades of that period. Make up assignments are not provided.

REPORTING STUDENT ABSENCES:

Student absences must be reported by the parent/guardian before 9:00 am on the day of absence or, where circumstances require, a note on the following day.

MAKE-UP WORK:

Students have the responsibility to request missed class work or assignments upon return. This must occur on the first day back to school and teachers will set a reasonable deadline for when make-up work is due.

LEAVING SCHOOL EARLY:

Students who must leave school before the completion of the school day must receive the approval of the proper school authority, and must be signed out by a parent or guardian in the school office. A note stating the time the student is to leave should be sent to the office in the morning of any medical or dental appointment. The student will meet the parent in the office.

TRANSPORTATION CHANGES:

If your student needs to go home a different way than usual, a note must be sent to the homeroom/classroom teacher indicating the change in means of transportation.

TARDY:

Students who are a few minutes tardy should report to their classroom as usual and the teacher will indicate the tardiness on the attendance sheet. If the attendance sheet has already been turned in to the office or the student is more than 10 minutes late, the student needs to report to the school office. The office will then record the student's tardiness and issue an admit slip to the student.

Pre-S-8th grade -- Enrollment Criteria used for Admission Consideration

1. Application materials submitted by announced deadline.
2. Parents are Active Members of Holy Redeemer Parish (Longevity in parish will be a factor).

Active Membership is determined by:

- Registration and participation in parish life,
- Regular Mass attendance at Holy Redeemer,
- Stewardship of time, talent and treasure.
Stewardship of time and talent are given through
Volunteer service to parish projects, organizations, and fund raising activities.
Stewardship of treasure is 10% of income back to God is defined as:

To Parish: 5% - 8% To Diocese: 1% To Charities: 1% -4%
 School families are asked to make school ministry a large part of their “personal
 “charities”

3. Active Parishioners (see #2 above) with children currently enrolled in Holy Redeemer School.
4. Active Parishioners (see #2 above) with no children in Holy Redeemer School.
5. Parents are Active Members of St. Mary or St. Anthony Parish.
6. Parents are Active Members of other diocesan parishes.
7. Parents with children from other faith traditions.
8. Late application submissions.

Pre-S and Pre-K are funded by tuition

Kindergarten to 8th Grade -- Enrollment Criteria used for Admission Consideration

1. Application materials submitted by announced deadline.
2. Parents are Active Parishioners (See #2 above, longevity in parish will be a factor).
 Parents are Active Parishioners with other children currently in Holy Redeemer School.
 Student attended Holy Redeemer Pre-K.
5. Parents are Active Parishioners with no children in Holy Redeemer School.
6. Parents are Active Parishioners in St. Mary or St. Anthony Parish.
7. Parents attend another diocesan parish and agree to tuition.
8. Parents are of another faith tradition and agree to tuition.
9. Late application submissions.

Class Sizes for Holy Redeemer School as approved by the **Education Commission** and found in the Holy Redeemer School Handbook:

BULLYING POLICY

Bullying – Is the repeated exposure of a student by a person (s) who over time are negative to one or more students.

Bullying implies an imbalance in power or strength. (Olweus Bullying Prevention)

Bullying can be physical, hitting, kicking, shoving, spitting.

Verbal – Taunting, teasing, degrading social or sexual comments; spreading rumors.

Non-Verbal – Threatening gestures, exclusion, cyber, Internet, text messaging via cell phones, Instant Message.

Objective (s) of Policy

1. All staff personnel should have an understanding of bullying.
2. All parents should have an understanding of bullying and school consequences for violation of our policy.
3. Bullying will not be tolerated at Holy Redeemer.
4. Holy Redeemer will take all reports of bullying very seriously. We at Holy Redeemer will support our students and parents when bullying is reported.
5. The Olweus school rules will be posted in classrooms and throughout our building.

Our school embraces the following as school rules against bullying:

- We will not bully others
- We help students who are bullied.

- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

DISCIPLINE POLICY

At Holy Redeemer School, pride is taken in the fact that our students are expected to behave in a Christian manner. Respect, good manners and good behavior are expected from our students at all times. Holy Redeemer School believes that students must be responsible for their actions. Discipline is a process in which the learner accepts responsibility for his/her actions and follows rules for the good of the group. Good discipline starts in the home because parents are the first and most important teachers. We recognize the fact that without the support of parents we have no effective discipline program in the school.

The school continues to expand and develop good behavior in an atmosphere that provides for maximum achievement for all students. Students are expected to respect the rights and property of others. They are expected to respect the authority of those responsible for their supervision. It is felt that, in order for our students to live a truly Christian life, they must first learn to be honest, hard-working, and polite, self-disciplined, and have an awareness of the needs of other people.

The purpose of discipline is to help the student accept responsibility for his/her actions in order to lay the very best foundation in preparation for a happy and successful life. Students will be held responsible for their behavior. Each teacher shall develop a discipline plan for the classroom and discuss it with students. Consequences and penalties are the result of a lack of self-discipline, poor choices, and mistakes. Teachers shall take appropriate action when misbehavior occurs. They will acknowledge the good behavior of students with positive reinforcement. Each student and parent will sign the Code of Christian Conduct.

JUNIOR HIGH DISCIPLINE/DETENTION PLAN

DETENTIONS:

AFTER-SCHOOL DETENTION is a 45 minute period to be served on an appointed day from 2:40 - 3:30 P.M. Parents will be notified of the detention and expected to be at school at 3:30 P.M. to pick up the child. After-School Detentions result from the accumulation of tardies, late assignments, or other inappropriate behavior.

1/2 DAY IN-SCHOOL SUSPENSION will result from the accumulation of a 4th after-school detention, i.e. the fourth earned after-school detention will be served as a 1/2 day in-school suspension. The student will be required to complete any work assigned for the periods missed. One-half day in-school suspension served under the detention policy shall be served from the end of period 4 (or approximately 10:45 a.m.) through the remainder of the day. Sanctions similar to those used for after-school detention may be used.

IN-SCHOOL SUSPENSION OR OUT-OF-SCHOOL SUSPENSION may also result from any serious infraction. The severity of the infraction will determine the severity of the consequence. The student will be required to complete any work assigned for the periods missed, but a grade of "F" may be entered for work due, including tests, during the suspension. Sanctions similar to those used for after-school detention may be used. Suspension may be used as a punishment for fighting or other serious offenses which would result in immediate disciplinary action. If a student is under suspension they may not participate in extra-curricular activities.

CONSIDERATION FOR EXPULSION will occur after a third suspension, or after serious behavioral problems.

DETENTION FORMS will be sent to notify parents of any detention. It will include the date the detention is to be served, the reason, the time the student is to be picked up, and must be returned to the teacher with a parent signature.

LATE ASSIGNMENT FORMS will be posted to parents on *Edline*.

Agendas are to be updated daily and carried to each class.

SAMPLE REASONS FOR DETENTION: A detention is issued when a student does not behave in an acceptable manner. Detentions may be issued for:

- Tardies
- Late assignments
- Dress code violation
- Rude or disruptive behavior
- Excessive talking
- Inappropriate behavior
- Gum and/or candy at unauthorized times
- Behavior unacceptable to the teacher (after warning)
- Agenda not updated or with student

SANCTIONS TO BE CARRIED OUT DURING DETENTIONS may include:

- cleaning chalkboards
 - washing, dusting, or straightening shelves or bookcases
 - collecting paper or trash from student desks
 - dusting or sweeping floors
 - cleaning chalkboard erasers (parents should notify teacher if the child has asthma or respiratory problem)
 - Washing desks, tables, chairs, walls or inside of windows
 - Picking up tire bits and paper on the playground
- STUDENTS WILL BE OFFERED PROTECTIVE GLOVES FOR ANY TASK.**

CLASSES OF UNACCEPTABLE BEHAVIOR

There are two areas under which unacceptable behavior will be classified: academic and conduct.

ACADEMIC:

1. Incomplete assignments
2. Cheating of any kind or manner
3. Any other academic matter which a teacher feels warrants parental attention

CONDUCT:

1. Disrespect to another student or adult. This includes cursing, excessive teasing and excessive taunting or any form of harassment.
2. Televisions, radios, recorders, beepers, telephones, and/or other electronic devices are not to be brought to school without the permission of the individual homeroom teacher or principal.
3. Fighting.
4. Vandalism, damaging or abusing school property. This includes not only physically defacing books, lockers, walls, desks, etc., but also includes untidiness in rest rooms, halls, the playground and the cafeteria. The student will be expected to clean and/or pay for any damages for which he/she is responsible.
5. The stealing of another's property is considered a serious offense. Disciplinary action will consider the magnitude of the theft.
6. Leaving the school grounds without the written permission of the parent and the principal.
7. Possession of firecrackers or other fireworks in the building or parish grounds is a serious and dangerous offense.
8. Possession of tobacco products, drugs, alcohol or substances represented to be a controlled substance is not permitted at any time and will result in notification of the proper authorities and possible suspension or expulsion.
9. Possession of any type of weapon or other type of device which could potentially inflict bodily harm.
10. A student setting off a false fire alarm will be immediately suspended pending due process procedures for possible expulsion.
11. Loitering in the hallways, rest rooms or other areas at unauthorized times is not

permitted.

12. Violating any rule which is well established by a staff member or the Education Commission, or exhibiting any behavior which interferes with the right of a teacher to teach or the right of a student to learn is unacceptable.

GROUND FORS FOR EXPULSION OR SUSPENSION:

Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

- 🔔 Damage to or theft of school property. Intentionally damaging or stealing private property. Intentionally causing or attempting to cause physical injury to any person.
- 🔔 Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- 🔔 Knowingly possessing, using, transmitting or being under the influence of any stimulant, depressant, counterfeit substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- 🔔 Engaging in the unlawful selling of narcotics.
- 🔔 Failing to comply with directions of teachers where such failure constitutes an interference with school purposes or an educational function.
- 🔔 Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function, traveling to or from school or a school activity, function, or event, or engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- 🔔 A violation, or repeated violation, of any validly adopted school rule.
- 🔔 Excessive tardiness.

insignias, logos, or designs are allowed except for uniform shirts with approved Holy Redeemer logo purchased through school or Artex.

DRESSED FOR SUCCESS

*Starred items must be purchased from a department store(such as J.C. Penneys, Target, Sears or others that advertise uniform style clothes), Artex uniform store, or mail order companies that sell uniform style clothing—made of cotton and polyester fabric.

SLACKS* Uniform slacks* must be solid navy blue, black or khaki tan. Slacks should have a hem and the leg should be tapered. Slacks should be an appropriate length (not stepped on) and appropriate fit (not tight or baggy). Capris and corduroys are not allowed. Slacks cannot be rolled up, pinned or have elastic hems. Slacks should not have exterior pockets or excessive stitching or buttons.

SHORTS* Uniform walking shorts* may be solid navy blue, black or khaki tan polyester/cotton twill. The length is to be no more than (3) inches above the knee when measured from a kneeling position. Shorts may NOT be worn below the knee. Shorts should not have exterior pockets or excessive stitching or buttons.

BELTS Belts must be in good repair. The colors may be solid navy blue, black, or brown. Belts must not have excessive decoration. Shirts must be tucked in.

SKIRT*/JUMPER* Girls may wear the Holy Redeemer uniform plaid skirt* or jumper*not more than 3 inches above the knee when measured from a kneeling position. Must be purchased at Artex. An oxford button down white shirt may be worn or a uniform shirt may be worn.

SHIRTS Uniform style shirts must be solid true red, white, or navy blue, long or short sleeved. They must be knit polo with a collar and 2 or 3 buttons only. All shirts must be buttoned except for top button and must be tucked in. If a T-shirt is worn underneath, it must be

plain, solid white, and the sleeves of the T-shirt may not show. Absolutely no trim, monograms, insignias, logos, or designs are allowed except for uniform shirts with approved Holy Redeemer logo purchased through school or Artex.

SHOES Tennis or dress shoes. Shoe must be laced securely and tied. Shoes must fit securely. Sandals and shoes with one inch or higher heel are not permitted. Shoes must have a closed heel and toe. Boots and skateboard shoes (DC's, Etnies, Vans, Heelys, Skechers or similar brands) are not allowed. Boots worn due to weather must be changed out at school for appropriate shoes.

SOCKS Socks (or tights for girls) must always be worn. Socks must be solid color true red, white, black, or navy blue. Socks must be one inch above the top of the shoe. Socks should not have any trim, monograms, logos, or designs. Girls may wear true red, white, black or navy blue tights or knee socks with jumpers or skirts. Nylons or leggings are not allowed.

SWEATERS/SWEATSHIRTS Plain, solid true red, white or navy blue. "Holy Redeemer School" is the only approved logo and must be purchased through the school or Artex. Sweatshirts or sweaters may not be hooded. Sweater necklines may be crew, V-neck or cardigan. Approved uniform shirts must be worn under sweatshirts or sweaters. Sweaters/sweatshirts must fit appropriately (not sloppy or oversized, not hang below hip length).

***Black Fleece jackets purchased through the school will be introduced in the 2011/2012 school year. These must fit appropriately.

JEWELRY Jewelry must be tasteful, appropriate, minimal, and never call attention to the wearer. Girls in K-8th grades may wear two pair of small post earrings, lower lobe only. Girls in 7-8th grades may wear one pair of small post earrings or one pair of earrings with a one inch drop, lower lobe only. Boys may not wear earrings to school. Earrings must be removed for physical education classes. No other body piercing jewelry is allowed.

GROOMING/MAKE-UP Girls in grades 6-8 only may wear moderate eye make-up and blush. Girls may wear only lightly tinted lip gloss. Hair coloring, hairstyles, and hair adornments (girls) that calls attention to the person is not acceptable for school. Proper grooming and styling of hair is required. Hair must be cut above the eyebrows. Boy's hair may not be longer than collar length and must be cut above the ear.

COATS/ACCESSORIES Coats, jackets, and hats are not to be worn in the school building once classes have begun. Hats should be removed when entering the building.

SCOUT UNIFORMS Official Scout uniforms may be worn on the day of the Scout meeting.

FREE DRESS On the announced FREE DRESS DAY for students, students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. Sloppy

clothes, styles that do not adequately cover the body, have advertising or words on the seat of the pants are never appropriate attire. Shorts and skirts must be of similar length to the uniform style. Free dress does not include tank tops, tops with bare midriffs, sundresses, net shirts, torn frayed jeans, tight leggings or unsafe shoes (sandals, open toe, heels above 1 inch, etc.).

SPIRIT WEAR DAYS Students may wear Diocesan Theme Shirts, Holy Redeemer Shirts with uniform pants/shorts or jeans. Holy Redeemer hoodies are allowed on these days. Dress code rules for shoes and socks still apply on these days.

We consider proper dress and grooming to be part of the learning process. The principal will be the final authority in decisions regarding appropriate dress or appearance.

PLAYGROUND

Playground supervisors/teachers will discuss with students appropriate behavior on the playground.

SEARCH POLICY

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

EXTRA-CURRICULAR ACTIVITIES

Many opportunities for participation in extra-curricular activities are available to the students. The school and Athletic Club sponsor activities such as wrestling, basketball, soccer, softball, baseball, track, cheerleading and volleyball. Students may also participate in activities such as: school sponsored dances, clubs, academic teams and competitions, and musical experiences.

It is important that students learn to regulate and balance their time when participating in extra-curricular activities. The following policy is enforced in the school for eligibility in school or Athletic Club extra-curricular activities.

1. Holy Redeemer operates a school for the total Christian education of children of the parish. Academic achievement must be held in the highest priority, therefore, each student is required to maintain a "C" average with no grade of "F" in order to be eligible to participate in extra-curricular activities.
2. Holy Redeemer School believes in proper Christian training of the whole person. Therefore, a student whose behavior which is not consistent with this aim will not be eligible to participate in extra-curricular activities. This is indicated if the student receives three "Ns" or one "U" in conduct or effort.

Any failure to meet the academic or conduct expectations of the school may result in suspension from extra-curricular activities at any time. Suspensions, becoming effective upon the issuance of the report card, remain in effect for three weeks. At the end of the three week period grades are checked. All students who have improved academically or behaviorally to meet the eligibility guidelines will be declared eligible. The suspension remains in effect for those who have not met the guidelines until such time that they become eligible. At the end of the initial three week period, a weekly check will be made to determine eligibility through the end of the grading period.

ATHLETIC ELIGIBILITY

ELEMENTARY SPORTS FOR EVANSVILLE FEEDER SCHOOLS

Athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that be on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If the grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for

appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

Approved
4-6-06

STUDENT EVALUATION

Holy Redeemer School administers the state mandated Indiana State Test of Educational Progress (ISTEP+). Grade levels not involved in the ISTEP+ program may receive other forms of standardized testing when mandated by the Holy Redeemer Education Commission. Test results will be shared with parents or guardians. High School placement tests are administered by Mater Dei and Memorial High Schools to the eighth grade students in January.

Kindergarten students are administered the Boehm Test of Basic Concepts when they enter school in the fall.

Evaluation for special education is available at Holy Redeemer School through the psychological services division of the Evansville-Vanderburgh County Schools.

Daily student evaluation is the responsibility of the classroom teacher. Each teacher must develop a grading procedure for the class. Questions concerning individual classroom evaluations should be addressed to the appropriate teacher.

Edline information and a secured password will be issued to parents in registration packets.

REPORTING SYSTEM

Report cards are issued every nine weeks. They are to be signed by parents and returned to the student's homeroom teacher within a week. All subjects receiving a letter grade will be included when calculating grade point average and honor roll. Grades will be calculated on a 4.0 scale. The teacher may add a + or - to the grade for information purposes for the student, but points will not be used for + or - in calculating a grade point average. Students in grades 4-8 who excel each grading period achieve the honor roll. Criteria are High Honors - 4.0 average. Honors - a minimum of a 3.0 average with no Ds or Fs.

Holy Redeemer's Grading Scale is as follows:

- 100 - A+
- 95-99 - A Outstanding
- 93-94 - B+
- 88-92 - B Above Average
- 86-87 - C+
- 78-85 - C Average
- 76-77 - D+
- 70-75 - D Below Average
- 0-69 - F Failure

PROMOTED/RETAINED/ASSIGNED

Whether a child is promoted, retained or assigned depends upon several areas of consideration:

- Social and emotional maturity of the student
- Potential aptitude
- Academic progress
- Excessive absenteeism affecting one of the above

All of these areas are considered and decisions are based on the best alternative for each individual. The decision is made by the principal after consultation with teachers and parents.

Promotion means that a student has met all curriculum requirements for that grade and moves on to the next.

Assignment means that the student has not mastered all curriculum requirements and that significant deficiencies exist. However, it appears to be in the best interest of the student to move to the next grade. Assignment should be seen as a "red flag" and a notice that parents, teacher and student must create a plan to remediate the deficiencies.

Retention means that the student has not achieved the basic curriculum and will repeat the same grade. A decision to retain a child is made only after other remediation techniques have failed, and it is seen to be in the best interest of the child. The teacher will be expected to develop a remediation plan for a retained student after consultation with other teachers.

If a teacher is considering the retention of a child, the parents and the principal are to be consulted no later than the end of the fourth grading period. Close contact with all involved will result in a decision in the best interest of the child.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled formally after the second grading period. Holy Redeemer School wants the best education possible for the child. We believe that parents, teachers and students working together can create the best Christian education program possible. The Holy Redeemer staff will do all it can to help with any area of concern. Parents are urged to call teachers and discuss any concerns or share positive input. It is important that we maintain mutually supportive communication and frequent parent initiated communication is encouraged.

NEWSLETTER

Each full week on Friday or on the last day of school for any particular week, the school will send home a newsletter, the **SPOTLIGHT**. We depend on parents to read the newsletter in order to know what is happening and what is changing at Holy Redeemer School.

DISMISSAL OF STUDENT

A student will be dismissed only to those people who are listed on the Emergency Card unless there is a written note from the custodial parent. Emergency requests for alternate dismissal will be taken from their custodial parent by phone if the caller can be reasonably confirmed.

PHONE

The school phone is not for personal use. If students need to use the phone to call home for something other than sickness or at a teacher's request, a permit must be written by the teacher. All travel arrangements, appointments, slumber parties, etc., are to be taken care of before the students come to school. Teachers will not take phone calls during class time unless it is an emergency. Teacher email information available at www.holyredeemerchurch.org.

Parents who wish to talk with teachers are to call for an appointment. Teachers can be reached by calling the school office and leaving a message to return the call during prep time or after school hours.

PARTIES

Generally, parties in school are not to be held during class time. Valuable learning time is curtailed if parties are held for all the occasions which come up during the year. Class parties may be held for a limited number of holidays. Room parents will be asked to help with these activities. Personal correspondence from home will not be handled in the classroom ie: birthday invitations, thank you notes, etc...unless ALL the boys or ALL the girls or the entire class are included.

FIELD TRIPS

An outgrowth of the more diversified approach to the learning needs of the students is the utilization of field trips. Guidelines for these trips are as follows:

1. The field trip is a definite learning experience.
2. The students are prepared for the observations they will make on the trip.
3. The students are given a follow-up assignment which will help them assimilate the knowledge they have gained from the field trip.

Trips involving a great deal of travel are discouraged in the case of elementary school students. An adequate number of responsible adult chaperons will accompany the students. Parents may be asked to assist in supervising. All trips are considered an official extension of the school day. All general school rules apply to students on these trips. Without a signed permission slip, a student will **NOT** be allowed to go on the field trip. Information to the parents will include the date, purpose and destination of the field trip, the expense, and means of transportation and approximate time of return.

SCHOOL SUPPLIES

School supply lists are issued on the last day of school and on registration day. The individual grade levels issue lists that apply to their levels.

VISITORS

In order to protect the children, it is important that ALL VISITORS REPORT TO THE OFFICE UPON ENTERING THE BUILDING. Visitors must use the West wing School entrance off the West parking lot between 8:00 a.m. and 3:00 p.m. and ring buzzer for permission to enter. For SACC pick-up the back door must be used after 3:00 p.m.

Forgotten lunches or other items should be left in the school office rather than taking them to the classroom. The secretary will see that the student receives the item.

HEALTH

An Emergency Procedure Card for each student is kept on file in the school office. In the event of an accident or student illness, a member of the school staff will contact the parent. If a parent cannot be reached, the person listed on the Emergency Card will be called.

Students will be excluded from school if they have a communicable disease transmissible through normal school contacts that would pose a threat to the health or safety of other students. Students should be fever free for a 24-hour period before returning to school unless they have written permission to return to school from a physician.

The school should be informed by 9:00 am (422-3688) if a student will be absent. If a student is absent and no call is received, parents will be called by the office. Calls are not expected when absences have been pre-arranged.

Parents should be aware that the school does not have a nurse on duty. All health checks and records are maintained through the efforts of PTO volunteers and any health professionals are encouraged to offer their time and talent. Recommendations from the Indiana State Board of Health are utilized in health matters. All students are weighed and measured at the beginning of the school year. Vision and hearing are checked in the fall and students in grades 5-8 are given a scoliosis screening. Health records are reviewed and parents of any child whose health and immunization records are not up-to-date will be notified. Any child who is not in compliance with state law concerning immunizations will be excluded from school until documentation of compliance is presented to the school. The following immunizations are required: Diphtheria, Whooping Cough, Tetanus, Measles, Rubella and Polio.

The school requires that ALL students in grades K-8 have physical examination records on file in the school. In addition, state law requires that all children receive an eye examination by a vision specialist (optometrist or ophthalmologist) prior to their entry into school for either kindergarten or grade one.

Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan for the 2006-2007 school year. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office.

MEDICATION

Any prescription medication to be administered by school personnel must be accompanied by the "authorization form" found in the back of this handbook. Medications must be in the original pharmacy container. Parents may want to ask the pharmacist to provide additional containers so that part of the medication may be kept at school and the child will not have to carry medication to and from school. Whenever possible medication should be administered at home rather than during school hours. Any student needing to take any type of medication, including cough drops, over the counter drugs, etc., must present the medication at the school office in the original pharmacy container with a note from the parent stating the following:

- a. type of medication
- b. dosage
- c. time to be administered
- d. any possible side effects
- e. signature of the parent

No medication of any sort, prescription or non-prescription will be given to a student without consent of parent or guardian. A medication permission form, available from the office or found at the back of this section, must be filled out in advance of a student receiving medications from the office. Medication found in the possession of a child will be confiscated and parents will be contacted. The school does not have a registered nurse on staff.

Whenever possible, dental and doctor appointments are to be made outside of school hours. If students miss classes because of appointments, they are expected to make up the missing work. Students who have an appointment must bring a written note from a parent to the office at the start of the school day.

Neither Holy Redeemer Parish, nor the Catholic Diocese of Evansville, is the insurer of the student's health and safety while the student is at school or engaged in school supervised activities, including sports.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. That law requires all schools, K-12, to be inspected for asbestos-containing building materials. This School has complied with the federal Asbestos Hazard Emergency Response Act by completing the following requirements:

Inspecting all facilities for both friable and non-friable asbestos-containing building materials. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory. A Management Plan based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials is available for inspection at the parish office.

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

I hereby authorize school personnel to administer medication as indicated to:

Name: _____ Grade: ___ Teacher: _____

Rx Number: _____ Medication Name: _____

Directions _____

Doctor: _____ Phone: _____ Pharmacy: _____

Time medication is given at home: _____ at school: _____

I understand that my signature relieves the school personnel of any and all liability related to the administration of the prescribed medication.

Signature of Parent/Guardian	Date	Phone Number Where You May Be Reached During School Hours
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EMERGENCY PROCEDURES

Regular fire, earthquake and tornado drills are held to instruct students in appropriate procedures in case of an emergency. For the safety of all, silence and walking are insisted upon during these drills.

SNOW DAYS

If school is canceled or delayed because of snow or ice, it will be announced over the radio and TV stations in the early morning hours. Similarly, if school is dismissed early because of snow or ice, it will be announced over the radio and TV stations. School Reach will contact all families with weather or emergency instructions using phone numbers that you provide.

SPECIAL SERVICES

Special services are provided by the Evansville Vanderburgh School Corporation in compliance with applicable federal and state laws. Presently, Holy Redeemer School provides on-site services in the area of speech, hearing, and learning disabilities. Evaluation services for students who may require special testing and assessment for special education are available.

Holy Redeemer School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.

Special education classes are not offered by Holy Redeemer School, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited services for Holy Redeemer students who qualify with learning disabilities.

VISITING SPEAKER POLICY

All speakers are to be approved through the principal's office. An agenda of the presentation will be approved and the speakers will be expected to adhere to the approved agenda. If possible, parents will be notified of the speaker and topic before the presentation and will be invited to such.

VIDEO AND FILM POLICY

Audio-visual presentations should relate to instruction with a well-developed educational objective in mind. Classroom movies for entertainment or reward should be restricted to a few select times during the school year. All media presentations should be age-level appropriate. Movies that are intended for rewards should relate directly to pre-set disciplinary or reward programs.

Recognizing that certain movies that are rated PG, PG-13 or unrated can have value, academically, to the children, these should be previewed and cleared with the principal to decide whether parental permission should be sought, film edited, or not shown at all.

Cooperation in recognizing the sensitivity that is present on the part of parents is essential. The designation PG stands for "parental guidance" and we do not wish to usurp that right from parents.

BUS SERVICE

Transportation is a parent responsibility. Limited transportation is offered to and from school on public school buses at no cost, but sometimes may not provide delivery of the student so that he/she is not tardy. Parents must keep themselves informed of what service is available to their area and age of child. Questions concerning bus routes, pick-up times and places, etc., should be directed to your bus driver or the Bus Transportation Office of the EVSC, phone 435-8263.

Students riding buses are expected to follow all bus regulations and bus driver directions. Failure to behave in a reasonable and safe manner will result in losing the privilege of riding.

SCHOOL RECORDS

The responsibility for development, maintenance and security of a student's records falls to the combined efforts of students, parents and designated school employees. The Office of Catholic Education of the Diocese of Evansville in compliance with the "Family Rights and Privacy Act of 1987" (Federal P.L. 93-380) has established a policy regarding student records for the Catholic schools in the Diocese. You, as the student's parent or legal guardian have the right, upon written request, to inspect your child's records. Diocesan policies shall be followed.

PARENT TEACHER ORGANIZATIONS

As first teacher and parent you will play an essential role in the overall success of the educational program for your children. The principal and faculty are dedicated educators and are well prepared to assist you in this important task. Together, you assume the privilege of shaping your child's intellectual, spiritual, moral and civic attitudes. We, the officers of the PTO, have taken the leadership of this organization and would like, in this communication, to share the following objectives so that you will know how we carry out the organization's varied programs.

I. OBJECTIVES

- a. To help parents and teachers acquire a profound appreciation for the ideals of Catholic education.
- b. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- c. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
- d. To further interest in educational and civic affairs.
- e. To encourage parents and the parish community to support the school and its programs by sharing time, talents and treasures.

II. PROGRAMS

- a. Membership
 1. Fathers, mothers, guardians of pupils of Holy Redeemer School.
 2. Members of the faculty.
 3. Five dollars per family annual dues.
 4. Six meetings on the third Thursday in the school cafeteria or activity center. (Sept., Oct., Nov., Jan, March, April)
- b. Health
 1. Health Chairman organizes checks of students' sight, hearing, weight, medical records and for scoliosis in the years as required by the State Board of Health.
- c. Room Parents
 1. On special days, room mothers are responsible for supplying treats.
 2. Before certain PTO meetings, room mothers are responsible for supplying treats.
 3. On field trips, room mothers are asked to accompany the class as supervisors.
- d. Volunteer Connection - The Volunteer Connection is a way to help improve our children's education. Your time and talents are needed to help provide the best program for your child. you may be contacted, but please do not hesitate to volunteer.
- e. Fundraising - All parents are encouraged to participate in our 2 major fund-raising events: The Fall fund-raiser and the Card party held in February.

We have given you an outlined view of the objectives and activities of the PTO so that you may be informed of our programs and may be prepared to lend your support, suggestions, innovations and cooperation. Trusting in your interest and cooperation, we are looking forward to a productive year. Watch the Newsletter for announcements. Ask your child for the newsletter each week. We welcome your suggestions and encourage you to contact any one of the PTO officers. Recent past projects have included partial funding of computer lab, manpower to outfit computer lab, development and maintenance of the playground, purchase of software, maps, and additional learning materials, rewards and special materials for classrooms.

ATHLETIC CLUB

The objective of this organization is to sponsor activities which will assist the financial needs of any and all organized sporting activities approved by the club, for the children of Holy Redeemer Parish. The organization meets once a month and any adult member of Holy Redeemer Parish who is eighteen years or older or a graduate of high school may become an active participant.

ATHLETIC COMPLAINT POLICY

Follow the Evansville Area Diocesan Athletic Guidelines for Elementary/Middle Schools.

SAFE ALTERNATIVE CHILD CARE

PURPOSE: The SACC Program has been developed to provide a facility at school for Holy Redeemer School children to have a safe, secure and caring environment until their parents are available before and after work. It is designed to provide an alternative care program free from additional transportation at an affordable cost to the parent.

ENROLLMENT AND SCHEDULING: Enrollment will be open to tithing parishioners or families who pay full tuition to Holy Redeemer Parish. Tithing parents may apply for registration into the SACC program. SACC families who are not tithing regularly via envelopes or check will receive a reminder of their commitment to the Parish Family from the Compliance Committee. Late applications will be determined on availability of space.

SACC TIME: Morning care begins at 6:15 a.m. and ends at 7:20 a.m. A breakfast of cereal, juice and milk is provided. After school care is until 5:30 p.m.

The program will not operate if school is closed before noon or closed for emergency reasons.

FEES: Fees are subject to change. \$40.00 per week for afternoon care, \$10.00 per day for part-timers, and \$10.00 per week for morning care, payable Monday of each week. For children not picked up by 5:30 p.m. there will be an additional charge of \$1.00 per minute late. Chronic late pick-ups will cause elimination from the program.


- The entire bill must be paid by the first day of that week or service will not be provided.
- Fees will be collected through school by homeroom teachers and sent to the parish office on Monday mornings.
- Fees will be separate from church tithing.
- Fees for the SACC program are accrued each day that our school is in session, therefore, no allotment for vacation or sick leave is included.

Understanding the need for a leave of absence due to long term illness or job loss, applications for a leave of absence from SACC will be available.

PROGRAM:

- Children will have an after school snack each day.
- SACC will utilize the cafeteria and activity center until 4:00 p.m. and have access to a telephone (422-3688).
- SACC will have access to a school TV and VCR. (Will be kept to a minimum.)
- Staff will permit children to use playground facilities as weather permits, under supervision. A list of guidelines will be provided on registration day.
- Homeroom teachers will form a line for SACC students and a SACC aide will take students to the cafeteria when school is dismissed.

DISCIPLINE: ANY STUDENT DISPLAYING EXTREME BEHAVIORAL PROBLEMS WILL BE ELIMINATED FROM THE PROGRAM AFTER PARENT OR GUARDIAN HAS RECEIVED PROPER NOTIFICATION EITHER VERBALLY OR IN WRITING.

 ADOPTED by the Holy Redeemer Education Commission March, 2011

After reviewing this handbook with your student(s) each person should sign below. This form must be returned to the office

**STATEMENT OF REVIEW
ACKNOWLEDGMENT OF HANDBOOK CONTENTS**

My signature below acknowledges that I have reviewed this handbook with my children who are students at Holy Redeemer School. I understand that by enrolling my child in Holy Redeemer School, I agree to the principles for which this school stands, to meet the expectations of regular Sunday Mass attendance, personal stewardship of time, talent and treasure.

Signatures of students:

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Signature of parents:

_____ Date _____

_____ Date _____