

HOLY FAMILY SCHOOL 2007-2008

Pastors

Father Richard Getchel (St. Agnes)..... 494-2534
Msgr. James Dillenburg (St. Elizabeth Ann Seton)..... 499-1546

Principal

Mrs. Pamela Otto..... 494-1931

Associate Principal

..... 494-1931

School Board President

Terry Gerbers..... 884-8102

Third Source Funding/Development

Pamela Otto..... 494-1931

Athletic Director

Steve Thompson..... 498-9878

School Secretary

Barbara Johnson..... 494-1931

Cafeteria Manager

Sally Karls..... 490-1764

School Printer

Kris Reimer..... 494-1931

Custodian

Mr. Kevin Bouche..... 494-1931

All Homeroom Teachers and Special Teachers:

Call 494-1931 and you will be connected to the staff member's voice mail.

Ms. Kristen Daul (E.C.)	Ms. Jackie Zimbauer (7-19)
Mrs. Barb Anderson (K-2)	Mrs. Ruth Hayden (7-22)
Mrs. Jayette Reynolds (K-4)	Mrs. Cheryl Smet (8-20)
Mrs. Julie Kelly (1-3)	Ms. Mary VanDyke (8-21)
Mrs. Patti Crooks (1-6)	Mrs. Teri Murphy, Admin. of Tech. and Network Services
Mrs. Carol Kekula (2-5)	Mrs. Rocky Calawerts, Tech. Curriculum Coordinator & Teacher
Miss Monica DeMario (2-7)	Mr. Kare Goodness, Physical Education/Health
Mrs. Lisa Krcma (3-8)	Mrs. Lynne Tennie, Spanish (Rm 10)
Mrs. Chrissy Kiefert (3-9)	Mr. John Cary, Art
Mrs. Sara Foote (4-12)	Ms. Beth Mathison, Music
Mrs. Janet Penza (4-14)	Mrs. Christy Delany & Mrs. Carisa Lueck, Band
Mrs. Molly Beining (5-13)	Mrs. Sharon Holl, Librarian
Mrs. Margaret Georgia (5-15)	Mrs. Anne Strauss, Supportive Consultant
Mrs. Judy Peterson (6-17)	Mrs. Phyllis Haworth, Supportive Consultant
Ms. Lorraine Panunto (6-16)	Sister Mercita Vanden Avond, Teachers' Aide
Ms. Cindy VanWagner, Aide	Sister Ann Carla Baumann, Teachers' Aide
School Phone: (920) 494-1931	School Fax: (920) 494-4942

School E-mail: holyfamilyschool@gbhfs.org

Teacher and Staff E-mail: initial of first name and full last name (as one word) @gbhfs.org

ST. AGNES – ST. ELIZABETH ANN SETON CONSOLIDATED SCHOOL BOARD

The St. Agnes – St. Elizabeth Ann Seton Consolidated School Board is the policy making body for Holy Family School. Four lay members from each congregation serve as members of the Board. Each congregation determines the manner of choosing its lay members. Terms of office are three to six years and expire at the conclusion of each year's June meeting. The pastors of St. Agnes and St. Elizabeth Ann Seton parishes are members of the Board. The principal serves as an ex-officio member. Several teacher liaisons are on the Board as non-voting members.

Board meetings are held monthly from August through June, with the exception of December, and are regularly scheduled on the third Tuesday of the month. The site of the meeting alternates between St. Agnes Parish Meeting Room and St. Elizabeth Ann Seton Parish Library. The date and place of the meeting are found on the monthly calendar. A parent wishing to address the Board must contact the Board president or principal at least one week in advance of a scheduled meeting. Minutes and agenda are posted outside the school office.

CONSOLIDATED SCHOOL BOARD MEMBERS 2007-2008

Karen Denney**	545 Rolling Green Dr.	54313	429-9458	SEAS
Msgr. James Dillenburg	2756 Oakwood Drive	54304	499-1546	SEAS
Jeff French****	1148 Pleasant Valley Oneida	54155	494-5556	SA
Terry Gerbers*	2053 Muirwood Court	54313	884-8102	SEAS
Bill Gerl	517 Scott Drive	54303	499-7364	SEAS
Father Richard Getchel	1484 Ninth Street	54304	494-2534	SA
Pamela Otto	1204 S. Fisk Street	54304	494-1931	
Nancy Schultz***	810 Neufeld	54304	499-6672	SA
Linda Queoff	1116 Highview Ln.	54304	498-1888	SA
Andy Weiss	1205 Tara Marie Lane	54313	490-9676	SA

*President

**Vice President

***Secretary

****Treasurer

Holy Family School Mission Statement

Grounded in the Catholic faith, the mission of Holy Family School is to educate with conviction the total student through partnership with parents, staff, and community.

Holy Family School Statement of Philosophy

The Holy Family School community believes that the parents are the primary educators of their children, and as such, possess the right and duty to be aware of and understand the school's goals, policies and administration. Therefore, we shall work as a team to bring about open, cooperative and effective communication.

Holy Family School believes it is important to educate the total student with confidence, sincerity, passion, and fervor. To accomplish this, we provide a comprehensive and quality educational program which promotes the spiritual, intellectual, moral, physical, emotional and social growth of each individual student.

Holy Family School's programs and activities are selected to foster an understanding and appreciation of the Gospel message.

Holy Family School provides teachers who create an environment in which life-long learning is evident. To accomplish this, we are proactive and improve our competence through staff development and collegial exchange of ideas.

Holy Family School provides a distinctive and advantageous environment for quality Catholic education. To maintain this environment, teachers follow diocesan and local Board guidelines concerning certification in the area of religious education.

Holy Family School Goals

Holy Family School is committed to develop within each learner:

1. A love for God which is strong and enduring;
2. A life of faith which is receptive, active, responsive and rooted in Christian values;
3. A sense of discipline, respect, cooperation, and trust between one's self, one's teachers, one's friends and one's parents;
4. A love for learning and a desire to develop one's abilities and talents in a confident manner;
5. A level of excellence in learning according to one's capacities to ultimately become a self-directed learner.
6. A sense of commitment to and involvement in community through service and the practice of good citizenship.

ACCESSIBILITY TO STUDENT RECORDS

Parents have a legal right to view their child's school records under the provision of the Buckley Amendment. A twenty-four hour notice is required by the school office. As a courtesy, non-custodial parents may receive general school information. However, the school will follow particular court orders regarding accessibility to all confidential records.

ACCREDITATION STATUS

Holy Family School is accredited by the Wisconsin Religious and Independent Schools Accrediting. WANSA/WRISA accreditation began with the 1997-98 school year. The school had been a member of the North Central Association from 1991-1997.

ADDRESS CHANGE

It is imperative that the school has up-to-date address and phone information for the family as well as names and phone numbers of persons to contact in case of an emergency. The school office needs to be notified as changes occur.

ADMINISTRATION

The pastors of St. Agnes and St. Elizabeth Seton Parishes are the chief administrators of the school. The Holy Family School Board is responsible to the Education Committee of each Parish Council and makes policies for the school. The specific direction of the school is delegated to the principal.

ADMISSION

Any child whose parents are fully supporting members of St. Agnes or St. Elizabeth Ann Seton Parishes is eligible for admission to Holy Family School. Non-parishioners are admitted if space is available.

1. Each congregation is the sole determinant of who is a fully supporting member. Enrollment of a student whose parents are not on the certified parish list will be deferred until the principal receives a certificate of registration from the parish.
2. Payment of tuition is to be made according to the Holy Family Tuition Payment Agreement.
3. Non-parishioners must pay the full cost of education according to the terms set by the Holy Family School Board.
4. Requests for financial assistance are to be made to the parish and/or school board.

Holy Family School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.

ATHLETIC PROGRAMS

Holy Family School offers extra curricular athletic programs of touch football, soccer, volleyball, basketball and track. The school's Athletic Director works with the principal in the selection of coaches and the scheduling of games and practice times, and strives to carry out the guidelines for athletics established by the Green Bay Diocesan Department of Total Catholic Education.

ATHLETIC AND CO-CURRICULAR PARTICIPATION

Policy - Student Participation in Athletics and Co-curricular Activities

Co-curricular activities are defined to include any activities when the student represents Holy Family School but the school does not require such participation. This includes participation on school sponsored athletic teams.

1. Students may not participate in co-curricular activities without the consent of his/her parent(s) or legal guardian(s).
2. Students using alcohol, tobacco and/or illicit drugs will be subject to suspension in accordance with Holy Family School Board Policy – HFS Code 5125 – Policy on Student Substance Abuse. A second involvement subjects the student to total removal from all co-curricular activities as well as consequences pursuant to HFS Code 5125.
3. Students displaying unsportsmanlike-like conduct, use of improper language, or lack of cooperation (in the activity or in school), as determined in the reasonable discretion of the coach, teacher or principal will be subject to suspension from the activity for a period of up to 30 days.
4. When student removal from an activity or suspension from involvement is to take place it must have the approval of the principal and parents must be informed.
5. Students participating in any co-curricular activity must be in attendance the entire day of school (excluding appointments cleared through the office) prior to an after-school or evening practice, contest or event.
6. **Academic Eligibility:** The Athletic Director and each advisor of a co-curricular activity will provide the administration with a list of all students participating on a team or in an activity for review of academic eligibility status. An academic eligibility status review will be performed at the midterm and final grading period for each trimester. Students wishing to participate in any co-curricular activity must maintain sufficient academic standards. Sufficient academic standards are defined as having a passing grade (D or better) in each subject.
 - Students not maintaining sufficient academic standards will be placed on co-curricular activity probation until the time that their academic progress has returned to a sufficient level as outlined below.
 - Students, parents, and coaches/advisors will be informed when a student is placed on co-curricular activity probation (**this information is to be treated with the utmost**

confidence and all care is to be taken to respect each student's dignity). That student's teachers, with the assistance of the principal, shall establish the steps necessary to bring that student's grades to the established academic standard.

- A student placed on probation shall comply with all steps directed by the teachers so as to bring their grades to the established academic standards.
- Teachers will review the efforts of the student on probation. In the event the student is not complying with the steps established by the teacher to bring the student's grades to the established academic standards in that teacher's reasonable discretion, the teacher for that subject shall sign and deliver to the principal a notice indicating that the student has not complied with the steps required. At this point, the student shall be barred from participation in any co-curricular activity until such time as the teacher certifies, in writing, to the principal that the student has taken the steps necessary to bring his/her grades to the established academic standard. A student's progress shall be re-evaluated every two weeks.
- A student who complies with the teacher's requirements and returns his/her grades to the established academic standards shall be removed from probation and recognized to be in good academic standing for purposes of this policy.
- At the beginning of each school year, all students are considered to be in good academic standing.

ATTENDANCE

A. Policy – School attendance is mandated by Wisconsin State Law (118.15). All students are expected to attend school daily, be on time for classes and be present for full periods and hours and required programs. The 1997 Wisconsin Act 239 states that a student may not be excused for more than 10 days in a school year. Any excuse, other than sickness, must be made in writing by parent or guardian before the absence. The student must make up any work missed during the absence. All vacations during the school year are strongly discouraged. Truancy means any absence of part, or all, of one or more days from school without notification of legal cause of absence by the parent or guardian. Habitual truancy means a student who is absent from school without an acceptable excuse for part, or all, of 5 or more days in a semester. Truancy and excessive absences can be reported and fines imposed on parents or guardians.

B. Procedures

1. A parent is expected to call the school before 9:00 A.M. to report student absence. The voice mail system will direct you to leave a message for the absence. The directions will include giving the student's name, grade, room number, reason for absence and directions for homework. If a call is not received by 10:00 A.M., the school will contact the parent. A written excuse is required upon return of student if phone contact was not accomplished.
2. Requests for assignments or books will not be honored after 11:00 A.M.

3. The principal should be notified in advance, in writing, if absence is necessary due to family trip. Make up work is given upon return to school. Vacations during school days are strongly discouraged.
4. The teacher sets the terms for make-up work due to absence.
5. Doctor/dentist appointments will be judged absence or tardiness according to the amount of time missed.
6. If a student is sick during the school day, participation in after- school events is to be denied.

C. Release from School

No student may leave the grounds without the permission of the principal.

1. A student leaving the grounds at noon for any reason, including lunch, must present a written request from a parent to the principal for signature.
2. A student may not eat lunch at a friend's house or at a neighboring restaurant unless accompanied by a parent.
3. A parental request for dentist/doctor appointment is required. It is to state the time and place of appointment.
4. If a student becomes ill or injured at school, a parent or designated relative/neighbor will be notified immediately.
5. A student leaving for an appointment must report to the office upon leaving. He/she reports to the office upon return if it is within the same day.

D. Tardiness

A student is tardy if he/she is not in the assigned area at 8:25 A.M. and when classes resume after recess or lunch. A written excuse must be sent or phone call made to explain the tardiness. A tardy student is to check at the office upon arrival at school to receive an admission pass.

BAND PROGRAM

Students in grades 5 – 8 are offered an opportunity to take band. Band is scheduled during the regular school day. Fees for band are paid directly to the band director. Checks can be made out to Holy Family School.

BUS TRANSPORTATION

Students living two miles or more from school may be eligible for bus transportation. Students living less than two miles from school and on a regular bus route may request to ride the buses for a fee paid directly to Lamers Bus Company. Only students who regularly ride a bus may request permission to ride a different bus home with a friend. The parent must make the request in writing. However, requests for students to cross district lines will not be honored. (For example, those riding a Green Bay bus may not ride an

Ashwaubenon bus.) The principal will cooperate with the bus driver in alerting parents whenever bus misconduct reports are issued.

DAILY SCHEDULE

8:00	Supervision of Grounds Begin
8:15	School Doors Open
8:25	Beginning of Students' Day Prayer and Daily Announcements
8:30	Class Begins
10:15 – 10:45	Morning Recess Periods
11:45	Half-day Kindergarten Dismissal
11:05 – 12:55	Lunch Periods and Recess
1:50 – 2:30	Afternoon Recess Periods
3:20	Dismissal (K-3)
3:25	Dismissal (4-8)

Students staying after school are expected to notify parents in advance.

DISCIPLINE and BEHAVIORAL EXPECTATIONS

Holy Family School defines discipline as the framework that defines our relationships within the school community. **Our behavioral expectations begin when children are dropped off on school grounds and will be expected until they leave school for the day. Children who ride the school bus to and/or from school are also expected to follow Holy Family's behavioral expectations during transportation.** Our expectations apply to not only classroom, lunchroom, hallways and playground but also to field trips and off campus school functions. We maintain a system of rules and skills that govern the behaviors of the adult and student to allow for effective interaction in order to maintain a positive, Christian learning environment.

Philosophy of Discipline

We believe that all persons are God's own image. Our relationships and actions reflect our awareness of God's own image within us. As a school community, we share a common philosophy.

To support this philosophy administration, faculty/staff and parents will:

- Appreciate and esteem the individualism of one another
- Hold confidences sacred
- Collaborate for the good of all students
- Consistently uphold our common standards of acceptable behavior

In relationships with students, administration, faculty/staff and parents will:

- Maintain a partnership for students' learning and growth
- Create, communicate and model age-appropriate Christian behaviors
- Enable students to be responsible for personal Christian values and behavior,

- helping students to realize the potential consequences of their actions
 - Recognize inappropriate behaviors as an opportunity to teach appropriate behaviors
 - Emphasize and recognize positive student behavior
 - Teach skills to develop students' full Christian potential, i.e., self-discipline
 - Welcome each encounter with students as an opportunity to model God-likeness
- Holy Family School realizes that discipline is both corrective and formative. In forming self-disciplined students, the staff will teach skills of self-discipline as developmentally age-appropriate.

The school wide rules that apply to all the members of Holy Family School on a daily basis are:

1. Show respect to others and your school
2. Contribute to the learning environment
3. Follow school and classroom rules and procedures
4. Contribute to a safe and sacred environment
5. Practice self-discipline

Prohibited Student Behaviors include (but are not limited to):

- gum chewing on the school or church premises
 - eating on the playground, classrooms, bathrooms, gym, church or halls (special permission may be granted)
 - Weapons of any kind, for example, guns, knives, firecrackers, lighters, explosives, laser pointers, water guns or toys that resemble such weapons are not permitted in school, on school grounds or on the bus
 - Verbal, physical or emotional harassment, abuse, or bullying
 - cheating, copying, plagiarism or forging of signatures
 - Smoking anywhere
 - Sale, possession or use of alcohol, tobacco, drugs, intoxicants, altering substances or a substance which is represented as a drug or intoxicant and/or drug paraphernalia is prohibited at any time, 24 hours a day, 365/6 days a year, on or off school premises
 - Foul language, swear words or disrespectful tone of voice
 - Disregard of the general expected student behaviors outlined in this handbook
- Consequences for behavioral infractions

Each classroom sets its classroom procedures, rules and consequences. Students are expected to follow the procedures and rules. Repeated disregard for these procedures and rules will result in referral to the principal/associate principal. There is a published code of conduct for grades 6-8 in the Middle School Handbook that is available to students and parents at the beginning of the school year.

Immediate removal from the group may be necessary to protect a student, teacher and/or the learning environment of the school. Immediate corrective action and consequences are necessary when a student:

1. Is in physical or psychological danger or puts another in danger
2. Is irrational or unreasonable
3. Pushes beyond the limits of respect in speech or actions
4. Demonstrates repeated disregard for school or classroom procedures

Immediate corrective action is the sole discretion of the administrators and teachers.

Consequences can include detention, immediate removal from school, parent-teacher-student conferences, suspension or, in grave circumstances, expulsion. Parents will be notified of the disciplinary action.

Bullying/Harassment

Bullying/harassment behaviors are unfair. These behaviors happen when someone hurts, frightens, threatens or leaves someone out on purpose. Examples are physical actions, social exclusion, name calling, mean gossip, rumors and sexual words or actions. **Bullying and harassment are not tolerated at Holy Family.** Bullying/harassment behaviors can be reported to the principal, associate principal or teachers by a phone call, note or setting up an appointment. The principal or associate principal will investigate the report and if it is determined to be a bullying/harassment incident the “bully” will meet with administration to discuss consequences and corrective action. Apologies, detention, community or school service, parent meetings, suspension or expulsion may be appropriate consequences depending on the severity of the incident

All investigated reports of bullying/harassment are kept on file in the principal’s office cumulatively from year to year.

Discipline Council

A Discipline Council is established annually by the principal. The Council consists of volunteer teachers and the principal. The Discipline Council will meet in September and as needed throughout the school year to assess the school climate and offer input to the principal. Selected members of the Discipline Council will serve on a convened Discipline Council with the principal when warranted by the Middle School Discipline procedures or to hear the issues in non-compliance of discipline consequences by a student.

Rules and Policies Agreement

At the beginning of the school year each student and parent is required to read the rules, policies and procedures outlined in this Handbook and certify, by signature, your agreement to follow the rules, policies and procedures and to support the administration and teachers/staff in carrying out these rules and procedures. Failure to cooperate with the

administration and teachers/staff and to comply with disciplinary consequences will result in a conference with the Disciplinary Council. The Disciplinary Council may recommend consequences or consideration of alternative schooling to the principal.

GRADES

Report Card Forms contain the following grades:

Kindergarten:	A	special diocesan approved checklist is used
Grades 1 and 2:	S+	-exceeds basic requirements
	S	-satisfactory
	S-	-having difficulty meeting basic requirements
	U	-unsatisfactory
	P	-makes sufficient progress for students' aptitude, but below grade Level
Grades 3-5:	A	-Excellent
	B	-Very Good
	C	-Satisfactory
	D	-Below Average
	E	-Effort shown, but below grade level
Grades 6-8:	A	-Excellent
	B	-Very Good
	C	-Average
	D	-Below Average
	E	-Effort Shown, but below grade level
	F	-Failing
	I	-Incomplete

Percentage scoring may be used to determine a letter grade. The equivalent scale is as follows:

A	93-100%
B	85-92
C	77-84
D	70-76

Incomplete assignments:

In grades 3-5 an incomplete assignment form goes home to the parents notifying them that all or part of an assignment was not complete or an assignment was not brought to class.

In grades 6-8, missing or incomplete work will be a separate issue from behavior. A notice of a late or incomplete assignment will be sent home to the parent(s). This must be signed by the parent and returned the next school day with the accompanying work. Failure to do so will result in a detention as well as a zero on the work.

EMERGENCY SCHOOL CLOSING

Holy Family School will follow the decision made by the Green Bay Public School superintendent for weather-related emergency closing. Decisions to close early are announced over the local radio/television stations. Please listen to the radio/television rather than calling the school for information about emergency closing.

FIELD TRIPS

Parents are to sign a form giving permission for their child to attend school-sponsored field trips and activities with his/her class as they arise during the school year. A new form must be signed for each trip. Oral telephone permission cannot be accepted; a fax is acceptable. Field trips are a privilege and can be denied for appropriate reasons. Fees are paid by the families.

GRIEVANCE PROCESS FOR PARENTS

When parents have a grievance to register, the following procedure shall be followed:

1. Parents confer first with the person the grievance is against (teacher, staff member, or principal). Student may be present for this conference.
2. Parents confer with principal if grievance conference with a teacher or staff member is not satisfactory.
3. If a grievance is not resolved after conferring with the principal, an appeal may be made to the Holy Family School Board.

The process to be followed in making an appeal to the Holy Family School Board is:

1. The appeal must be presented in written form with a signature, and it must identify the person against whom the grievance is filed. Specific details of the grievance must be listed.
2. A copy of the appeal must be given to the person against whom the grievance is being filed.
3. The written request for a review by the board must be made no more than five days after conferring with the principal.

HEALTH CONCERNS

An immunization record and report of dental and doctor exams must accompany initial registration. Holy Family School follows the state immunization requirements and immunizations must be current. Annual hearing and vision testing clinics are conducted by the County Health Department and volunteer parents.

Parents are to report any incident of communicable disease to the Health Department (448-6400). The Health Department determines when a student may return to school.

Children should not be sent to school when they have upset stomachs, fevers, or flu-like symptoms, as these symptoms are often linked to contagious illnesses.

A medication authorization form must be completed annually by a parent if a student is to take prescription or non-prescription medicine at school. Short term medication must also have a signed form. Medications should be sent to the office with the child's name on it. All medications are dispensed from the office. Wisconsin's Assembly Bill 783 allows students with asthma and respiratory illnesses to carry their inhalers. Special permission forms are available in the school office.

Holy Family School has students who are highly allergic to peanuts, peanut oil, peanut smell, etc. Necessary precautions and training are in place. A "peanut-free" table is established in the lunchroom. It is important to confer with the teachers before providing snacks or treats for students.

HOME AND SCHOOL ASSOCIATION

The purpose and direction of the Home and School Association at Holy Family School is to build a sense of community among the school families and to encourage a positive relationship between school and home. The activities planned and promoted by the Home and School Association reflect this purpose and are not considered fundraisers. If a profit is realized from sponsored events, it is used to purchase materials or equipment that will enhance the quality of education for the students and school.

Some of the activities planned are:

- | | |
|----------------|--|
| September 14: | Harvest Moon Dance (family outdoor dance) |
| September 20: | Back to School Night for grades K-8 |
| October 22-25: | Book Fair |
| November 2: | Fall Middle School Event |
| December 17: | An Evening in Honor of the Christ Child
Christmas Music Program |

All families with students at Holy Family School are members of the Home and School Association. Committee meetings are held monthly to plan events and anyone is welcome to attend. The meeting dates are scheduled on the school's monthly calendar. Everyone is also invited and encouraged to participate and assist at the sponsored events. Participation is voluntary. It is important to note that no Third Source Funding hours are given for volunteering in the Home and School events.

If you are interested in when meetings will be held contact **Debbie VandenHouten**.

HOMEWORK EXPECTATIONS

Suggested daily allotments for student homework are as follows:

- | | |
|--------------|---------------------|
| Grade 1 | 15 minutes |
| Grades 2 – 3 | 30 minutes |
| Grades 4 – 5 | 45 minutes – 1 hour |
| Grades 6 – 8 | 1 – 2 hours |

If you find your child is experiencing difficulty with homework expectations, you are encouraged to contact your child's teacher in order to discuss the matter.

INVITATIONS

To avoid hurt feelings, students/parents are not permitted to distribute invitations at school for parties or social gatherings held outside of school time. Contacts should be made via phone or mail. The directory serves as a handy reference for this.

LIBRARY

The main goal of the Holy Family School Library is to encourage reading for study and enjoyment. At the same time, the library staff also teaches a sense of responsibility to ensure the quality and availability of the school's library collection. Overdue books carry a 5 cent per day charge. Lost books are to be replaced. The library is computerized and each student has a bar code library card kept in the library.

LITURGY PARTICIPATION

Students in Grades 1 – 8 have an opportunity to attend Mass once each week.

Grades 1- 5 Tuesday

Grades 6 –8 Thursday

All students attend one of the St. Agnes Parish Masses on Holy Days. Kindergartners attend Mass only on special all school occasions. The monthly calendar states the Mass days. Parents are always welcome to attend Liturgy with the students.

LUNCH PROGRAM

Students may eat either hot or cold lunch at school. Hot nutritious lunches are served. Menus are published monthly. The payment system is computerized. It is a debit system allowing parents to put money into a family account and debit the account whenever a meal is eaten. Lunch is \$2.00 a meal and includes milk. Free and reduced price lunches may be applied for as the need arises. Milk is available for those bringing cold lunches. The debit payment system is used for milk payment. A carton of milk is 35 cents. Students are expected to abide by the guidelines set for cafeteria conduct.

Lunchroom and noon recess consequences are handled separately from the classroom consequences as the principal and lunchroom/playground supervisors provide supervision during this time. The classroom teacher will be notified of serious lunchroom/noon recess consequences. The lunchroom/noon recess consequences are:

Within one semester:

- 1st offense: one day noon detention with notice to parents
- 2nd offense: three days noon detention with notice to parents
- 3rd offense: five days noon detention and call to parents to discuss alternate lunch plans

Students begin over each trimester. Supervisor observing the behavior will issue the noon detention. The Cafeteria Manager will check that the noon detention has been served. Any offense that involves physical activity such as hitting, pushing, etc., disrespect of supervisors or abusive language will be reported to the administrative supervisor. In

addition to the appropriate noon detention(s), the consequence will be appropriate apologies, school or community service or other consequence deemed appropriate by the principal or associate principal.

Not fulfilling table washing service as assigned will result in two days of table washing alone for your grade.

Lunchroom Procedures

- Respect and follow directions of all supervisors
- Use “please” and “thank you”
- Stay in line with your class and in the order you entered the lunchroom
- Follow procedures for cafeteria seating, not saving places for friends
- Raise your hand for assistance with spills
- Turn in your tray at the scraping table when you finish eating
- For seconds (gr. 6-8) or to make sandwiches at the salad bar (K-8) take your tray
- Properly dispose of unfinished beverages, garbage and recyclable items
- Cold lunch students will not help themselves to the salad bar
- Walk in lunchroom
- Keep playground equipment in proper place; use only the playground equipment assigned to your classroom
- Clean your place---crumbs, wrappers, cartons and bags---and push in your chair
- Request pass bracelets (gr. K-5) from supervisor to go in and out of lunchroom doors
- Wash tables for your grade on assigned days (gr. 3-8)

PARENT-TEACHER CONFERENCES

Conferences are scheduled twice during the year. Parents are also encouraged to confer with teachers whenever a need arises. Teachers are available at the school from 7:30 – 8:00 A.M. or from 3:30 – 4:00 P.M. Because teachers also use this time for lesson preparation, appointments should be made. **Teachers are not to be called at their homes.** Teachers may be contacted via email (see pg. 1). Important messages will be relayed to them through the principal, office personnel or voice mail.

PHYSICAL EDUCATION DRESS CODE

Girls and Boys (Grades 1 – 8)

Change of clothes required. Sweatpants or longer type pants. No jeans, long or short, please. Sweatshirts or t-shirts (no objectionable sayings or pictures). Clean, dry, tie-on tennis shoes (no slip-ons).

Girls and Boys (Grade K)

Kindergartners need not change clothes for physical education class, but they should have a clean, dry pair of tennis shoes. Velcro shoes for gym are encouraged for Kindergartners.

PLAYGROUND AND RECESS EXPECTATIONS

- Respect and follow the directions playground supervisors.
- All activities are subject to approval of playground supervisors.
- Play safe games, refraining from rough play, pushing, tackle football, throwing objects which are harmful and/or disruptive
- Keep balls away from the buildings.
- The following areas are off limits to students: sewers, school doorways, driveways, bike racks, garbage dumpsters, car areas, and grass near library windows, convent and rectory sidewalks/ramp/railings, sidewalks around school, grass near western neighboring fences, hillside along St. Agnes Drive, puddles, ice and grass when it has rained.
- Dress properly for outside weather; students not dressed for inclement weather, will not be allowed to go out for recess
- Stop playing immediately when whistle or bell rings, line up quietly and promptly and bring in equipment

Prohibited student behaviors (include but are not limited to):

- Fighting, physically abusing others in rough play, pushing, tripping
- Disrespectful or abusive language; inappropriate voice volume or screaming
- Throwing objects that are harmful or disruptive including ice and snow
- Eating food or chewing gum on playground
- Disregard of expected student behaviors outlined in this handbook

SAFETY REMINDERS

Students should not arrive at school before 8:00 A.M. as there is no supervision. For security reasons, all school doors are locked. Parents and visitors need to enter the school from the Fisk Street entrance. We have a monitor intercom system that requires all visitors to be recognized and “buzzed in” to gain entry to the building. Parents may choose to use a swipe card for entrance. Cards and key fobs can be purchased in the office. Entry to the building is available from 7:30 AM – 4:00 PM. Exceptions are by appointment. **All visitors and parents must report to the school office, sign in and receive a badge to wear before going anywhere in the building during the school day.**

When a child is to be dismissed during school hours, he/she will wait in the office for a parent or an authorized person. All parties picking up children for any reason during school hours should report directly to the office to meet the child. A written parent request is required for a student to leave school early or to go with someone other than a family member or a designated friend.

We ask you to extend every courtesy to our neighbors by not blocking their driveways. Areas marked for school buses with the orange and white signs (on the school side of Fisk Street) must be cleared from 7:50 AM-8:25 AM for buses that drop off or pick up students. There is an enforced two-hour parking limit on Fisk Street.

Parents driving students to and from school are asked to park on the end of the playground nearest St. Agnes Church as indicated on the diagram provided at the beginning of the year. Because of bus traffic flow in the morning, drivers are not to enter or exit the playground by way of St. Agnes Drive. All students will be dismissed at the end of the day to the playground side of the building where supervision is provided. Please park in the areas indicated and follow the driving pattern on the diagram provided at the beginning of the year.

Students under 8 years of age may not ride bikes to and from school. All students riding bikes to and from school are to follow rules established by the City of Green Bay and Holy Family School.

STUDENT PROGRESS REPORTS

Progress reports are issued three times a year. Interim reports may also be issued to alert parents to a deficiency or to an outstanding accomplishment.

SUPPLY LIST

Supply lists for each grade are available in the school office and on the school website www.stagnesgreenbay.org/holyfamily.php. Many of the items can be purchased through the School Store. Some are standard items and must be purchased through the School Store. Please label all items. Only requested school related items are to be brought to school. Kindergarten, first and second graders may bring only one beanie baby, small car or truck or small stuffed animal to school in their backpack for play. Toys, key chain creatures on backpacks, pogs, pokemons, trading cards, walkman, disc players, CD's, video games, mp3s, cell phones (unless authorized by the office for emergency/medical use), beanie babies, etc. are not acceptable for school unless specifically requested by a teacher for a specific school purpose.

Holy Family School permits the use of water bottles in the classrooms. Each student must use his/her own water bottle only. The water bottles must be small, spill-proof, plastic bottles with a snap-cap. All other guidelines, such as refilling, storage, times for use, etc., are at the discretion of the individual teachers.

TELEPHONE USE

A student will not be called to the telephone unless an emergency arises. Messages are given at break times. Permission of the teacher and principal/office personnel must be obtained by a student for use of the office phone. Whenever possible, calls are made during the lunch period or after 2:30 P.M. There is a 25 cent charge for each use of the phone except in the case of illness.

Each classroom is equipped with a phone for teacher use for communications and school safety. Students do not use the classroom phones. Each teacher has voice mail. All incoming calls are answered by the secretaries and you may then be transferred to the teacher's voice mail. Classes will not be interrupted by phone calls. If the secretary is not available the voice mail system will direct you to leave a message.

THIRD SOURCE FUNDING

In addition to tuition and the parish subsidy, fund raising is required to cover the operational cost of the school. Each family is required to give 20 hours (one child) or 25 hours (two or more children) of service per year to one or more of the school's fund raising projects. Families opting not to participate in the Third Source Funding projects are charged an additional \$500 per child/ \$625 family.

Third Source Events	Chair(s)	Occurs
Summer Fun Fest	Barb Capozella Lynne Tennie	August
Golf Outing	Sean Brick	September
Christmas Walk	Lisa Snyder Debbie VandenHouten	December
Magazine Sale	Mary Pott Kris Williams	September/ October
\$crip	Cheryl Thompson	On-going
Cub Food Receipts	Stephanie Gerlikovski	On-going

Third Source Funding (Contact the School Office)

TUITION FOR THE 2007-2008 SCHOOL YEAR

Tuition Agreement forms are completed prior to the beginning of each school year. Payments may be made by the month, semiannually, or all at once.

Tuition for 2007-2008 (per child)

Parishioner: K – 8 \$1,975.00

Non-Parishioner: K – 8 \$3,950.00

In addition a \$50.00 registration fee is required to secure registration.

Payments must be kept up to date. Any requests for special arrangements are to be made to the principal. Third Source Funding requirements must be completed or payment made. Parishioners need to fulfill the financial requirements of their parish. Tuition scholarship is available.

UNIFORM GUIDELINES K-8th

GENERAL STATEMENT

The purpose of the Holy Family Uniform guidelines is to establish a respectful, spiritual and quality environment that focuses on learning. Consistent apparel minimizes competition and comparison while holding down the cost of clothing children for school. The parents are asked to support the school's environment of learning by helping to enforce the uniform guidelines beginning at home. The uniform guidelines will be enforced at school. Teachers are expected to enforce all uniform guidelines. A note will be sent home to the parent indicating what is not appropriate about the item(s) worn. This will give the family time to correct the uniform infraction. The detention system for the 6th - 8th grades will be used if the violation would occur again. The associate principal will make judgments when there is doubt about a violation.

*** The uniform items (pants, shorts, skirts, shirts) can be purchased at the Uniform Place, Kiefer Uniform, and **any department store** that carries a **uniform section** of clothing such as Kohl's, Sears, Kid's R Us, J.C.Penny, Land's End. If clothing is not purchased in the uniform section of the department store, it must match the style and color found in the uniform section of the store.

ACCEPTABLE CLOTHING

Clothes are to be neat, clean and proper fitting and appropriate for school and Mass day.

NUT (No Uniform Today) Passes may not be used on Mass days.

Dress pants- Navy blue, K-8th grade. Khaki, 6th-8th grade. The material should be of cotton, knit or corduroy. No jeans or denim material, stirrup, bell bottoms, wide leg, cargo or any pants with loops or pockets on the leg. The pants should be neither too tight nor oversized. **Belts are encouraged if there are loops. Belts are required in grades 5-8.** (Note: Dress style pants have pockets that are inside without stitching around the outside of the pocket.)

Uniforms- Lloyd plaid jumper K-5th. Lloyd plaid or navy blue pleated skirt K-8th / **Khaki skirts 6-8.** Lloyd or navy blue split skirt K-8th. **The length may not be shorter than three inches from the top of the knee. Girls may not roll skirts.**

Blouses- Solid white. Long or short sleeve. No visible logo except HFS insignias. It must be tucked in at all times. No denim or chambray material. Collar and tabs are required. If a tee-shirt is worn under the blouse it must be plain without writing.

Shirts- Solid white, red, light blue, navy blue K-8th. Hunter or forest green 6th-8th. Long or short sleeve. **Oxford shirts in solid white or solid blue are also acceptable.** No visible logo except HFS insignias. It must be tucked in at all times. No denim or chambray material. Collars and tabs are required. If a tee-shirt is worn underneath the shirt it must be plain and without writing.

Turtlenecks- Solid white, red, light blue, navy blue K-8th. Hunter or forest green 6th –8th. No visible logo, except HFS insignias. It must be tucked in at all times. Mock turtleneck is acceptable.

Sweaters- Cardigan, V-neck, crewneck, vest in solid white, red, light blue and navy blue K-8. Hunter or forest green 6th-8th. No lace or crocheted sweaters. No visible logo except for HFS insignias. Sweaters must be worn with a shirt with a collar or turtleneck underneath.

Sweatshirts- Red and navy K-8th. Hunter or forest green 6th-8th. Sweatshirts must have HFS insignia and be purchased from Kiefer's. Sweatshirts must be worn with a shirt with a collar or turtleneck underneath. Uniform sweatshirts are available only at Kiefer's or school.

Dress Shorts- Navy blue shorts K-8th. Khaki 6th-8th. The shorts should be neither too tight nor oversized and the length may not be shorter than four inches from the top of the knee and may not be worn way below the knee. Shorts can only be worn from August through October 15 and April 15 through June. (See dress pants description above)

Socks- White, red, navy blue K-8th. Hunter and forest green 6th-8th. Socks, tights and/or leggings must be worn at all times. The leggings can only be worn under the jumper or skirts.

Shoes- Casual or athletic shoes. The shoes must have heel strap for safety or other means to secure the shoe to the foot. **No boots.** Socks or nylons need to be worn with shoes at all times.

Logos- No visible logos on clothing unless it is the HFS insignias.

OTHER ITEMS TO NOTE

Earrings are to be worn by girls only. Studs and small hoops are recommended. Make-up is discouraged and heavy make-up is not permitted. Disruptive and provocative attire is not permitted even on non-uniform days and especially mass days. The principal approves special non-uniform days. On non-uniform days students may choose any clothing that is neither disruptive nor provocative. Provocative includes tank tops, tight or low-cut tops. Jeans may be worn on these days that are not dress up days. On special or theme days, certain dress is encouraged but not mandatory. Boys' and girls' hair should always be clean, neatly groomed, out of the eyes, and boys' hair no longer than the collar. Hats and scarves are not to be worn in school or church. Color clarification: Burgundy is not red, royal blue is not navy or light blue, and olive is not forest or hunter green.

(Revised 5-06)