

Holy Childhood of Jesus

Catholic School



2020-2021

Parent – Student Handbook

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HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL

215 North John Street

Mascoutah, Illinois 62258

2020 - 2021

OFFICE: (618) 566-2922

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FAX: (618) 566-2720

E-MAIL: hcs@holychildhoodschool.com

WEBSITE: www.holychildhoodschool.com

PASTOR: Father Paul Wienhoff

PRINCIPAL: Mrs. Claudia Dougherty

HOLY CHILDHOOD OF JESUS SCHOOL BOARD OF EDUCATION:

Mrs. Kahiwalani Goetsch

Mr. Steve Harris,

Mr. Michael Klein

Mr. William Robinson

Mrs. Carrie Taube

(Two additional board members will be added after election.)

Holy Childhood of Jesus School holds a Certificate of Illinois State Recognition.

All Holy Childhood teachers are State certified teachers.

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Our Mission Statement

Holy Childhood of Jesus Catholic School welcomes all students from preschool to eighth grade who seek growth within the Catholic faith. Our mission continues what you have started at home, and we strive to develop the spiritual, academic and social aspects of your child in a safe environment. Our school serves students from Mascoutah, Scott Air Force Base, and the surrounding communities. We inspire, challenge, and nurture the mind, body, and spirit of our students within the framework of the Gospel of Jesus and the tradition of the Catholic Church. Holy Childhood of Jesus Catholic School provides a rich opportunity to grow in the faith that emphasizes academic excellence, personal responsibility, and service within the community.

Our Philosophy:

Challenge students to achieve academic success according to their potential.

Teach and give witness to the beliefs and values of Catholicism.

Involve parents as primary educators, along with the pastor and patrons, in the programs of the school.

Respect the dignity of all persons, without discrimination on the basis of race, sex, religion, or economic status.

We welcome you to our family! Act now to place your child in the hands of faith at Holy Childhood of Jesus Catholic School.

VISION STATEMENT

The vision of Holy Childhood of Jesus School is to continue to educate, inspire, and challenge our students to become life-long learners and strong, faith-filled individuals. We strive to provide our students with the necessary knowledge and skills needed to be effective citizens and leaders in our future world. Our goal includes developing an environment where students, teachers, staff, parishioners, and school families work together toward the ultimate goal of knowing, loving, and serving God and others today and into the future.

PARENTAL COOPERATION

We believe school and parent cooperation is essential to the emotional and academic development of children. It is in this spirit that we at Holy Childhood of Jesus Catholic School have adopted the following policy: *Holy Childhood of Jesus Catholic School expects parental cooperation and support regarding all school policies and procedures as the criteria for your child's continued enrollment.* We want you to be a part of the school – You are a valuable addition to our staff.

PRINCIPAL'S/PASTOR'S RIGHT TO AMEND THE HANDBOOK

This Parent/Student Handbook contains established policies and procedures for the 2019-2020 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

LINE OF AUTHORITY AND APPEAL

Experience has shown that, occasionally, a small disagreement can sometimes develop between people even with the best of intentions. If not properly addressed, small differences can grow into a larger problem. We have found success when both sides make every attempt to solve small problems at the lowest level of concern, i.e. by the persons most directly involved. However, if that process just is not working, Holy Childhood of Jesus Catholic School has a line of authority and appeal in the case of a grievance which will resolve the problem at the lowest level.

You can appeal to higher authorities in the following order:

- The teacher, or appropriate staff person
- The Principal
- The Superintendent of Holy Childhood Parish (Pastor)

CONFLICT MANAGEMENT

Managing conflict between parents, staff and teachers involves building personal and collegial relationships rather than harming them. Collaboration, through teamwork and cooperation, will help everyone achieve their goals while maintaining positive relationships. When conflict arises, both sides should make every attempt to solve problems at the lowest level of concern, i.e. by the person most directly involved. However, if that process just is not working, Holy Childhood of Jesus School has a line

of authority and appeal in the case of a grievance which will resolve the problem at the lowest level.

You may appeal to higher authorities in the following order:

- The teacher, or appropriate staff person
- The Principal
- The Superintendent of Holy Childhood Parish (Pastor)

ADMISSION POLICIES

NON-DISCRIMINATION

Holy Childhood of Jesus Catholic School admits students of any religion, gender, race, color, or national ethnic origin to enjoy all the rights, privileges, programs, and activities accorded to or made available to students at the school. The School does not discriminate against students on the basis of religion, gender, race, color, or national ethnic origin in the administration of its educational policies, scholarship, local programs, and athletic and other school-administered programs.

ADMISSION

A student must be 5 years of age by September 1st to enter Kindergarten. Students must be 6 years of age by September 1st, or have successfully completed an accredited Kindergarten program to enter first grade.

PRIORITY LIST FOR ACCEPTANCE

Holy Childhood of Jesus Catholic School has established a priority system to accept new students in preschool and the higher grades. School officials will use this priority system if there are more applicants than available classroom space. We will add students on a wait list in the order we receive the application for enrollment and payment of registration fees.

Preschool (Final decisions made on May 15th)

- 1st Priority: Those families with children presently enrolled in Grades K-8 or in the four- or three-year-old preschool program at Holy Childhood of Jesus Catholic School.
- 2nd Priority: Those who are registered parishioners of Holy Childhood of Jesus Catholic Church or St. Joseph Catholic Church in Lebanon and cooperating parishes.
- 3rd Priority: Those who are registered Catholics from other Catholic parishes.
- 4th Priority: Dated submission of application plus paid registration fees.

ADMISSION TESTING

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

CLASS SIZE

Holy Childhood of Jesus Catholic School will use the following guidelines regarding class size:

Preschool 3 year old: 16 students per class (with teacher assistant);

Preschool 4 year old: 18 students per class (with teacher assistant);

Kindergarten and Grade 1: 24 students per class;

Grades 2 and 3: 26 students per class;

Grades 4-8: 30 students per class.

Provisions are in place if the above numbers are exceeded.

ATTENDANCE

We expect each student to be present every day school is in session. You should know that daily attendance is a key to quality education. You should also understand this policy helps guarantee the safety of children attending Holy Childhood of Jesus Catholic School by alerting the staff that both you and the school staff are aware that your student will be absent for a known length of time on a specific date.

Regular attendance is important to the success of classroom work and pupil development. A student who is frequently absent or late for the start of school is not receiving all the advantages our school has to offer. As a result, persistent absences and tardies can result in the following:

Conference with the principal

Referral to the truant officer

Dismissal from school.

**AFTER 5 ABSENCES PER QUARTER, THE PRINCIPAL
MAY REQUEST A PARENT/GUARDIAN CONFERENCE
TO ADDRESS THE SITUATION.**

Absence Procedure

If your child will be absent from school, you must call a school staff member in the office (566-2922) by 8:00 a.m., or leave a message on our answering machine at any time. A parent is required by law to telephone or send a note to school before 8:00 a.m. on the day of the absence.

We expect the absent child to make up work he or she has missed during the period of absence. Any written work or test not completed is counted as a failure grade. When you call the school office to tell a staff member your child will be late or absent, please advise your child's teacher sufficiently early to arrange for makeup homework. You may obtain makeup homework at 3:00 or request that it be sent home with another child.

If a student becomes ill and must leave the campus after the start of the school day or misses the entire day, he/she may not attend after-school or evening functions.

Perfect attendance awards are given to children who are neither absent nor tardy throughout the year.

TARDY AND ABSENCE

Policy 5113

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as 1/2 day absent.
3. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered as 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

When a student is tardy (after 8:00 a.m.), excluding those riding on a bus, they must be signed in at the office by a parent/guardian.

Adopted: May 27, 1998
Revised: March 16, 2010
Diocesan Office of Education
Diocese of Belleville

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL
2020-2021 TUITION POLICY

TUITION PAYMENT:

All families must choose one of the following tuition payment options:

1. Full payment (discount of 5% if paid in full by June 30)
2. Twelve monthly payments (due in the school office by the 15th of each month). The first monthly payment for students enrolled in the 2020-2021 school year is due by June 15, 2020. Families choosing this monthly payment option will be given payment books upon request.
3. Tuition Assistance is available and application forms are available in the school office.

LATE PAYMENT:

Families are expected to make tuition payments in a timely manner. Tuition not paid in full by the end of any given quarter (October, December, March, May) can result in access to grades and report cards being withheld, dismissal from HCS or being submitted to a collection agency. Any exceptions must be approved by the Tuition Committee. Final report cards and release of records (excluding medical records) will be held until all financial payments are made in full. This includes tuition, book bill, lunch, and library and textbook fines.

No student will be re-enrolled for the coming school year until all fees are resolved.

TUITION FOR EIGHTH GRADE STUDENTS:

Tuition and fees for the present eighth grade students must be paid in full by the graduation date. Eighth grade students whose tuition and fees are not paid in full will not receive their diploma until all fees are paid.

TUITION PAYMENTS for June, July, and August may be paid in the following ways:

1. Mail to the school at 215 North John Street, Mascoutah, IL 62258
2. Drop off at the school office.
3. Put payment in an envelope marked "School Tuition" and place in the collection plate at Holy Childhood Church.

Adopted: May 19, 2005
Holy Childhood Board of Education
Diocese of Belleville

Amended: October 20, 2016

Amended: March 21, 2019

FEES:

Registration fee is due at the time of registration.

Technology fee is due by August 1st.

Tuition Assistance and Scholarships

Tuition Assistance – Tuition assistance is available to those families who request aid. Please request an application form from a staff member in the office. The Smart Tuition Aid form must be completed on-line to be considered for tuition assistance. For more information on Smart Tuition assistance, please visit www.smarttuitionaid.com.

Tuition Scholarships – Two scholarships are offered each school year through the Miller-Hirl Scholarship Fund. The amount of the scholarship funds each year is determined by the investments of the scholarship fund. To qualify, a family has to complete and submit the Smart Tuition Aid form.

Holy Childhood Recruitment Finder Fee

Any currently enrolled family who refers a family and that family has at least one child who registers and attends any grade Kindergarten through Grade 8 at Holy Childhood of Jesus Catholic School, the referring party will receive a \$100.00 deduction from their tuition and fees bill.

Adopted: May 15, 2008
Holy Childhood Board of Education
Diocese of Belleville

TUITION RATES 2020-2021

In Parish HC & Feeder Parishes	Monthly Payments							OR	5% Discount on Tuition if Paid by 6/30/20						
	Regis- tration		Tech. Fee		Tuition	=	Total		12 Monthly Payments	Regis- tration		Tech Fee		Discounted Tuition	=
1 Child	\$200	+	\$50	+	\$4,240	=	\$4,490	\$353.33	\$200	+	\$50	+	\$4,028	=	\$4,278
2 Children	\$225	+	\$100	+	\$5,693	=	\$6,018	\$474.42	\$225	+	\$100	+	\$5,408	=	\$5,733
3 Children	\$250	+	\$150	+	\$6,870	=	\$7,270	\$572.50	\$250	+	\$150	+	\$6,527	=	\$6,927
4 Children or more	\$275	+	\$200	+	\$6,870	=	\$7,345	\$572.50	\$275	+	\$200	+	\$6,527	=	\$7,002
Non-Parishioner															
1 Child	\$200	+	\$50	+	\$4,933	=	\$5,158	\$411.08	\$200	+	\$50	+	\$4,686	=	\$4,936
2 Children	\$225	+	\$100	+	\$6,629	=	\$6,954	\$552.42	\$225	+	\$100	+	\$6,298	=	\$6,623
3 Children	\$250	+	\$150	+	\$8,096	=	\$8,496	\$674.67	\$250	+	\$150	+	\$7,691	=	\$8,091
4 Children or more	\$275	+	\$200	+	\$8,096	=	\$8,571	\$674.67	\$275	+	\$200	+	\$7,691	=	\$8,166

First Tuition Payment Begins June 15, 2020

TRANSFERRING OR LATE REGISTRATION

Student(s) transferring to or registering to Holy Childhood of Jesus Catholic School between July 15th and August 15th will pay monthly the total amount of tuition due per year divided by 11 months. Student(s) transferring between July 16th and the first day of school will pay monthly the total amount of tuition due per year divided by 10 months.

Students who transfer after the first day of school will pay the total amount of tuition due per year divided by the total number of school days in the year multiplied by the number of days remaining in the school year.

TUITION REFUND

Families relocating during the school year will be given a refund of tuition that has been prorated for the number of school days left in the current year. Registration and other fees are not prorated, and are non-refundable.

ACADEMIC POLICIES

ACADEMIC NEEDS

Holy Childhood of Jesus Catholic School will meet the academic needs of our students. Continued enrollment at Holy Childhood of Jesus Catholic School depends on the school's ability to provide for the academic needs of each student. When the school believes that it cannot adequately provide for the academic needs of the student, the principal will provide recommendations in an academic setting that best fits the needs of the child.

GRADING SYSTEM

A+ = 100-99	C- = 78
A = 98-94	D+ = 77
A- = 93	D = 76-71
B+ = 92	D- = 70
B = 91-87	F = 69↓
B- = 86	S = Satisfactory
C+ = 85	U = Unsatisfactory
C = 84-79	

Grades K-1: Due to the nature of primary learning, primary teachers may use a different grading system. If you are in doubt about the grading system used in your child's class, please contact your child's teacher.

Grades 2 – 8: Students will receive letter grades (A-F) in Religion, Reading, Math, Science, Social Studies, English, Spelling, and Phonics (Gr. 2, 3 & 4).

Religion: Religion is taught every day in all grades. As our mission statement explains, the spiritual development of a child is an integral component in the education at Holy Childhood of Jesus Catholic School. When a teacher awards a letter grade in the Religion class, the grade is the evaluation of the student's literacy in the Catholic faith. It does not reflect the student's inner spirituality.

Report Cards: Report cards may be viewed quarterly on Option C. Grades are available to parents and students via Option C.

Honor Roll: Students in Grades 5-8 who obtain a 3.4 GPA or better will be placed on the quarterly honor roll. High honor roll is 4.0.

Jr. Beta Club: Students in Grades 6-8 who obtain a 3.4 GPA for two consecutive quarters are eligible to join Jr. Beta.

Mid-Quarter Reports: Halfway through each quarter parents may view mid-quarter progress reports on Option C. We invite you to contact your child's teacher for ways to help your child improve. Teachers will contact parents whenever they feel a child is having difficulty.

Planners: Students in Grades 1-8 will be required to use a school planner as an organizational tool. One planner is given to each student at the beginning of the school year. Please check your child's planner daily for homework assignments, comments by teachers, and important information. There will be a replacement cost of \$5.00 for lost planners.

Policy 6154

INSTRUCTION – ELEMENTARY

Homework – School Work Done at Home

The purpose of assigning homework for pupils in our Catholic school shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

1. used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. reviewed immediately the next class day after assigning when it is due.
3. brief with students having the opportunity to complete it within the school day.

Homework is not:

1. assigned as a punishment.
2. assigned when any test is scheduled for the subject the following day.
3. used to introduce new material to the students.
4. used merely to keep the student busy.

Adopted: May 1996

Revised: May 21, 2019

The Most Reverend Edward K. Braxton
Bishop of Belleville

Homework

Homework is another key to quality education and a great opportunity to learn. Ordinarily students may have homework each weeknight. Students are responsible for completing homework assignments and submitting the work on time. Students will be given one warning for missed homework per quarter per subject (5-8). ***If a student fails a second time to submit homework, the teacher will contact the parent.***

When a parent/guardian is concerned about a child's progress, she/he is encouraged to contact the child's teacher.

Any missing or incomplete (50% or more incomplete) homework after the warning will result in no credit given and homework must be completed and a W.I.N. slip will be sent home for the parents' signature.

Primary grades (K-4) will be given one warning per quarter per semester.

Repeated missing or incomplete homework will result in a problem-solving meeting with the teacher, parents, student and principal.

If a student misses class for any reason, the work missed will be assigned as homework. This work must be completed and returned to school as designated by the classroom teacher.

Homework for absent students should be picked up at the end of the day **no earlier than 3:00 p.m.** in the school office. Since teachers are teaching full time and assignments may change, it is very difficult to get homework ready before this time.

VACATION

We generally discourage vacation during school; yet, if it happens, all homework and tests must be completed in a timely fashion.

PROMOTION

Students are eligible for promotion following completion and mastering of grade level curriculum.

STUDENTS

Retention/Acceleration

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

Adopted: July 10, 1995
Revised: November 23, 2005
Diocesan Board of Education
Diocese of Belleville
The Most Revered Edward K. Braxton
Bishop of Belleville

STUDENTS

Regulation 5123

Retention/Acceleration

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

Revised: February 1, 2007
Diocesan Board of Education
Diocese of Belleville

Diocesan Board of Education
Diocese of Belleville

Policy 5125

STUDENTS
Student Records

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

Adopted: August 9, 1993
Revised: January 26, 2006
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

Regulation 5125

Parental and Student Access

1. Parents or representative designated by parents and students have the right to inspect and copy all permanent records.
2. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge a reasonable fee for copying records.)

Buckley Amendment: Holy Childhood of Jesus Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Policy 5119

STUDENTS

Student Transfers

Schools shall follow proper procedures as determined by the Office of Education when transferring and maintaining all school records.

Adopted: January 13, 1991
Revised: November 26, 2002
Diocesan Board of Education
Diocese of Belleville

Regulation 5119

STUDENTS

Student Transfers

Information Release Form

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information Release Form* should be used by all parents or guardians for the necessary transactions of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.

Record of Transferred Student

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers.

The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming/scanning, along with the other permanent records.

Transferring Student Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a

student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal.

Student Transfers

If a student transfers from one Catholic elementary school in the diocese to another, the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record
- 3) Health Record

If a child is transferred to a public school or parochial school outside the diocese **COPIES** of the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record

The **original** health record should be forwarded to the new school and a copy retained in the school along with the *Record of Transferred Student* form.

Graduate Transfer

The *Graduate Transfer* form is completed for each student entering high school the following academic year. This transfer form, if desired or requested, is sent to the Catholic or public high school where the student will transfer. This should be done immediately following the January grading period.

Approved: December 20, 2010
Office of Education
Diocese of Belleville

TESTING POLICY

Annual Academic Testing Program:

Teachers of Grades 2 through 8 will administer the Iowa Assessments standardized test to students in each class. Testing is scheduled from September 21-25, 2020. The results of this test will be sent to parents.

Yearly Assessment of Catholic Religious Educational Testing:

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs, the Office of Education will ask each student to take the NCEA IFG ACRE evaluation.

Students in Grades 5 and 8 are given a religious inventory test every other year.

2020-2021	Grade 8
2021-2022	Grade 5

This test is used to assess our religious program and religious education needs. The school does not receive individual student results. We receive a profile report as a school. For more information on ACRE, please visit the National Catholic Educational Association web page at www.ncea.org/index.asp, then click to select the full color brochure. The brochure is also available in the Spanish language.

Policy 6162.5

INSTRUCTION

Testing

Admission Testing

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

Adopted: February 15, 1996

Revised: March 18, 2008

**The Most Reverend Edward K. Braxton
Bishop of Belleville**

GRADUATION

Students are eligible for graduation following completion and mastering of grade level curriculum.

STUDENT OPPORTUNITIES

Curricular Programs:

Mathematics, Science, Reading, Social Studies, Religion, English, Spelling, Phonics, Family Life, Band, Music, Choir, Concerts, STEM Night, Computers, P.E., Art

Enrichment Activities:

Munchkin Basketball, Jr. Beta Honor Society (Grades 6-8), Student Ambassadors (Grades 7 & 8), Variety Show, Yearbook, Christmas Program, Pizza Hut Book-It, Six Flags Read to Succeed, Raging Rivers Raging Readers Program, Gateway Grizzlie's Reading Program, and Scholastic Reading Counts.

Faith Building:

Liturgy preparation, Retreats, Rosary, Altar servers/lectors, Youth choir, Stations of the Cross, Edge, Blue Knights, Little Flowers, Luke 18, Confirmation Retreat, and service projects to nursing homes, the needy, hospitals and prisons.

COMMUNICATION

Parent Conferences:

There is one formal parent conference scheduled each year. Parents and teachers are encouraged to schedule other conferences throughout the school year to discuss their concerns. Parents wishing to schedule a telephone conference or a face-to-face conference with a teacher may call the school to leave a message for that teacher. Teachers are expected to respond with available conference times in a prompt manner. As a professional courtesy, please schedule conference at a mutually agreeable time and location outside classroom instruction time.

Administration:

Parents wishing to schedule a conference with the principal may call the school to leave a message for the principal.

Thursday News & Notes:

A school newsletter is posted on the website and sent home every Thursday or the last school day of the week. The newsletter includes news and upcoming events. Parents should also check the Option C bulletin board of their child's teacher.

HCS Newsletter:

This is a newsletter that is mailed, periodically, to parents. We also want to include grandparents and alumni in our mailing. If you know of someone who is not on the list, please inform the school office.

Sunday Bulletin:

School news is printed weekly in the Sunday Bulletin.

Open House:

Open House will be virtual in 2020-2021 school year.

Website:

Information about the school and the school's calendar of activities is available on our website:

www.holychildhoodschool.com

To access a teacher website, click on **Current Student/Family** and then click on **Classroom Information**.

Classroom Visits:

All visitors must sign in with the school office personnel. The visitor will then be directed to the classroom/teacher to be visited. Due to COVID-19, visitors in the school building will be limited.

Option C:

Information about the school, calendar, student academic information and parent financial information is available to parents on Option C information portal.

Policy 5124**STUDENTS****Reporting to Parents**

Teachers' reports to parents shall consist of a quarterly Progress Report Card (electronic copy or electronic notification) and, parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school, a copy of that form should be forwarded to the Office of Education for approval.

Approved: October 21, 1976
Revised: May 12, 2015
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

HOLY CHILDHOOD OF JESUS CATHOLIC SCHOOL DISCIPLINE

Policy 5144

STUDENTS

Discipline Code

The local board of education shall establish a policy on school discipline. The school administrator, with the faculty, shall be responsible for developing a Discipline Code according to the procedures outlined in Regulation 5144.

Adopted: September 18, 1984
Revised: January 22, 2013
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

ADULTS' & STUDENTS' SHARED LIST OF EXPECTATIONS

Students and adults are expected to be polite, courteous, considerate, and set a good Catholic example at all times.

Students and adults are expected to use language appropriate for a Catholic school.

Students and adults must be quiet in the hallways.

It is the student's responsibility to come prepared for school. Example: bring books, paper, pencils, homework, charged Chrome Book (Grades 5-8), and band instruments, etc.

Students and adults are expected to be polite to everyone. Address adults by title and last name. Say thank you and please. Greet people.

We expect students and adults to display proper respect for themselves and each other.

STUDENTS

Conduct

Code of Catholic/Christian Conduct Covering Students

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The school's procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

Approved: May 27, 2003

Revised: May 15, 2012

Diocesan Board of Education

Diocese of Belleville

STUDENTS

Conduct

Code of Conduct/Off-Campus Misconduct

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- Alcohol use
- Arson
- Burglary
- Drug possession or inappropriate sharing/sales
- Illegal drug and substance use
- Inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession
- Hazing
- Illegal activity
- Inappropriate internet usage on/off campus
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

Approved: January 16, 2007
The Most Reverend Edward K. Braxton
Bishop of Belleville

GENERAL/CLASSROOM/PLAYGROUND RULES

Each teacher will establish his or her classroom rules. These rules will include school rules listed in the school handbook. The meaning of the rules will be discussed during the first week of school so all students will understand what is expected. Rules, consequences, and rewards will be displayed in each classroom.

GENERAL CLASSROOM RULES

Students will follow all school handbook rules at all times.

Students must bring ALL materials to class; including homework assignments for that day.

Students must follow ALL teachers' verbal instructions at all times.

Students must maintain a respectful attitude and behavior towards everybody and everything.

PLAYGROUND RULES

Students should stay off the grass areas.

No one can sit on south end steps.

Students should not walk up the slide or climb on top of the playground equipment.

Only one student should be on each swing and others should stay on the outside of the swing area.

Grades 7 and 8 cannot use the play area.

Students should use playground equipment for what it is intended for.

Playground supervisors decide whether playground can or cannot be used.

Students must check with teacher on duty before going to the bathroom.

Check with supervisor to cross street.

Students should not argue, talk back to playground monitors or use foul language.

Students should not push, fight, or be disrespectful to other students. The consequences will be:

- a. Verbal warning
- b. Removal from recess
- c. Sent to office & yellow slip, first consequence
- d. Suspension
- e. Expulsion.

For disputes that cannot be resolved, "Rock, Scissors and Paper" will be used.

Students will be responsible for playground equipment.

Misuse of equipment will result in loss of use of said equipment.

All balls, jump ropes, etc. should be taken in at the end of recess.

ADDITIONAL RULES

No swearing, put-downs, profanity, name calling or other derogative statements or gestures allowed.

No running in the building except during recess or PE activities.

Students will not chew gum during the school day. Students who chew gum at extra-curricular activities must properly dispose of the gum when done.

No eating or drinking in classrooms during class periods and on school grounds, except with teacher's approval. Food and drink must be nutritious (no candy, soda or non-water beverages will be allowed).

Student phone calls must be approved by the teacher for emergencies, not things forgotten.

No food may be taken out of the cafeteria.

No food may be thrown in the cafeteria.

After your class has left for church, you may not come into the school building. Go directly to church.

All students are to obey any adult in charge.

Students are to ride assigned buses only.

Students waiting for after school transportation may not leave the blacktop and must wait in assigned area only.

Students who are waiting inside for buses must wait in the assigned area and may leave only with the permission of the supervisor.

Students are responsible for library books. A lost book will result in a fine to cover the cost of the book replacement.

Students are to take care of their textbooks. All textbooks are to have covers. (No tape may be used in the book.) A lost book will result in a fine to cover the replacement cost of the book. Writing in a book or damaging the book will result in a book fine. Final grades will be withheld until payment is received.

Students who damage property belonging to someone else will be expected to make restitution to the owner.

No electronic devices can be used in the school or on school grounds. This includes, but not limited to, CD players, video games, telephones, iPods and laser pointers.

BEHAVIOR POLICY

It is important to note that any discipline code at a Catholic school must be interpreted in light of a number of foundational principles:

- Confidence in teacher/staff judgments
- Basic common sense
- “What would Jesus do?”

Please keep those principles in mind as our behavior code is presented.

In addition to the academic/classroom aspect of education, certain behaviors are also expected of our students as we strive to be a community that lives by Gospel values:

A. Christian Community

- Respect other students and adults as sons/daughters of God
- Respect authority of Pastor/teachers/adult leaders
- Treat all people with kindness and care
- Never use bad language, rude behavior, or physical force on another person (‘harassment’)
- Never threaten or bully another person
- Never engage in inappropriate social behavior
- Never make comments that convey a racial or sexual connotation

B. Regulations to Follow

- Respect for school, others and personal property
- Observe uniform rules
- Observe school safety standards
- Observe library, playground, cafeteria and recess guidelines
- Never engage in activity that threatens the safety (physical, emotional, psychological) of the community.

BEHAVIOR POLICIES

Responsible self-discipline in students is another key to quality education. Students are expected to practice Christian behavioral techniques and attitudes. Misbehavior, physically harming another person, disrupting the learning environment, lying, cheating, sarcasm toward school staff, or the use of inappropriate language will be dealt with firmly.

Each classroom at Holy Childhood is organized in such a way that positive behavior is reinforced, in order to ensure responsible self-discipline in the students.

W.I.N. (Will Improve Now) FORMS

Whenever a student acts inappropriately, a staff member will issue a W.I.N. (Will Improve Now) form to that student. This form describes the student's inappropriate behavior and requires the signatures of the student, teacher and parent/guardian. Your signature indicates that the child's behavior has been discussed at home.

The W.I.N. form must be returned to the homeroom teacher.

The following list highlights examples for which a student may receive a W.I.N. slip.

A. Yellow W.I.N. Slips

- a. Chewing gum or eating without permission
- b. Bringing stuffed animals, toys, gadgets, CD's, CD players, tapes, radios, electronic devices at any time except on teacher-designated occasions.
- c. Violating the dress code
- d. Play fighting
- e. Missing or incomplete homework
- f. Disrupting the learning environment of students
- g. Inappropriate language

The yellow W.I.N. slip is a communication tool. While you may or may not agree with the contents, we expect you to return the slip to acknowledge the communication from the teacher to you.

Three yellow slips in homework, uniform violation or behavior will result in an orange W.I.N. slip. The orange W.I.N. slip will be issued on a quarterly basis.

Orange W.I.N. slip consequences could result in:

- Conference with parents
- Loss of privileges
- Suspension
- Expulsion

Students not returning a signed W.I.N. slip:

- 2nd day, call to parent
- 3rd day, lunch and recess in the office until signed slip and original missing work is returned.

Frequent W.I.N. slips may warrant a conference with parent/guardian, teacher, principal, and student.

B. Orange W.I.N. Slips

- a. Lying
- b. Cheating
- c. Stealing
- d. Disrespecting self or others in word or action including threats
- e. Using inappropriate words or actions towards others (sexual harassment)
- f. Endangering self or another
- g. Fighting or hitting
- h. Disrespecting the belongings or property of self or others
- i. Vandalism

THESE GUIDELINES ARE APPLICABLE IN THE SCHOOL AND CHURCH VICINITY, FIELD TRIPS, AND AT ALL SCHOOL FUNCTIONS.

EXPECTATIONS FOR EXCELLENCE

RESPECT FOR SELF

- a. Be on time for all classes
- b. Follow school dress code
- c. Be honest and trustworthy
- d. Use respectful language
- e. Be prepared for class
- f. Complete homework

RESPECT FOR OTHERS

- a. Cooperate with staff, students and others
- b. Play without hitting or fighting
- c. Speak respectfully with staff, students and others
- d. Be respectful and courteous to others
- e. Walk quietly at all times inside school buildings
- f. Keep hands and feet and other objects to self
- g. Follow the direct requests of staff
- h. Allow others to learn
- i. Demonstrate good manners to others

RESPECT FOR PROPERTY

- a. Keep school property clean and safe
- b. Respect the property and belongings of self and others

SEVERE CLAUSE

Any action deemed severe by a teacher or adult in charge may result in immediate contact with the principal and parents. Severe behaviors include cursing, fighting, and causing physical harm to others.

STUDENTS

Student Conduct and Safety -- Policy 5142

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

Possession of Weapon

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may include not only a multiple-day suspension of, up to and including, ten days but also expulsion. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable re-entry of the student to the school.

The ban on possession of any type of weapon should be stated in the student/parent handbook. Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension, will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity. Any student determined to be in possession of a weapon, or who committed a crime against any person/s will be reported to the police.

Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

Harassment, Threats, Theft, Arson, Assault and Battery

Students who engage in acts of harassment, threats, theft, arson, assault and battery are also subject to a variety of disciplinary measures. These measures may

include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsion and restitution.

The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. Each local school board shall establish, in consultation with the principal, a local policy stating the criteria regarding levels and types of severity. These determinations would include: cost, damage, level of injury, types of theft.

Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Adopted: February 21, 1995
Revised: October 6, 2005
Diocesan Board of Education
Diocese of Belleville

Regulation 4116.2

PERSONNEL/STUDENTS
PERSONNEL

Responsibilities, Duties, Code of Ethics – Racial Harassment

Any employee or student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion program shall have written grievance procedures available for use by any individual wishing to present a racial harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

Approved: April 8, 1998
Revised: November 25, 2009
Diocesan Board of Education
Diocese of Belleville

SEARCH AND SEIZURE

Investigative Procedures

The administration of the School is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds. School administration may ask for, but not force a student to provide a password for a student's cell phone.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and/or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

Adopted: November 27, 2012
Revised May 21, 2019
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

**Diocesan Board of Education
Diocese of Belleville**

Policy 5114

STUDENTS

Suspension and Expulsion

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension From School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

Expulsion From School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the

- suspension, and that expulsion is being considered.
- 3) The principal shall meet with the pastor to review the merits of the expulsion.
 - 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor, before an expulsion can be implemented.
 - 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
 - 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Adopted: May 20, 1976
Revised: April 5, 2004
Diocesan Board of Education
Diocese of Belleville

SERIOUS DISCIPLINE SITUATIONS

Sometimes a student's inappropriate behavior is so serious that it warrants a suspension, expulsion, or police notification. If a student is found to be in violation of the law, i.e. possession of illegal drugs, weapons, etc., the incident will be reported to local law enforcement authority. If law enforcement officials make a request to speak with a student or students, the administration will follow the procedures set by the Diocese.

SUSPENSION

The following may be causes for suspension from Holy Childhood of Jesus Catholic School:

- Deliberate fighting (verbal, non-verbal, or physical)
- Leaving school grounds without permission
- Endangering the health or safety of a student or teacher
- Repeatedly disrupting class so that other students cannot learn
- Repeatedly using inappropriate language or actions (sexual harassment)
- Verbal and/or written threats to anyone
- Smoking, possession of drugs or alcoholic beverages

The length of time a student will be suspended depends on the seriousness and frequency of the violation.

The process for the handling of suspension is:

Suspensions can be in school or at home depending on situation.

The student must make up all school work missed while suspended and will receive a "0" on their work.

A student-parent/guardian-principal conference may be held before the student may return to school or class.

After the second suspension, the student will be placed on probation.

After the third suspension, the student faces expulsion.

EXPULSION

Expelling a student is extremely serious. If a student is expelled, she/he will not be allowed to re-enroll in Holy Childhood of Jesus Catholic School.

Incurring 3 suspensions may be cause for expulsion.

The following are causes for immediate expulsion from school:

Carrying weapons or any item that appears to be a weapon.

Carrying, handling, using, or selling drugs or alcohol.

Verbal and/or written threats to anyone.

Student Conduct and Safety – Threats of Violence – Policy 5142.1

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat.

Adopted: May 20, 2001
Diocesan Board of Education
Diocese of Belleville

BULLYING

1. Bullying is repeated harassment and attacks on others; when someone tries to take power over another.

2. This is done by individuals or groups.

3. Three components of bullying behavior:

- a) Punitive – aimed at hurting or punishing targeted individuals
- b) Power imbalance – when someone takes power over someone else
 - √ Physical imbalance – a stronger, more physically dominant individual usurps authority over a smaller, less strong individual.
 - √ Psychological imbalance – intellect or social status determines dominance.
- c) Repetitive – a repeated even systematic act over time.

4. Bullying includes:

- Physical violence and attacks.
- Verbal taunts, name-calling and put-downs.
- Repeated negative behavior from one or more individuals.
- Threats and intimidation.
- Extortion or stealing of money or possessions.
- Exclusion from a peer group.
- Racially or ethnically-based verbal abuse and gender-based putdowns are also found in the bullying situation.
- Cyber-bullying – *“Cyber-bullies are using [technology] to spread rumors, threaten people and generally make life miserable for their victims at will, and throughout the day and night”* (Glenn Stutzky).

5. Three types of bullying behavior:

- Physical bullying – harm to another person’s body or property.
- Emotional bullying – harm to another’s self-worth.
- Social bullying – harm to another’s group acceptance.

Reports of student misbehavior will be documented and appropriate action will be taken.

CONSEQUENCE PLAN

Staff Responses to Bullying Behavior:

First Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Get a verbal promise that the student agrees to refrain from bullying.

Second Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Restrict the student's activities in the location in which the incident occurred or an appropriate consequence (e.g. student must not use the restroom with other students, and must sit out recess for two days). File a report with the program director. It will be recorded in a behavior log and present a yellow slip to the student.

Third Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. In conjunction with the administrative office, contact the student's family. Arrange a meeting with the principal and classroom teacher. Assign the student the "Think About It" worksheet and present a yellow slip to the student.

Fourth Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. File a report and send the student to the administrator. The student will receive an orange slip.

Administrative Responses to Bullying:

First Administrative Referral: Arrange a face-to-face conference with the student's family. Clarify expectations for student behavior. Assign possible detention (an educational support group for bullies is optional, but recommended).

Second Administrative Referral: Arrange a face-to-face conference with the student's family. Arrange a possible one to three-day suspension (an educational support group for bullies is optional, but recommended).

Third Administrative Referral: Arrange a face-to-face conference with the student's family. Arrange a possible three to five-day suspension (an educational support group for bullies is optional, but recommended).

Fourth Administrative Referral: Arrange a face-to-face conference with the student's family. Arrange a possible five to ten-day suspension. Possible expulsion.

BULLYING BEHAVIOR MODEL

		PHYSICAL Harm to another's body or property		EMOTIONAL Harm to another's self-worth		SOCIAL Harm to another's group acceptance	
LEVEL 1	<u>VERBAL</u>	<u>NONVERBAL</u>	<u>VERBAL</u>	<u>NONVERBAL</u>	<u>VERBAL</u>	<u>NONVERBAL</u>	
	Taunting	Making threatening gestures	Insulting remarks	Giving dirty looks	Gossiping	Passively not including in group	
	Expressing a physical superiority	Defacing Property Pushing/Shoving Taking small items from others	Calling names Teasing about possessions, clothes, appearance, or mocking, etc.	Holding nose or other insulting gestures	Starting/spreading rumors Teasing about clothes, looks, etc.	Playing mean tricks	
LEVEL 2	Threatening physical harm	Damaging property	Insulting family	Defacing schoolwork	Insulting race, gender, ethnicity	Making someone look foolish	
	Blaming targeted students	Stealing Initiating fights Scratching Tripping/causing a fall	Harassing with phone calls, text messaging or computer messaging Insulting intelligence, athletic ability, etc.	Falsifying schoolwork Defacing personal property, clothes, etc.	Increasing gossip/rumors Undermining other relationships	Excluding from the group	
LEVEL 3	Making repeated or graphic threats	Assaulting Destroying property Setting fires	Threatening with phone calls, text messaging or computer messaging	Ostracizing	Threatening total group exclusion	Public humiliation	
	Extortion	Biting Physical cruelty	Challenging in public	Destroying personal property or clothing		Total group rejection/ostracizing	
	Making threats to secure silence, "If you tell, I will ..."	Making repeated, violent threatening gestures Assaulting with a weapon					

**Diocesan Board of Education
Diocese of Belleville**

Policy 5114.1

STUDENTS

Suspension and Expulsion

Alcohol Use/Drug Abuse by Students

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

Adopted: January 24, 2000

Revised: March 16, 2010

The Most Reverend Edward K. Braxton

Bishop of Belleville

SMOKING

The use or possession of tobacco in any form, whether smokeless or otherwise, by students on school property or at a school function is prohibited. Violation of this rule may result in a suspension.

DRUGS

Use or possession of an illegal drug or any other controlled substance at Holy Childhood of Jesus Catholic School is strictly prohibited. A student in violation of this rule may be expelled.

ALCOHOL

Use or possession of alcohol in any form at the school is strictly prohibited. A student in violation of this rule may be suspended or expelled.

HEALTH POLICIES
PHYSICAL, DENTAL AND VISION EXAMS

Physical Examinations:

The State of Illinois requires by law all students to have a physical examination on file at school. Students must complete a physical examination upon entering Grades K, 6 and 9, and all new students enrolling from out-of-state. Each student's health records must meet the standards set by the Illinois Department of Public Health, and be complete and on file by October 1st. The health history must include a complete immunization history. Any student in violation will be excluded from school until the state health requirement is satisfied.

Dental Examinations:

Illinois law mandates students entering Grades K, 2 and 6 to have a dental examination. The child is to present proof of having been examined by a dentist by May 15th of that school year. If no proof is presented, the school may hold the report card until proof of exam is given, or proof of a scheduled exam to take place within 60 days after May 15th.

Vision Examinations:

Illinois law requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each child is to present proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year before October 15 of the school year. If no proof is presented by October 15, the school may hold the child's report card until either (a) the child presents proof of the completed eye exam, or (b) the child presents proof that an eye exam will take place within 60 days after October 15.

**Diocesan Board of Education
Diocese of Belleville**

Policy 5141.3

STUDENTS

Physical Exams/Immunizations

All Catholic schools in the Diocese of Belleville shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption.

Adopted: January 27, 1993
Revised: January 17, 2006
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

Regulation 5141.3

STUDENTS

Physical Exams/Immunizations

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

Approved: January 27, 1993
Revised: January 17, 2006
Office of Education
Diocese of Belleville

COMMUNICABLE DISEASE

Schools share the responsibility for communicable disease prevention and control with parents and community health officials. When the school administrator becomes aware of a child with a chronic communicable disease such as, but not limited to herpes, AIDS, hepatitis, the administrator will follow procedures set by the Diocese of Belleville. Faculty and parents will be informed of any occurrence; however, individual health privacy will be maintained. All HIPAA Laws will be strictly enforced. Additional information may be found in the Diocese of Belleville Principal Handbook, pages J1-1 through J1-10.

MEDICINE

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students may not have drugs of any kind in their possession on the school grounds. With the exception listed below, medications will not be administered at school.

Special health conditions may arise that can be expected to last for several days. When such a condition exists, the school will follow this policy:

A. PRESCRIPTION MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:

1. Written orders (must be on the Diocesan form) from a physician detailing the name of the drug, the dosage, and time interval the medication is to be administered.
2. Written request (must be on the Diocesan form) from the parent or guardian of the student that the school comply with the physician's orders, and a statement of permission that the school allow the student to receive the medication.
3. A parent must bring medication to school in a container appropriately labeled by the pharmacy or physician.
4. A staff member in the office will record every medication brought to school and administered to a student on a medication log which will include the date, time, dosage and signature of staff member who gives the student the prescribed dose of medication.
5. Only the principal or designated person shall be allowed to supervise a student taking prescription medication. At no time shall the principal or designated person administer medicine to a student. The student will consume or administer the medication provided by the staff member in the presence of the staff member.

The use of intramuscular or intravenous medication must be prescribed by a physician and administered by a registered nurse (not provided by the school).

B. NON-PRESCRIPTION MEDICATION

1. No non-prescription medication will be dispensed in our school. Non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, and any other medications.
2. Cough drops are permitted with written permission of parents.
3. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be administered at school.
4. If injury to a student occurs, a staff member will use soap and water to cleanse the injured area. If the child requires additional treatment or must be sent home, then a staff member will inform the parent.
5. If your child requires medication while at school, a staff member will call you and ask that you bring the medication to the school office or take your child home.

C: FEVER

Students must be fever free for **24 hours** before returning to school.

PREGNANCY

Catholic school Principals and Pastors, in consultation with the Office of Education, shall make the final judgments as to whether pregnant students should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents of the student, recommend appropriate counseling resources, and insure confidentiality.

Pregnancy shall not be a reason for expulsion. If the boy is enrolled in Holy Childhood of Jesus Catholic School, the school counselor and a staff member selected by the principal shall meet with his parents and recommend appropriate counseling resources. The results of the meeting shall be confidential. The Principal and Pastor will inform the School Board that they are handling a pregnancy case.

MARRIAGE

The Principal of Holy Childhood of Jesus Catholic School shall inform the Pastor immediately upon knowledge of a married student. The Pastor and Principal, in consultation with the Diocesan Office of Education, shall make final judgments as to whether or not a married student should be enrolled or continue enrollment in the school.

LICE

The school can schedule and conduct regular checks for head lice during the school year. Should a student be found with head lice, the staff will contact the student's parents/guardians to request the parent(s) make prompt arrangements to pick up the student. The parent(s) must show proof of proper treatment for the infestation before the student may return to school. Such proof may include a doctor's note stating the problem has been remedied; store receipts for medicine purchased, and empty containers of medication. The staff will conduct another check for head lice seven days after the initial discovery.

INSURANCE

Parents are responsible for providing accident and/or health insurance for their children.

STUDENT SUPPORT SERVICES

A student in need of support services (counseling, social work, educational testing) will be evaluated by the school staff who teach the student, the school principal and parents. A plan will be created and appropriate steps will be outlined to enable the student to receive needed services.

PARENT VOLUNTEERS

We encourage each parent to volunteer his or her services at Holy Childhood of Jesus Catholic School. Your help is essential as we work together to provide the best education and scholastic opportunities for our children. Please note, we must request preschool-aged children not accompany you when you volunteer for a school activity. Due to COVID-19, we are limiting volunteers in the building.

We need your help in the following areas:

- **Classroom:** Field trips, Room parents, Classroom volunteers
- **On-Site:** Playground, Cafeteria, Library, Picnic
- **Student Activities:** Student projects, Junior Beta, Reading Counts
- **Maintenance:** Landscaping, Building repair, Carpentry, Event cleanup
- **Committees:** Athletic Committee, H.O.P.E., Annual Fund, Newsletter, School Board

Please note, before you can volunteer to help, you MUST complete these prerequisites:

CHILD PROTECTION REQUIREMENTS:

1. Complete the Adult Education Initial Training Course: Protecting Children in the 21st Century. To complete training, follow the steps on the following website: <https://safeandsacred-diobelle.org>
2. Complete the *Child Protection Training Refresher Course* each year that you plan to volunteer.
3. Complete the *Illinois Department of Children & Family Services Authorization for Background Check (CANTS)* form.
4. Complete the *Application for Volunteer Service* form.
5. A *criminal background check* is required for all volunteers.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.
2. CANTS Form – every other year.
3. Criminal background check form – every 4 years.

You may call the school office for additional information or forms.

HOLY CHILDHOOD ORGANIZATION OF PARENTS & EDUCATORS (H.O.P.E.)

H.O.P.E. (Holy Childhood Organization of Parents & Educators) is an active committee of parents and staff who work together to improve our school. H.O.P.E. promotes the spiritual enrichment of its members and their families; fosters a closer union between the home and the school; promotes the physical welfare of the children in our school; and supports and gives the necessary material aid for the maintenance and improvement of the school so that it may better carry out the purpose of educating our children. Please join us at a H.O.P.E. meeting on the first Thursday of the month at 6:30 p.m. We meet in the school cafeteria. Babysitting is provided.

CHILD ABUSE

Holy Childhood of Jesus Catholic School will abide by the policies and procedures of the Diocese of Belleville explained in Policy 5141.4

Policy 5141.4

STUDENTS

Mandated Reporter/Abuse and Neglected Child Reporting

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated reporters are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to DCFS hotline immediately. In addition a written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts within 48 hours of the Hotline call.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did

not report same. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Therefore, our Diocesan Child Protection Policy requires all parties involved with youth are to follow this policy.

Adopted: March 2, 1989

Revised: November 27, 2012

Diocesan Board of Education

Diocese of Belleville

The Most Reverend Edward K. Braxton

Bishop of Belleville

Who is a Mandated Reporter?

The *Illinois Abused and Neglected Child Reporting Act*, requires or mandates the members of several professions to report child abuse. These include:

1. Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination or treatment of patients,
2. Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,
3. **All parish and school personnel, including but not limited to, teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children.**
4. Truant officers, probation officers, law enforcement officers, social workers and social service administrators and,
5. All field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

INTERNAL REPORTING PROCEDURE FOR ABUSE AND NEGLECT

Please report any suspect of child abuse or neglect to the Principal or Pastor of Holy Childhood School/Parish. All guidelines mandated by DCFS and the State of Illinois will be followed.

DRESS CODE

Jewelry: Students may wear specified jewelry as long as it is not a safety concern or a classroom distraction. Specified jewelry is defined as only pierced earring posts, watches and rings, as well as non-modified religious jewelry such as scapulars, crosses, or medals.

Make Up: Make up is strongly discouraged, as are nail polish and fake nails.

Hair: All hair should be clean cut and not lower than eyebrows in front. Hair must be a natural color.

Boys: Hair should not touch the shirt collar.

Girls: Hair should be kept back from the eyes.

Tattoos: Permanent or temporary tattoos or body art are not allowed unless it is part of an approved school activity.

The principal and/or teacher has the right to determine if jewelry, make up, hair color and/or hair style is appropriate for a Catholic school.

DRESS CODE – GIRLS PreK-8

Jumpers and Skirts:

PreK - Grade 4: Girls must wear a uniform jumper. Jumpers must be navy/green plaid (Dennis Plaid) or solid navy blue.

Grades 5-8: Girls must wear a full-pleated skirt, kick pleated skirt or uniform jumper. Skirts must be navy/green plaid (Dennis Plaid), navy blue or khaki.

- *Jumpers and skirts must be knee length.*
- *Shorts must be worn underneath jumpers and skirts. No long pants, leggings or sweat pants may be worn under uniforms in the classroom.*

Shirts:

Girls must wear collared long or short-sleeved shirts, knit shirts or turtlenecks.

Shirt colors: White, light blue, navy blue

Turtlenecks: White

- *Shirts may have HCS embroidered on them.*
- *Shirts must be tucked in at all times.*
- *Only plain white undershirts/t-shirts can be worn under uniform shirts.*

Shorts and Skorts:

August, September and May only:

PreK – Grade 4: Girls may wear navy blue skorts or shorts (Becky Thatcher style). Preschoolers may wear elastic waist shorts.

5-8: Girls may wear navy blue or khaki skorts or shorts (Becky Thatcher style)

- *Shorts or skorts must be knee length.*
- *The principal may extend this wearing period.*

Slacks:

PreK – Grade 4: Navy blue or black uniform slacks.

Grades 5-8: Navy blue, black or khaki uniform slacks.

- *No jeans, knit, low-rise or cargo slacks are permitted.*
- *Pants must be worn at waist level (belly button).*
- *Preschool, Kindergarten and 1st Grade students may wear elastic waist slacks without belts*

Sweaters:

Girls may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

Sweatshirts:

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

- HCS Sweatshirts
 - Fleece pullover sweatshirts with the HCS logo
 - HCS Spiritwear sweatshirts
 - HCS Warm-up jackets
 - Religious sweatshirts
 - Solid colored white, navy blue or red sweatshirts without logos
- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
 - *A uniform shirt with collar must be worn with all sweatshirts.*
 - *Hoodie sweatshirts are not allowed in the classroom.*

Socks & Shoes:

Girls must wear solid white, navy blue or black socks. Tights in white or navy blue are permitted.

All students must wear tennis shoes in school.

DRESS CODE – BOYS PreK-8

Shirts:

Boys must wear collared long or short-sleeved shirts or turtlenecks.

Shirt colors: White, light blue, navy blue

Turtlenecks: White

- *Small emblems like the IZOD or J.C. Penney dragon are permitted.*
- *All shirts must be tucked in at all times.*
- *Only plain white undershirts/t-shirts can be worn under uniform shirts.*

Pants:

PreK – Grade 4: Navy blue or black uniform pants.

Grade 5-8: Navy blue, black or khaki uniform pants.

- *No jeans, knit, low-rise or cargo pants are permitted.*
- *Pants with tags, leg zippers or ornamentation are not permitted.*
- *Pants must be worn at waist level (belly button).*
- *Preschool, Kindergarten and 1st Grade students may wear elastic waist slacks without belts*

Shorts:

August, September and May only:

PreK – Grade 4: Boys may wear navy blue shorts (Tom Sawyer style)

5-8: Boys may wear navy blue or khaki shorts (Tom Sawyer style)

- *Shorts may not be more than 5 inches above the knee.*
- *The principal may extend this wearing period.*
- *Preschool, Kindergarten and 1st Grade students may wear elastic waist shorts without belts*

Sweaters:

Boys may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

Sweatshirts:

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

HCS Sweatshirts

Fleece pullover sweatshirts with the HCS logo

HCS Spiritwear sweatshirts

HCS Warm-up jackets

Religious sweatshirts

Solid colored white, navy blue or red sweatshirts without logos

- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
- *A uniform shirt with collar must be worn with all sweatshirts.*
- *Hoodie sweatshirts are not allowed in the classroom.*

Socks & Shoes:

Boys must wear solid white, navy blue or black socks.

Tennis shoes are the only shoes permitted to be worn in school.

Belts:

Belts are encouraged for Grades 5-8.

GYM UNIFORM

All students must wear athletic shoes when attending gym class.

Due to COVID-19 restrictions, students in Grades 5-8 will not change clothes for P.E. Class. Girls may remove their skirts and play in their shorts. Boys may remove their uniform shirt and play in their undershirt.

Students in K-4 wear school uniforms and tennis shoes.

UNIFORM COMPANY

Just Me Apparel, 232 Old Sulphur Spring Road, Manchester, MO 63021
1-636-391-3551 or 1-877-797-7344
www.justmeapparel.com

UNIFORM EXCHANGE

H.O.P.E. provides a uniform exchange. It continues throughout the year in the school cafeteria. If you have uniforms that don't fit, send them to the school office. All uniforms at the exchange are free.

NON-UNIFORM DAY

On special occasions, the dress code may be waived by the school principal. However, on these days, we still expect students to dress appropriately. On designated non-uniform days, the following rules apply:

- Jeans without rips are acceptable.
- Athletic pants in good condition are acceptable.
- Capris are acceptable.
- Attire must be appropriate for a Catholic school.
- Students may wear only walking length shorts.
- Shirts must have sleeves (i.e. no spaghetti straps).
- Shirts must be long enough to be tucked in but do not need to be tucked in.
- Students must wear socks, and shoes must be of closed toe and heel style.
- Under no circumstances will cargo (outside pockets) or low-rise shorts, pants or slacks be acceptable.

ARRIVAL

School officially begins at 8:00 a.m. Students should not arrive before 7:30 a.m. **No students are allowed in the school classrooms or hallways before 7:45 a.m.** The lobby doors will open at 7:30 a.m. and students are to go to the gym where a teacher will supervise their activities. **The school is not responsible for students who arrive on the school grounds before 7:30 a.m.**

Cars dropping students off or picking them up should enter the parking lot through the south entrances (across from the rectory) and exit at the northwest exit (adjacent to the playground) of the lot.

DISMISSAL

Grades K-8 are dismissed at 2:00 p.m. The school will supervise students until the final bus pick up (at approximately 2:05 p.m.) **Please Note: The School is not responsible for students left at school after 2:00 p.m.**

A parent must provide a note to the office to advise the staff if a student is to go home with another party.

Students who normally ride the bus should notify the teacher on duty if he or she will not be riding the bus. Only the teacher on duty can excuse a student to leave the line. A parent should give the student a note to advise the staff if there is a change in the student's normal transportation.

Please do not park in the front row of the parking lot when picking up children.

ACM NOTIFICATION

The U.S. Environmental Protection Agency (U.S.E.P.A.) requires all schools to conduct surveys to identify the presence of friable (e.g. crumbly, easily reduced to tiny particles) and non-friable asbestos in their buildings and implement appropriate response actions, as necessary.

An inspection was performed at Holy Childhood of Jesus Catholic School in compliance with these regulations. Furthermore, school administration developed a site specific asbestos management plan that was approved by the Illinois Department of Public Health. This plan describes in great detail how any asbestos exposure will be minimized.

You, as parents, teachers, or others are invited to review the inspection and management plan. The plan is available Monday through Friday from 8:00 a.m. until 2:00 p.m. on the pupil attendance days at the school's administrative office.

ADMINISTRATION

Pest Control and Lawn Care Management Program

In schools pests can best be controlled through a comprehensive pest management program that combines preventive techniques, nonchemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. Integrated pest management is a good practice in the management of pest populations, and it is prudent to employ pest control strategies that are the least hazardous to human health and the environment.

Pest Control usage means and includes the use of any device or the application of any substance to prevent, repel, mitigate, curb, control, or eradicate any structural pest in, on, under, or around a structure, or within a part of, or materials used in building, a structure; the use of any pesticide, including insecticides, fungicides and other wood treatment products, attractants, repellents, controlling, eradicating, identifying, mitigating, diminishing, or curbing insects, vermin, rats, mice, or other pests in, on, under, or around a structure, or within a part of, or materials used within and around a school building.

It is recommended that written or telephonic notification must be given to the parent/guardian before application of pesticide and should identify the intended time of the application of the pesticide, the areas to receive the treatment, and the name and telephone contact number for the school personnel responsible for the pesticide application program that the parent or student may contact for additional information.

Approved:
Office of Education
Diocese of Belleville

Under normal circumstances, all pest control is addressed during vacations – Thanksgiving, Christmas, Easter and summer. If application of a pesticide needs to be applied outside of these times, parents will be notified.

BICYCLES

Students may ride bicycles to school. It is the responsibility of the student to make sure that the bike is properly cared for and secured. Holy Childhood of Jesus Catholic School will not be responsible for any bicycle brought to school.

BIRTHDAY/TREATS

We invite you to bring a treat on your child's birthday. Please make arrangements with the teacher first. All birthday treats must be individually wrapped and store bought.

You may distribute party invitations during school hours or school functions, including athletics, **only** if all children (or all same gender) in the classroom receive an invitation.

Please do not make (or arrange for) deliveries, such as flowers, balloons, food, stuffed animals, etc., to students at school.

BUS TRANSPORTATION

Students attending Holy Childhood of Jesus Catholic School who reside in Mascoutah District #19 are permitted to ride the District #19 school buses. Holy Childhood students are expected to follow District #19 bus rules.

Students who break these rules are given a Bus Misconduct Report by the driver. A student may suffer the loss of bus transportation based on a Bus Misconduct Report. The first report is usually a warning, but serious violations may result in immediate loss of bus privileges.

School Bus Rules

1. Masks must be worn at all times on the bus
2. Students are not to put their hands, arms, or other objects out of bus windows.
3. No materials are to be thrown from bus windows or at other passengers inside the bus.
4. Whenever the bus is in motion, all students must be seated.
5. No pushing, wrestling or fighting will be tolerated.
6. Normal conversation is permitted. Do not become loud or use language that could be considered profane or indecent to other riders.
7. All students will face toward the front of the bus after they have taken their seats. This is a well-established safety measure. Also, stay the specified distance away from the emergency exits.

8. Any student has the privilege of occupying any unoccupied space in a bus seat, at the rate of three (3) riders per bus seat. No seat is to be saved for someone else. In bus lines formed by those waiting for a bus, no places may be saved. A student must actually be in line to hold his place.

9. If students wish to bring pets to school for some special occasion, such as science class, arrangements other than bus transportation must be made.

10. There is to be no eating, drinking or smoking on buses at any time.

11. The bus driver has the right to assign students to such seats as he/she may feel are best suited to them.

12. Bus drivers are employed through the school district and the authority of the school over pupils extends from the time they step onto the bus until they leave the bus on the way home.

13. Students are to ride only those buses to which they are assigned. This will help prevent the overloading of buses.

14. Students are permitted to ride to and from school and to established stops. No special stops will be made to on-load or off-load a student. A student may get off at a regular stop other than his/her own by bringing a note from his/her parents to the effect that such a change is necessary. The note is to be approved by the school principal.

15. Students are liable for intentional or careless damage done to school buses.

CELL PHONES/ELECTRONIC DEVICES

Students may bring a cell phone or personal electronic device to school, but the device must be turned off and kept in their backpack. If a student misuses an electronic device, the staff can confiscate the device and a parent must pick it up in the office from the principal or his/her designee.

EMERGENCY PREPAREDNESS

To assure the safety of each student in the event of fire, tornado, earthquake, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures are posted in each classroom and areas throughout the school building.

SCHOOL FIELD TRIPS

Due to COVID-19, there will not be field trips until further notice.

Field trips are only allowed when they have an educational purpose as determined by the Principal. Students who fail to submit the school's permission form prior to the field trip shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of a signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the school.

Students who use the transportation organized by the school must return to the school using the same transportation.

No cell phones or electronic devices are allowed on single day field trips.

All chaperones and volunteers must have completed the appropriate forms and training according to Child Protection Policy. (See a staff member in the school office for more details.)

Each volunteer/chaperone shall stay with his or her assigned group. Please note supervision is both mental and physical; a chaperone's attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.

Policy 6153

INSTRUCTION

Instructional Services - Field Trips

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Adopted: March 28, 1994
Revised: January 17, 2006
Diocesan Board of Education
Diocese of Belleville
The Most Reverend Edward K. Braxton
Bishop of Belleville

Additional information may be found in Regulation 6153 in Diocese of Belleville School Policies Manual located in the office of the Principal.

**HOLY CHILDHOOD SCHOOL
FIELD TRIP PARTICIPATION FORM**

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Holy Childhood School. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____ Dress: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. No student may participate in a field trip without a signed participation form. Telephone calls by the parent/s or guardian may **not** substitute for a signed participation form.

I hereby request participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

Parent/Guardian Signature

Address

Emergency Phone Number

Date of field trip: _____

Class: _____

Destination: _____

Curriculum Goal: _____

Return bottom portion of form by: _____

HOT LUNCH

Holy Childhood of Jesus Catholic School offers a daily hot lunch program. Parents of students who meet state requirements may apply for a free or reduced price lunch in the school office. Records of those who apply are kept strictly confidential.

Students may buy lunches a day at a time, week at a time, or pay by the month. Lunch is \$3.00 per day. Milk is 60 cents per serving. An extra entrée is \$1.75. Parents can view student lunch account balances on the Option C website. Students should submit lunch money in a sealed envelope with his or her name, grade, and the amount enclosed written on the outside. If a student has selected the pay by the month option and he or she does not eat a lunch meal, the school will give that student a meal credit for that day.

If the lunch bill for a student is one month delinquent, the school will send the parents a letter advising them the delinquent bill must be paid within five school days. A school lunch bill is considered delinquent when it reaches twenty unpaid days. If the lunch bill is not paid within five days, the child must bring his/her lunch until the bill is paid.

There is no refrigeration provided for student lunches. Microwave ovens are not available, so please do not send any food that needs to be heated.

Students may **NOT** bring fast food, soda or energy drinks for lunch.

A student who arrives after 10:00 a.m. and requests a school lunch will receive a peanut butter and jelly sandwich.

Holy Childhood of Jesus Catholic School has a closed lunch campus. We expect our students to eat in the school cafeteria. We also expect our students to follow the cafeteria rules:

1. Respect the people around you and their things.
2. No running.
3. No climbing on tables or chairs.
4. Push your chair in.
5. Pick up your trash.
6. Pour left-over milk into bucket.
7. One at a time, each student should dump their tray contents in the trash can.
8. Put tray gently in the window (not on the ledge) and criss-cross trays or hand it to the person at the window.

INCLEMENT WEATHER

Policy 6112

INSTRUCTION School Cancellation/Early Dismissal

1. Generally, Holy Childhood School will follow Mascoutah District #19 in school cancellation, late start, or early dismissal due to inclement weather.
2. The administration has six snow days prescheduled for the academic year.
3. The decision to cancel Holy Childhood School or dismiss early due to inclement weather or other emergency is made by the Holy Childhood principal or designee.
4. The decision to close or dismiss early will be made on a daily basis.
5. When school is cancelled, the school will contact TV stations. The stations are:

TV Channel 4, 5
6. When school is dismissed early, the TV stations will be contacted and attempts will be made to inform parents so that they can provide necessary arrangements for the care of their children.

**Adopted: March 20, 2008
Holy Childhood Board of Education
Diocese of Belleville**

Revised: December 20, 2012

**Remote learning will be instituted on any inclement weather days,
following the student's regular schedule.**

COMMUNITY RELATIONS

Authorization for Internet Access

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this *Authorization* and the *Internet Code of Conduct*. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this *Authorization*. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.* The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the *Internet Code of Conduct* and the educational objectives of the Diocese of Belleville (the "Diocese").
2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private, financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;

- j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this *Authorization* and may deny, revoke or suspend access at any time.
4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - d. Do not use the Network in any way that would disrupt its use by other Users.
 - e. Consider all communications and information accessible via the Network to be private property.
5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have

any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.
7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this *Authorization*.
9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal ***immediately***. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.
10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Network Access* once while enrolled or employed by the school/parish.

Acknowledgment and Agreement

I understand, agree to, and will abide by the above *Authorization for Internet Access* and I warrant that I have signed, understand and will abide by the *Internet Code of Conduct*. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release

the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

(Date)

(User Signature)

(Parent/Guardian Signature)

Adopted: April 11, 1997
Revised: March 28, 2002
Diocesan Board of Education
Diocese of Belleville

Regulation 1341

COMMUNITY RELATIONS Internet Code of Conduct

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this *Code of Conduct*.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not, without authorization:

- a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
- b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
- c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. Download copyrighted material for other than personal use.
- e. Download or transmit material protected by trade secrets.
- f. Use the network for private financial or commercial gain.
- g. Use resources wastefully, such as file space.
- h. Gain or seek unauthorized access to resources or entities.
- i. Use another user's account or password.
- k. Post material authored or created by another without his/her consent.
- l. Post anonymous messages.
- m. Use the Network for commercial or private advertising.
- n. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
- o. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.
- p. Use the Network while access privileges are suspended or revoked.
- q. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- r. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

Approved: April 11, 1997
Revised: November 11, 2009
Diocesan Board of Education
Diocese of Belleville



Holy Childhood School Chromebook & School Google Account Digital Citizenship Guidelines & Expectations

Think before you act because your virtual actions are real and permanent!

Guidelines & Expectations		Student Initials	Parent Initials
1	It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per school handbook.		
2	I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class		
3	I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.		
4	I will do my own work! I understand there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.)		
5	I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.		
6	I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. I post while using school resources are subject to school and legal consequences.		
7	I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online		
8	I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.		
9	I understand that the school can request password/account information at any time. I am aware that school personnel can view my Chromebook activity and school Google account activity at any time.		
10	I understand that HCS retains sole right of the possession of the Chromebook. I understand the school may recall my Chromebook or place restrictions on it at any time for my improper use. Chromebook is for HCS educational purposes only.		

Holy Childhood School
Chromebook & School Google Account Care & Use

1. Always close the lid before moving your Chromebook device.
2. Use the school provided carrying case to transport your Chromebook.
3. Shut down the device before placing it in the school issued carrying case
4. Place your Chromebook on flat, solid surfaces only.
5. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
6. Clean the screen with dry anti-static cloths or lens cleaners only.
7. Charge your Chromebook every night at home. Leave your device charger at home.
8. Keep your Chromebook in your possession or in your desk at all times at school.
9. Use of your Chromebook in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
10. Report any damage or problems to your homeroom teacher or Dr. Gibson.
11. Return any unattended Chromebooks immediately to the main office.

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1. Do not sit on your Chromebook or place heavy objects on top of it.
 2. Do not “decorate” your device in any way (stickers, markers, paint, etc.)
 3. Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters.
 4. Do not alter or remove the HCS tags attached to the bag, or the Chromebook itself.
 5. Do not leave your Chromebook unattended. You are responsible if it is lost.
 6. Do not leave your Chromebook in an unlocked vehicle, or in a hot vehicle.
 7. Do not use your Chromebook near water.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY. Damage and repairs not covered under the “normal wear and tear” warranty and/or “accidental damage” warranty will be reimbursable by the parent/guardian.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

LOST AND FOUND

There is a table in the cafeteria for lost and found items. Any items not claimed at the end of the school year will be donated or discarded.

MASS

Kindergarten – 8th grade will attend Mass on Tuesday and Friday. Mass is an important part of our school day, and we expect students to attend. Any student arriving after 8:00 a.m. will be counted tardy, with the exception of those students riding school buses, and should go directly to church.

MONEY SENT TO SCHOOL

All money sent to school should be in a sealed envelope with the student's name, grade, amount and purpose of the money written on the envelope. Money collected from students or teachers for any purpose must first be cleared through the office.

PETS

Pets may be brought to school to share as a treasure during "show and tell" period, for a science project, etc., provided the student gives the teacher advance notice and the teacher grants permission. The parent must bring the pet to school and take it home when the activity is complete.

If a student is bitten or scratched by a pet, a staff member will notify the child's parents at once. It may be necessary for the child to receive medical treatment.

RECESS

All grades have an after-lunch recess. For the safety of the children, all automobile drivers should park on the street during school hours, especially when there are school field trips.

PUBLIC ACT 94-004: Sex Offender Registration

The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at the following web site:
www.isp.state.il.us/sor.

TELEPHONE

Students are allowed to use the office phone only for emergencies. Homework, forgotten books, lunches, and other items do not constitute emergencies. Parents may call and leave messages for their children, but should not expect a student to leave class to answer the phone.

TEXTBOOKS

Students are responsible for the non-consumable books issued to them by the school staff. Consequently, students must pay the replacement cost for a damaged or lost book. The School will withhold the student's report card until any loss is paid.

VISITORS

All entrances to Holy Childhood of Jesus Catholic School are locked during school hours. Visitors are admitted to the school through the main (lobby) entrance. To be admitted, the visitor must press the button on the intercom/microphone box and someone in the office will release the door lock. The visitor must proceed directly to the school office. Due to COVID-19, visitors are not permitted in the building at this time. Under normal circumstances, visitors will be asked to sign in and state the reason for the visit. All visitors must wear a visitor sticker if moving about the building or volunteering. Visitors must sign out in the office when leaving the building.

EXTRA CURRICULAR ACTIVITIES

Athletics – teams are offered for students of Holy Childhood School in grades 4-8. Sports opportunities are:

For males: baseball, basketball, volleyball and track

For females: soccer, basketball, volleyball and track

Blue Knights – male students and parishioners in grades kindergarten through 4th grade

Edge – male and female students and parishioners in grades 5-8

Jr. Beta – students in grades 6-8. All students are required to maintain Honor Roll requirements before and following acceptance

Little Flowers – female students and parishioners in grades kindergarten through 4th Grade

Dear Students and Parents,

Welcome to Holy Childhood of Jesus Catholic School! The staff is looking forward to your friendship and contributions as a member of our school family.

Teachers and parents are to discuss the rules contained within this handbook with the children. Some interpretations will need to be made and related to the lives of each age level in the light of their understanding.

We hope this handbook will serve as a source of information concerning our school. Please read it carefully and keep it for future reference.

Mrs. Claudia Dougherty, Principal

I have read the entire Parent-Student Handbook. I understand all of the information presented in the Handbook. I will follow each of the rules and regulations, and I will see that my child/children, as students, will also follow the rules and regulations contained in the Handbook.

Parent Signature

Date

Student Signature

Date

PLEASE RETURN TO SCHOOL OFFICE BY SEPTEMBER 15, 2020.