

Holy Family Catholic High School

2020-21 Student & Parent Handbook



Holy Family Catholic High School Prayer

*Father, You so loved us that You sent Your only Son into the world amidst
the love of the Holy Family to show us the way to You.*

*Lord God, we ask Your blessing and grace upon each of us who make up
Holy Family Catholic High School. May we burn with the fire of Your love
and so imitate the love of the Holy Family in our school, in our own families,
and among all those we meet to show them the way to You.*

Amen



While the right choices are in front of us always, it is more likely we will make them when we realize how much the welfare of our school community depends upon our doing so. Therefore, this handbook identifies the standards, expectations, and procedures that will help all of us achieve the vision and mission of Holy Family Catholic High School.

Vision

Our Family provides each student with diverse and dynamic experiences in academics, Catholic spirituality, activities, and leadership, all to light the Fire within.

Mission

Holy Family Catholic High School offers excellence in education by providing opportunities to grow spiritually, morally, intellectually, and physically within a community of Faith. We encourage and inspire our students to achieve personal excellence and to use their talents to lead as they serve God, one another, and the larger community.

Values

Integrity

Leadership

Scholarship

Faith

Core Purpose

Light the Fire within!

History

Holy Family Catholic High School is one of only two Catholic high schools in the United States to be initiated by Catholic laity. In August 1995, four men began the first of many discussions about the need for a new Catholic high school to serve the southwest metro suburbs of Minneapolis and St. Paul. When Archbishop Harry J. Flynn gave his blessing to the idea, the dream transformed into a mission supported by more than 25 parishes. With the help of many volunteers, needs were determined, funds pledged, ground broken, and the construction of the new Catholic high school begun.

In September of 2000, Holy Family Catholic High School officially opened its doors to its inaugural class of freshman and sophomore students. Three years later, that same inaugural class of sophomores became Holy Family's first graduating senior class.

In the summer of 2005, Holy Family Catholic High School became formally affiliated as a Lasallian school. Lasallian schools were founded by St. John Baptist de LaSalle, patron saint of educators. This affiliation means Holy Family is recognized worldwide as a Lasallian school in association with the Brothers of the Christian Schools that educates our youth by touching their hearts and minds with the Christian Spirit.

Today, the school is a full service high school with immediate enrollment opportunities for all students in grades 9-12.

Non-Discrimination Policy

Holy Family Catholic High School, a coeducational, college preparatory school, accepts all students regardless of race or creed who present the necessary qualifications for participating in and achieving success both academically and behaviorally. Freshmen are tested for academic placement purposes only. Students who are not Catholic must be willing to attend all Masses and other prayer-related activities and fulfill the theology requirement for graduation.

Administrative Interpretation of Handbook

The administration of Holy Family Catholic High School reserves the right to interpret the procedures and policies in this handbook as individual situations and needs arise and address any situation that is not covered in this handbook but clearly violates the rights of the school or a member of the school community. Furthermore, the administration reserves the right to amend the *Student and Parent Handbook* for just cause after approval of the Board of Directors. Families will be notified when changes are made.

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Staff

School Administration

President	Mr. Michael Brennan
Principal	Mr. John Dols
Assistant Principal for Academic Affairs	Mrs. Melissa Livermore
Assistant Principal for Student Life	Mr. Matt Thuli
Activities Director	Mr. Nick Tibesar

Advancement

Executive Director for Major Gifts and Donor Relations	Mr. Jack Kelly
Vice President for Enrollment and School Partnerships	Mr. Scott Breimhorst
Admissions Officer	Mrs. Katie Miller
Alumni Relations	Mr. Matt Thuli
Director of Content Strategy and Communications	Mrs. Laura Podergois

Business Office

Director of Finance	Mrs. Erin Hesse
Accountant & Tuition Assistance	Mrs. Jodie Smith

Support Staff

Advancement Operations Coordinator	Mrs. Amanda Cahill
Assistant Athletic Director	Mr. Tim Triplett
School Office	Mrs. Maureen Brenner
Facilities & Maintenance	Mr. Paul Abbas Mr. Blaine Wegner Mr. David Lopez Mr. Sean Plotnik
Technology Coordinator	Mr. Brad Perrin-Smith

Teaching Staff

Theology	Mr. Douglas Bosch Mrs. Lynnae Bosch Mr. Nels Gjengdahl- Chaplain Dr. Brendan McInerny Mr. Nathan Schlepp
English	Mr. Zachary Brown Ms. Carlee Kocon Mr. Luke Olley Ms. Leslie Swanson

Mathematics	Ms. Karen Atkinson Mr. Gary Kannel Mr. Michael Leverentz Mrs. Elizabeth Piatt Mrs. Ashlyn Schreiner
Science	Mr. Joshua Dwyer Mr. Ian Parzyck Dr. Jim Tisel Mr. Jim Walker
Physical Education/Health	Ms. Lauren Kahle Mr. Paul Russo
Social Studies	Mr. Patrick Maus Dr. Holly Pottebaum Mr. Trent Wiebusch
Technology	Mr. Gary Kannel Mr. Nick Livermore Mr. Brad Perrin-Smith
Fine Arts	Mr. Sean Barker Mrs. Laura Boillat Dr. Shelagh Gamble Mr. Brad Perrin-Smith
World Languages	Mr. Jacob Dueck Mrs. Karen Kidrowski Mr. Jorge Oconitrillo Mr. Greg Westerhaus
Academic Support Staff	
School Counselor	Mrs. Paige Lepak Mrs. Krista McCoy Mr. Joshua Rutz
Learning Specialist	Mrs. Annie Kandiko Mrs. Meg Redshaw

Activities (Head Coaches/Advisors)

Boys & Girls Alpine Ski	Mr. Dennis Johnson (co-op w/ Mound Westonka)
Baseball	Mr. Bryan DeLorenzo
Boys Basketball	Mr. Matt Thuli
Girls Basketball	Mr. Brandon Antl
Boys & Girls Cross Country	Mr. Ron Hoffman
Dance Team	Mrs. Megan Wieseler
Drama	Ms. Anna Crace
Fencing	Mr. Zachary Brown
Football	Mr. Tim Triplett
Boys Golf	Mr. Rob Nelson
Girls Golf	Ms. Kristin Sankovitz
Boys Hockey	Mr. Noel Rahn
Girls Hockey	Mr. Randy Koepl
Honor Society	Mr. Jacob Dueck
Jazz Band	Mrs. Laura Boillat
Knowledge & Quiz Bowl	Mr. Jim Walker
Boys Lacrosse	Mr. Mike Livingston
Girls Lacrosse	Ms. Laura Hunt
Lasallian Youth	Mrs. Lynnae Bosch
Math League	Mr. Gary Kannel
Boys & Girls Nordic Ski	Mr. Nathan Kennedy
Model Assembly	Dr. Holly Pottebaum
Mock Trial	Mr. Trent Wiebusch
Boys Soccer	Mr. Jorge Oconitrillo

Girls Soccer	Ms. Sammi Crocker
Softball	Mr. Dan Schneider
Student Council	Mrs. Meg Redshaw Mrs. Karen Kidrowski
Girls Swim & Dive	Mr. Ben Hanson (co-op with Mound Westonka)
Boys Tennis	Mr. T.J. Garin
Girls Tennis	Mr. T.J. Garin
Boys & Girls Track & Field	Mr. Ian Parzyck
Trap Team	Mr. Patrick Maus
Voices of Fire	Mr. Sean Barker
Volleyball	Mr. Tony Bongaarts

Academic Standards

Academic Philosophy

The staff of Holy Family Catholic High School is committed to developing students' capacities for learning. Programs are designed to provide strong knowledge bases, the ability to communicate to others in a variety of ways, and face challenges with innovation. Students are to be active co-creators of their academic development by participating in class discussions, practicing concepts through homework, and utilizing, as necessary, the many programs designed to help them be successful, lifelong learners.

Holy Family promises to provide certain educational opportunities and programs, but Holy Family is not a guarantor of the student's achievement or desired grades. Holy Family believes that a positive working relationship with the school, the student, and each student's parents is essential to the fulfillment of the Holy Family mission.

Academic Probation/Eligibility

Students must earn passing grades in all courses or they will be considered on Academic Probation. Academic Probation is determined by the grades of the previous quarter and relevant semester grades. Students and parents are contacted as soon as grades are computed at the end of each quarter and relevant semester. Academic probation is in effect through the following quarter.

Every Friday parents are emailed an individualized list of missing work. By 8 a.m. on Monday (or the first day of the week), all missing work needs to be completed and submitted and the student must be passing current classes or else he/she will be ineligible for activities that week. The student is responsible for notifying the teacher that the work is in and requesting an update to the online gradebook. Ineligibility means that students will not be able to participate in contests/performances; but can practice. Eligibility is determined on the first day of the week only.

Academic Support

Students and parents are encouraged to seek academic assistance from teachers when it is needed. Often, extra time outside of class with a teacher is the best approach for students to attain the understanding they need to succeed. Teachers, unless they are assigned coaching responsibilities, are available after school to work with students; all teachers that coach are available on Wednesdays. Teachers who coach will inform their students when they are alternatively available. When schedules are compatible, teachers and students may work together during study hall periods and BTCs. Until students learn to recognize their learning needs and how to ask for help, it is not unusual for teachers to request or even require students to stay after school for tutoring purposes. All coaches and moderators know and understand that keeping up with academic work is important; therefore, if a student is required to stay after school with a teacher, an activity is secondary to an academic appointment.

Holy Family has designed a number of support systems for students who struggle with the increased expectations and responsibilities of high school. In addition to the ideas listed below, counselors are available to discuss the needs of each student with his/her parents and work out appropriate interventions. It is important to understand, however, that improvement will occur only if parents and school personnel work together. To that end, Holy Family will provide the following services:

- Counselor availability for students and parents,
- Teacher availability after school,
- Time during half of designated lunch period (BTC) to seek help,
- Student Assistance Days,
- The expertise of learning specialists,
- Information on mySchool,
- Weekly Friday emails listing important and individualized information,
- Email access to teachers,
- Two formal parent and teacher conferences each year,
- Parent and teacher meetings on request, and
- Summer programs.

Students who continue to struggle despite the services that are already offered may be assigned additional interventions. These students will work with counselors and learning specialists. These interventions could include, but are not limited to:

- required time with an instructor outside of class,
- scheduled time with the learning specialist,
- careful monitoring of study hall use,
- enrollment in summer school to distribute credits throughout a full year,
- ineligibility for participation in extra-curricular activities,
- assignment of a faculty mentor, and
- scheduled time with a peer tutor.

While all teachers are happy to discuss ideas with parents about how to help students succeed, what occurs outside of school is largely outside of our influence. We know, however, that when parents and school work toward the same goals, the student is better able to prioritize his day. We know that certain dynamics help students stay on top of things without becoming overwhelmed:

- a standard time in the afternoon or evening to complete homework,
- a portion of this time devoted to reviewing what took place in classes that day,
- a place to work that is free of distractions, including cell phones, games, etc.,
- a calendar/planner/HF website that is used to check assignment deadlines and test dates,
- an agreement that breaks last no longer than 20 minutes,
- an understanding that homework/studying must begin early enough that students have completed work by a reasonable evening hour.

When surrounded by these structures, students are likely to respond with timely work and solid preparation for tests. Everyone has a clear set of responsibilities and resources. A purposeful approach to the school year also lessens the need for parents to ask “Is your homework done?” For some reason, this query never leads to a pleasant discussion.

Academic Year

The academic year is divided into four quarters. A semester is made up of two quarters. There is a final exam period after each semester. Some courses may require quarter exams.

Credit Requirements

Graduation requirements are posted on our school webpage at <http://www.hfchs.org/curriculum/>.

Counselors will work with students to make sure they and their families are aware of college, university, NCAA, and career requirements. Parents are also encouraged to use the resources

located in the Guidance & Counseling Center and on their webpage at <http://myschool.hfchs.org/guidance.php>.

Examinations and Tests

Tests are given periodically throughout each course to determine students' mastery of material and to give teachers insight into individual needs. Since test dates are announced in advance, a student returning from a one-day absence will be expected to take any tests scheduled on the day of his/her return. Special circumstances may be discussed with instructors *prior* to the time a test is to be administered.

Cumulative assessments are required in all courses at the end of each semester, although the types of assessments may vary according to the variations in course objectives. The review necessary for these assessments is as important as the assessments themselves, encouraging students to synthesize and organize information or practice important skills on a regular basis. Cumulative assessments will not be administered early to accommodate family vacations.

Grading

Letter Grade	Scale	Grade Point Value
A+	99-100	4.33
A	94-98	4.00
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60	0

Homework, Missing Work, and Missing Work due to Absences

Homework serves several purposes. It:

1. reinforces the work begun in class.
2. develops good habits of mind.
3. provides the opportunity for individual thought, exploration, and assessment.

Because each homework assignment is planned to practice or deepen an aspect of the academic experience, both long and short-term assignments will be required. Options that meet students' individual interests and/or needs will be offered when possible. Homework is expected to be completed on time to receive full credit and absorb the most value from the assignments. Teachers will change deadlines only for very special reasons.

Students are expected to take advantage of any class time given for beginning homework. Teachers are available to answer questions and direct students' efforts during these occasions. Study halls provide quiet places for study and completion of assignments. Teachers are often

available for help with homework and studying until at least 3:30 p.m. each day. Part-time teachers and those that coach or moderate an activity will identify alternative times.

Understanding and, subsequently, grades are impacted in significant ways when homework is not completed as assigned. Practice problems, essays, and projects integrate what is taught in the classroom with the reflection necessary outside of class in order for learning to occur. Therefore, teachers may require students to stay after school with them until missing work is completed to make sure students do not fall too far behind.

It is the responsibility of each student to find out what he/she has missed because of an absence. In turn, each teacher has the responsibility to set reasonable deadlines for the completion of the work. While everyone is expected to make up assignments missed because of an absence, credit will be given for work done only by students with excused absences (see attendance for a list of excused absences). If a student will be gone for a school sponsored event, it is the responsibility of the student to have all work turned in that is due the day of the event and to complete all the work the student missed because of the absence.

Faculty, counselors, and learning specialists will help students organize their work and provide assistance with completion during school hours. Parents can be supportive of the work students are expected to accomplish by periodically checking mySchool, providing a functional workspace, and encouraging focused, cell phone-free work time.

Honor Roll and Academic Honors

Students who earn grade point averages between 3.00 and 3.442 will be acknowledged each quarter for having achieved a place on the Honor Roll. Students who earn grade point averages between 3.443 and 3.799 will be identified on the Principal's List. Students who earn grade point averages of 3.8 to 4.33 will be recognized on the President's List.

<i>Academic Honor</i>	<i>Requirement</i>
Certificate	3.5 or higher average for one semester
Letter	3.5 or higher for three consecutive semesters
Pin	3.5 or higher GPA for five consecutive semesters
Cord	3.5 or higher GPA for seven consecutive semesters

Students who end the first semester of their senior year with a cumulative GPA of 3.5 or higher will be identified in the commencement program as graduating *cum laude*, *magna cum laude*, or *summa cum laude*.

<i>Graduation Honor</i>	<i>Cumulative GPA</i>
Summa Cum Laude	3.90 - 4.30
Magna Cum Laude	3.70 - 3.89
Cum Laude	3.50 - 3.69

Holy Family Catholic High School Honor Society

The Holy Family Catholic High School Honor Society is an organization that recognizes students for their exemplary standing at HFCHS and in the community. For more information, visit <http://www.hfchs.org/honor-society/>.

Incompletes

A designation of “I,” or “Incomplete,” is given only to students who have been unable to complete coursework because of extended illness or an emergency situation.

Post-Secondary Enrollment Options Policy

In July 1997, the Minnesota State Legislature expanded its Post-Secondary Enrollment Options to include private schools. Holy Family Catholic High School faculty and staff will work with students to pursue this opportunity as long as the integrity of our diploma is not compromised. The student and his/her family must accept the following conditions before the administration grants permission to enroll in this program:

- The student must be a junior or senior.
- Holy Family’s required credits must be taken sequentially each semester.
- The school will try but cannot guarantee a student’s schedule can be designed to accommodate PSEO courses.
- All credits earned will be reported on the Holy Family Catholic High School transcript. The AP for Academic Affairs and a counselor will determine the level of the course.
- Each student is responsible for meeting the application deadlines for the PSEO sites to which he/she wishes to apply.
- A PSEO credit must be taken for a grade (not Pass/Fail).
- Students will receive an official Holy Family diploma after final college transcripts have been received (frequently after Holy Family graduation).
- A meeting with the student’s counselor and the AP for Academic Affairs.

Progress Reports

Progress reports are emailed home at the middle of each quarter for students receiving a “C-“ or below in a class. A Progress Report is the method by which parents/guardians are informed about their child’s efforts, successes, and challenges in each course. The grades indicated on these reports are temporary and are intended to draw attention to areas that warrant affirmation or need more (or a different kind of) effort in the weeks before the quarter ends. Progress Reports indicate areas of possible concern. Parents are encouraged to monitor student progress on the student website and contact faculty members if they need more information.

Ranking

Parents and students may request an unofficial transcript that identifies rank. Official transcripts sent to colleges and universities will not have class rank published unless requested by a student. Refer all questions to a counselor.

Report Cards

The semester grades on the report cards are permanently recorded and serve as the basis for the cumulative grade point average.

Student Assistance Days (SAD)

Four times a year, Student Assistance Days (SAD) will be scheduled. On these required days of school, students make appointments with specific teachers to make up work, receive group or

individualized help, and/or work on long-term assignments. Counselors and the learning specialists are also available to students on each Student Assistance Day. Students required to attend a student assistance day are also required to be in uniform. Teachers will contact parents if a student fails to attend an assigned appointment.

Expectations

Attendance

Absences

Participation in the educational process is the only way to derive the full benefits Holy Family Catholic High School offers young people. Many lessons cannot be replicated because they involve the classroom dynamics of focused discussion, expert demonstrations, directed simulations, or complex laboratory experiments. Furthermore, liturgies, prayer services, and assemblies are integral aspects of our culture and should not be missed. Every effort should be made to schedule appointments with dentists, doctors, and other professionals during times when school is not in session.

When a student must leave school for an appointment of any kind, he/she should be excused with a note, an email or by a phone call from the parent. The parent should identify the date, release time for the student, reason for the absence and the anticipated return time. No student will be released without a specific reason. Students must sign out in the office and sign in upon return.

From the school's point of view and that of Minnesota state law, there are few reasons that are acceptable for missing school:

- illness,
- medical appointments,
- court dates, and
- funerals.

Excused absences do not include:

- sleeping late
- taking driving lessons
- babysitting or transporting a sibling
- going to lunch or shopping with a friend or parent
- attending a sporting event as a spectator
- staying home to study for tests or to complete homework;
- sleeping in because a team came home late
- a sport/activity has a big game that night

Credit will not be given for work missed or not turned in as a result of an unexcused or unapproved absence. Teachers are not responsible for teaching information to students when they miss class for unapproved reasons.

Coming in late to school or leaving early and missing a class does not excuse the student from not turning in the homework for the classes missed. A student who misses a test and is in school for part of the day will be expected to make arrangements with the teacher the same day. For many classes, the student will be required to take the test after school the same day.

An excessive number of missed classes in a semester (excused or unexcused) may result in a student's being removed from that class without receiving credit. Parents will be contacted prior to removal. See dismissal on page 25.

Teachers cannot be responsible for re-teaching information or skills to students who miss excessive class time. In addition, a student may not earn a desired grade if he/she has excessive absences. Should a student fall too far behind because of tardiness or absence, a tutor may need to be found at the parents' expense.

See also **Homework, Missing Work, and Missing Work due to Absences**

Long Term Absences due to Illness and to Extenuating Circumstances

Occasionally, a serious illness may require long term absences. It is important in these cases to allow communication between the school and the medical professionals so that the school can best respond and help those families that are dealing with such illnesses. The school will need:

- a medical diagnosis in writing from the family physician or specialists;
- specific documentation that outlines the attendance/work expectations and recommended allowance for the student;
- a release signed by the parent allowing appropriate school personnel to contact the physician and discuss the educational consequences/expectations.

Once this information is shared with the school, it will be the responsibility of the student and family to follow the procedures highlighted from the physician as well as worked out with Holy Family staff. The student/family may also be expected to provide updated documentation as the illness continues (or improves).

Additionally, Holy Family understands that students may be absent from the normal course of the school year due to a range of unique and extenuating circumstances not due to illness. In these instances, Holy Family is committed to working collaboratively with students and families to provide reasonable accommodations to support students in fulfilling the academic requirements for earning course credit.

In all cases of extended/long term absences, the school will do its best to respond to the individual needs of the student; however, when attendance becomes a significant issue, we cannot guarantee specific desired grades or graduation within 4 years. Additionally, the school will not prorate tuition based on days physically present on campus or for credits earned. It is the expectation that all matters involving tuition are governed by the language set forth in the Holy Family Catholic High School Tuition Contract.

Educational Neglect defined in Carver County

Any student between the ages of 7 and 17 years old, who accumulates 12-15 excused absences throughout a school year and whose academics are negatively affected by their attendance, can be referred to Carver County Health and Human Services to be considered for Educational Neglect. Excused absences can include, but are not limited to, parental excuses for students and/or excuses with a doctor note. Holy Family will make initial efforts to remedy attendance issues with the parents and student (phone calls, meeting with parents, letters, etc.) prior to making an Educational Neglect referral.

Failure to Ensure Education [Minn. 626.556, subd. 2(f) (4)]

Chronic school absences may be an indicator of other concerns in the family, such as unaddressed mental health or chemical health issues of the child or parent, or undisclosed forms of other child maltreatment. Failure to ensure education means the person responsible for a child's care has not ensured that a child is enrolled in school, and is attending school according to the expectations of the school district, and that a child is not otherwise in compliance with statutory requirements defined in M.S 120A.22 and M.S 260C.163, subd. 11.

Absences due to Family Trips

When a family trip cannot be scheduled without interfering with a student's attendance or education, the Assistant Principal for Student Life must be contacted at least one week in advance. The request must be made in writing and include the destination and dates of the trip to avoid having the student be defined as truant. The time out of school will apply to the absences per semester that could jeopardize successful completion of courses. In this case, however, the family and the school have the opportunity to be proactive about addressing what needs to be done for a student to maintain his/her class standing.

It is the responsibility of the student to make arrangements for make-up work with each teacher. Responses will vary among teachers depending upon the type of class and/or work missed. After a trip has been approved as an excused absence, the student will be given a form on which each of his/her teachers will identify the plan for making up missed education. Some work may be sent along with the student. A test announced before the student leaves may have to be taken upon the student's return. Alternative assignments may be designed. The teachers will make reasonable decisions based upon the many variables of each situation as it is impossible to replicate missed learning experiences. The student should return the completed form to the School Office where a copy will be made and the original kept on file for the teachers' reference.

When students are not in class for any reason, whether sickness or family trips, it is impossible for teachers to recreate the classroom experience. Teachers will help students catch up; however, the responsibility falls on the student, not the teacher. Teachers will offer help as possible though are not expected to re-teach lessons missed because of vacations.

It is helpful for the school to know when parents are out of town but leaving their student at home with a caregiver. Should an emergency arise, the contact number for the caregiver is essential.

Attendance and Participation in Extracurricular Activities

For students to participate in extracurricular activities, they must be in school and on time. Repeated tardiness to school will affect participation in extra-curricular activities. A student that leaves school for illness is ineligible to participate in extra-curricular activities for the day. A student that misses an entire day of school for health reasons is not eligible to participate in any extra-curricular activities that day.

Tardiness

Students are expected to be in their classrooms and ready to learn when the tone sounds to begin each class. Four minutes are scheduled as passing time between classes. This accommodation and the proximity of restrooms and lockers to classrooms make these requests reasonable.

Consistent lack of punctuality is a choice and one that negatively impacts school culture. It disrupts classes, hinders learning, reinforces poor habits, and is extremely disrespectful.

Students who are late for school will need to check in at the main office before they are admitted to class. Students who do not check in the main office will receive an automatic detention.

A Period Tardy Policy: when a student is late to school 4 times for any reason he/she will be given an out-of-school detention. Students may serve that detention any school day morning at 7:15 a.m. or any day after school at 2:45 p.m. All detentions are in the main office.

Students will be given 1 week to serve their detentions. After that week, students will not be allowed to participate in any extra-curricular activities until the detention is served. Participation in extra-curricular activities is a privilege afforded to our students. Students need to meet the school's basic expectations to take advantage of that privilege.

Students will be given another out-of-school detention at increments of two. A parent meeting will be called after 10 times tardy.

Individual teachers will have consequences for students that are late to their non-A period classes.

Behavior (General philosophy at HF with consequences)

In order to fulfill its mission, the entire community of Holy Family Catholic High School must accept and uphold certain responsibilities and expectations. By so doing, individual rights are safeguarded while the good of all is protected. The policies and procedures listed in this handbook are in effect for the entire school day, on school buses, at all school functions (both on and off campus), and on school property. It is important to remember that no matter where we are, all of us are representatives of the school, our families, and ourselves.

The intent of all discipline policies and procedures is to rectify a wrong that has been done and deter repetition of the same misconduct. Consequences for inappropriate conduct, therefore, will be chosen based upon the intensity and repetitiveness of a given behavior.

Examples of behavior for which a student may expect a corrective response (warning, insistence on change, detention, etc.) from a faculty or staff member:

- disruptive classroom conduct,
- disrespect to others,
- disrespect for property,
- wandering the halls, and
- noncompliance with school expectations.

Students who regularly refuse to meet school expectations will be referred to the Assistant Principal of Student Life. The consequences of being involved in these behaviors may include, but are not limited to:

- verbal reprimand,
- parent contact,
- conference with the parent, staff, counselor, assistant principal, and/or principal,
- detention (morning, afternoon, Saturday),

- loss of school privileges,
- fines,
- permanent removal from a class,
- social suspension, and
- probation.

Some kinds of behavior constitute more serious abuse of our philosophies and will be addressed with more severity. Consistent disrespect or conduct not reflective of the moral spirit of Holy Family Catholic High School will be referred to the Assistant Principal of Student Life. The consequences of being involved in these behaviors may include, but are not limited to:

Suspension (in or out of school)

In-school suspension may occur in certain circumstance and will involve a student being put in isolation for the remainder of the school day and not having use of a cell phone. Students who are given in-school suspensions may also be suspended from after school activities.

Out of school suspensions may include suspension of all after school activities, participation in activities, and attendance at any activity.

If either type of suspension occurs on the last day of the week, the student will not be allowed to attend or participate in any activities until he/she attends a full day of school. Absences due to suspensions are considered unexcused absences and, therefore, credit may not be given to work that is missed as a result, including tests and quizzes.

Board of Discipline

A board of discipline will be called because of severe or persistent behavior that needs to be addressed in a more serious nature. If a board of discipline is necessary for a student the following procedure will be followed:

- A student will be immediately removed from school until the board can be convened and will remain suspended until the board decision is made;
- The board will consist of the Assistant Principal of Student Life, 2 faculty members, and a faculty/staff advocate chosen by the student;
- The parents, student, and board will meet;
 - An incident report will be provided.
 - The student will have a chance to respond to the incident report.
 - The faculty, staff, and AP will interview the student.
 - The student, parents, and advocate will have an opportunity to speak.
 - The board will meet and discuss the consequences.
- The student will remain suspended until the results of the board are finalized;
- The family will be contacted with the result(s) of the board, typically within 24 hours of the conclusion of the board.

Appealing the decision of the board can be done by contacting the Principal.

Dismissal

A student could be dismissed from Holy Family Catholic High School for very serious reasons. These include, but are not limited to:

- harassment of staff or peers,
- possession, facilitation of transfer/sale, or use of alcohol/drugs and/or paraphernalia,
- possession of an item that can be considered a weapon,
- habitual tardiness and/or truancy,
- habitual disrespect,
- an offense, on or off campus, which can be considered a misdemeanor or felony,
- placing the school community at risk, and
- habitual disregard for school policies, procedures, and/or school dress code.

When the school administration deems behavior severe enough, there is no need for a board of discipline for immediate dismissal. Dismissal from Holy Family will include a decision about whether the student is welcome to attend school social events and activities.

Appealing the decision to dismiss a student can be done by contacting the Principal.

Behavior (Specific behaviors with consequences)

The administration believes communication and cooperation among school personnel, parents, and students are essential to the development of young people. For this reason, parents/guardians will be notified immediately whenever their child participates in one or more concerning examples of misconduct. In addition to responses made by the administration of Holy Family Catholic High School, offenses involving violations of civil or criminal law will be referred to the appropriate authorities. The following list identifies conduct of significant concern but is not all-inclusive: cheating/plagiarism, chemical use; harassment, bullying, and defiance of authority/repetitive disruption of a learning environment.

Cheating/Plagiarism

According to Joseph Gibaldi in the *MLA Handbook*, plagiarism occurs if:

- “You took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were your own.
- While browsing the Internet, you copied text and pasted it into your paper without quotation marks or without citing the source.
- You presented the facts without saying where you found them.
- You repeated or paraphrased someone’s wording without acknowledgement.
- You took someone’s unique or particularly apt phrase without acknowledgement.
- You paraphrased someone’s argument or presented someone’s argument or presented someone’s line of thought without acknowledgement.
- You bought or otherwise acquired a paper and handed in part or all of it as your own” (75).

Per the *MLA Handbook*, “handing in a paper you already earned credit for in another course is deceitful. Moreover, you lose the opportunity to improve your knowledge and skills. If you want to rework a paper that you prepared for another course, ask your instructor for permission to do so” (Gibaldi 74).

Acts of cheating include, but are not limited to:

- copying someone else’s work or allowing someone to copy your work,
- representing someone else’s work, in part or in whole, or ideas as your own, or creating work for use by some other person,
- using any unauthorized aid, including both unauthorized printed and electronic materials, on a test or any other form of assessment,
- sharing or receiving information about an assessment with those who are taking or who have not yet undergone the assessment. This will include verbal, non-verbal, written, and electronic means of communication,
- employing others to do your work and
- downloading, purchasing, or stealing materials that provide an advantage unintended by the instructor.

Holy Family Catholic High School is committed to the highest standards of personal and academic integrity. Student work will reflect, at all times and in its many forms, an ethical code based on moral and Gospel values. Trust, honesty, respect, and fairness are important aspects of our learning environment.

To help students understand cheating and plagiarism, papers and research projects will be submitted through Turnitin.com. This process identifies what is not original material in a sophisticated and color-coded system.

Instances of cheating and plagiarism are cumulative during a student’s career at Holy Family Catholic High School.

- **First Offense:** Zero credit on the assignment and a reworking of the assignment, which could still result in zero credit. Reworking of the assigned material must be completed in a timely manner. The student must submit the reworked assignment in the allotted time in order to receive credit for the course. The teacher will notify the student’s parents and file an academic misconduct report with the Assistant Principal of Academics Affairs.
- **Second Offense:** Zero credit on the assignment and a reworking of the assignment, which could still result in zero credit. Reworking of the assigned material must be completed in a timely manner. The student must submit the reworked assignment in the allotted time in order to receive credit for the course. The teacher will notify the student’s parents and file an academic misconduct report with the Assistant Principal of Academics Affairs. A meeting with the Assistant Principal of Academic Affairs, student, and teacher will be scheduled.
- **Third and all Subsequent Offenses:** A Board of Discipline, with the possibility of expulsion, will be called.

College applications now include the following statement which will be verified: “Have you ever been found responsible for a disciplinary violation during secondary school, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?” We want the answer to be “No.”

Alcohol, Drug, and/or Tobacco Use

The staff of Holy Family Catholic High School is very concerned about the health of our students. We are dedicated to protecting them from the harmful effects of alcohol, tobacco, and other drugs

as well as defending the safety and reputation of the entire school family. We are committed to working with families to keep our students drug, tobacco, and alcohol free.

If parents notice behavior that they believe indicates their son/daughter may be using drugs, tobacco, or alcohol, we encourage them to call to discuss the situation or the behaviors. We have several resources available to help parents who have questions. Students are also encouraged to talk to an adult in the building they trust when they believe that a friend is abusing or addicted to alcohol, tobacco and/or drugs.

If a student does choose to drink and/or use tobacco or drugs the school has a responsibility to respond to that choice. When the school is informed (by self-report, parent report, police report, school official report or other official report) of a student's using or possessing illegal tobacco, drugs and/or alcohol, the parents/guardians of the student will be contacted by the Assistant Principal of Student Life to discuss the violation and the resulting actions. The student will be required to:

1. (For Drinking) The student may be mandated to get an alcohol assessment from a qualified professional with the results being shared with the Assistant Principal of Student Life.
2. Set up a meeting to discuss the results with the Assistant Principal of Student Life which could include following the recommendations based on the results from the screening. And, at minimal, assessing the appropriate MSHSL penalty (as applicable).

1. (For Drug use) Go to a professional to get a drug screening. Follow up in a month to make sure use has not continued. Send the results to the Assistant Principal of Student Life.
2. Set up a meeting to discuss the results with the AP which will result in at least the appropriate MSHSL penalty.

1. (For Tobacco) A consequence including a suspension (in-school) for a first violation.
2. Parent(s) or guardian will be notified of the violation.
3. Possible requirement of drug testing in cases of vaping in school.
4. The appropriate MSHSL penalties will be assessed.
* It shall be a violation of this policy for any student to possess any type of tobacco or tobacco-related device, e-cigarettes, e-cigarette product or any "smoking device", regardless of the substance being "smoked".

The student who consistently shows behavior characteristics of possible chemical/drug use may be required to submit to hair analysis (at the family's expense) at an approved site within 24 hours and for an amount of time to be determined by the Assistant Principal of Student Life.

On-Campus or School Sponsored Event

We do not want students to use and/or abuse alcohol, tobacco, and/or drugs at all, but when it occurs on campus (or at a school sponsored event) the use adds to the severity of the incident(s).

Students who use or are in possession of drugs, tobacco (or tobacco products such as vape devices) and/or alcohol at a school sponsored event will incur additional consequences including:

- For drug possession or use, the police may be called and the directions of the police will be followed. The parents will also be called.
- For alcohol possession/use, if the student cooperates, the parent will be called and the student will be picked up by the parent. If the student is uncooperative, the police may be called, the student may be required to take a breathalyzer test, and a ticket could be issued.

- For Tobacco, the product will be confiscated, parents contacted, and depending on the type of product a drug test could be required.

An out of school suspension will occur with possible Board of Discipline for above incidents.

*Students who drink alcohol, use tobacco, or drugs while on a school-sponsored trip will be sent home with the travel and all other related expenses billed to his/her family.

Second Offense of any nature

- An immediate Board of Discipline will be called.
- The appropriate MSHSL penalty will be assessed.

Harassment

The students of Holy Family Catholic High School care for one another, generating the feeling that they belong to something special. Behavior that belittles and dehumanizes others does not uphold the belief that each of us is a unique individual worthy of respect. Students shall not engage in racial, religious, verbal, sexual or physical harassment, including hazing.

Harassment includes, but is not limited to:

- Verbal abuse.
- Subtle pressure for sexual activity.
- Inappropriate touching.
- Use of school computers for inappropriate statements or graphics of a sexual nature.
- Decoration of lockers with inappropriate statements or pictures.
- Graffiti.
- Inappropriate jokes.

Anyone who believes he or she has been the victim of harassment should report the alleged acts to a teacher, a counselor, or an administrator. Anyone who retaliates against a person who testifies or otherwise participates in an investigation relating to a harassment complaint will be subject to disciplinary action.

Bully & Bully Prevention

In April of 2014 the state of Minnesota passed a bill on bullying and bullying prevention. Although Holy Family and other private institutions are exempt from this bill, we have adopted many of the principles, including the definition of bullying, from the bill. Therefore, Holy Family, in accordance with the State of Minnesota will define bullying as:

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Cyberbullying” can include the development of parody accounts. Parody accounts are generally set up anonymously to impersonate other people or a facet of the school. At the high school level, they can easily turn into mean spirited entertainment at other students, and/or faculty/staff/administrators, expense. Therefore, parody accounts set up as coming from Holy Family, and/or anyone from Holy Family will fall under the category of cyberbullying. Holy Family does not give the right to any student or individual to use our name especially for the purpose of harassing other people.

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic(s)...

When the school finds out about an incident that may include bullying, by self-report, through witnesses that recount the bullying behavior, or from a faculty/staff member, the Assistant Principal of Student Life will investigate the report, including notifying parents, interviewing witnesses and the accused, and coming to a conclusion.

Reports may be made confidentially when requested. Reports may also be made anonymously. Both anonymous and confidential reports may make it difficult to investigate or corroborate the alleged bullying. Disciplinary action will not be taken against a student solely on the basis of an anonymous report.

Holy Family reserves the sole discretion to determine the scope and adequacy of the investigation.

Once a decision is made, remedial responses will be established case by case to stop immediate behavior and to prevent the behavior from continuing. The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Holy Family, in accordance with the State of Minnesota, will also designate the Assistant Principal of Student Life as the primary staff member to receive reports and follow up on any accusations of bullying and to make sure that the policies and procedures of the bullying policy are being followed.

Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

A faculty/staff climate and culture committee exists to monitor the climate and culture of the school, an aspect of which includes bullying. A component of Student Council also helps identify concerns and reinforce the foundation of a safe environment.

Every student has the right to feel safe at school. The faculty, staff, and administration make every effort to be aware of what goes on in the school building. We cannot, however, notice everything that occurs on campus and off campus. Therefore, if you have concerns about your

son/daughter or friend being the victim of harassment of any sort, especially bullying behaviors, please contact the Assistant Principal of Student Life.

Defiance of Authority/Repetitive Disruption of a Learning Environment

A student who refuses to follow behavioral instructions from a teacher or who disrupts the learning environment of the classroom can expect a wide range of responses from a teacher. These may include (but are not limited to) a verbal request for compliance, a seating change, a call home to parents, a detention, etc. When defiant or disruptive behavior rises to a level that the behavior interferes with other students' ability to learn, the student responsible will be asked to leave class and go to the School Office. The Assistant Principal of Student Life will convene with the student to determine the appropriate consequences for the student.

Dances

School expectations for dress and behavior are in effect for all dances. While attire may be more informal, it will continue to be evaluated in terms of being clean, neat, and modest. It is possible that a student would be asked to change before entering the dance.

Students will be expected to dance in a manner that is respectful. Students that are dancing in ways that are deemed inappropriate by the chaperones will be asked to stop. Students that do not adjust their dancing will be asked to leave.

Students may arrive and leave when they wish. Once a student has left the dance, he/she will not be able to return.

There will be an alcohol detector at all dances that will be used with students suspected of being under the influence of alcohol. Parents will be called if a student is found to be under the influence and will be expected to pick up their son/daughter. See the alcohol policy for consequences.

Students who bring dates to dances from other schools must introduce their dates to the chaperones at the door. Guests are to follow the same expectations of a Holy Family student. By bringing a guest, a Holy Family student is taking responsibility for the behavior and actions of that guest and, therefore, will be held accountable for his/her guest's behavior.

Prom is a very special event designed only for juniors and seniors. A sophomore is welcome as a guest of a Holy Family junior or senior.

Nerf Wars

Nerf wars is a student-organized activity in which teams are created, groups pay fees, and "shoot" other students with Nerf guns. The eventual winning team wins the fees from all the other teams. There are rules, but Nerf Wars is a dangerous and illegal activity. This activity encourages risky behavior including reckless driving, breaking and entering, and other dangerous actions. Law enforcement agencies have come out against students participating in Nerf Wars.

Holy Family Catholic High School does not condone, support, organize, or have any affiliation with this activity. We do not condone these games being played on our campus or using our school name and/or likeness to indicate any support of these games. Holy Family strongly advises that

students not participate in this game or games of this type and encourages parents to prohibit participation.

Parking

Student drivers must register their intent to drive before bringing a car to school. Any car that a student drives to school must have a clearly visible official Holy Family Catholic High School identification tag in the rear window of the driver side. Each tag costs \$230 per year and should be paid within the first week of school. Vehicles without tags will be ticketed. Tickets are \$20 and must be paid promptly. If you begin to drive after the school year begins, you can get a parking permit, pro-rated, by talking to the Assistant Principal for Student Life.

Student cars parked in the visitor spots, in no parking zones, or in the few parking spots behind the C building during the school day will be ticketed and could be towed. Students may not leave the school building during the day to go to their cars without permission. Cars parked on school lots may be searched for reasonable cause.

No golf carts or snowmobiles may be driven to school. Each driver is to operate his/her vehicle responsibly. Irresponsible behavior will be communicated to parents/guardians. Loss of driving privileges may result.

Personal Appearance: Uniforms

The purpose of the Holy Family Uniform is

- to increase academic success as demonstrated through research,
- to promote respect of self and the Holy Family school community,
- to help create an environment that minimizes socioeconomic differences displayed through attire,
- to support a student's individuality while maintaining standards,
- to prepare students for dress in a professional environment, and
- to promote unity: a feeling of belonging to something bigger than any individual.

In all aspects, the uniform should promote a neat, clean, and modest appearance.

Uniform shirts, pants, and skirts may be purchased from Land's End (www.landsend.com) anytime. All items must be approved by Holy Family Catholic High School.

Shirt: White, green, or black polo shirt (long or short sleeved) with logo, or white oxford button down shirt (long) with logo. If a short or long t-shirt is worn underneath a school shirt it must be solid black, green, gray, or white.

Options: Sweater, sweater vest, hooded/crewneck sweatshirt, and quarter zip with school logos. A collared school shirt is to be worn under all v neck sweaters, cardigans, and sweater vests (if we can see the shirt underneath, it must be an appropriate logoed HF shirt).

Pants: Solid khaki or black cotton twill and corduroy are acceptable. No jeans, skinny jeans, or jean-type material is acceptable. Absolutely no jeggings, leggings, sweatpants, harem style pants, or yoga pants are allowed.

- Shorts: Uniform solid khaki or black walking length shorts. Capri pants in solid khaki or black are allowed.
- Skirt: Must be pleated and *purchased through Land's End*. The skirts must be black or khaki and may not *exceed two inches above the knee*.
- Shoes: Shoes must be closed toed, neat and in good repair at all times. Safety regulations require closed toed shoes during the academic day.

Students not in acceptable attire will not be allowed to attend classes.

Spirit Days

Spirit Days, generally Fridays, are earned for compliance with the dress policy. They are not automatic. Students may wear any *approved* HFCHS shirt, t-shirt, or sweatshirt purchased at the School Store or through Holy Family activities in place of uniform shirts. Holy Family team apparel will be allowed. Dress code pants, shorts, and skirts are still required. There will not be Spirit Days on Mass days.

Uniform Notes

1. Students are required to be in uniform when they arrive at school in the morning. They are to remain in uniform until the end of the school day.
2. Leggings and/or yoga pants cannot be worn under skirts or by themselves on regular, spirit wear, retreat or special dress up and theme days.
3. There is a distinct difference between joggers and sweatpants. Acceptable joggers are like travel pants, whereas sweatpants typically have a logo. Sweatpants are not allowed.
4. Shirts do not need to be tucked in, but still must look clean and neat.
5. The uniform is to be clean, neat, in good repair, and free of any non-school related badges, buttons, stickers, or other like accessories. Sweaters and other clothing may not be cut or shortened.
6. Hats and sunglasses are not allowed in the school building unless specifically allowed for dress up days (it will be announced and should never be assumed).
7. Visible tattoos need to follow the clean, neat, and modest guidelines to be acceptable.
8. Nose studs are allowed. Nose rings and other facial piercings are not allowed.
9. All clothing must be appropriately sized. Skirts may not *exceed two inches above the knee*.
10. Having the Jerusalem cross on a piece of clothing does not necessarily make it appropriate for school. Clothes with the Jerusalem cross that have not been approved by HF administration will not be allowed to be worn.
11. Hooded sweatshirts of any type are not allowed to be worn under a uniform shirt.
12. Jackets are not to be worn during the school day.

Out-of-Uniform, Dress Up, and Theme Days

These days may be periodically scheduled throughout the year for a variety of special events. Students will be informed of these days through announcements prior to the non-uniform day. Students must demonstrate neatness, cleanliness, modesty, and pride in their appearance on non-uniform days. Students who choose not to participate in a non-uniform day must wear their uniforms. No drug, alcohol or other inappropriate clothing will be allowed.

Searching Personal Property and Items

Holy Family reserves the right to search anything brought on campus for a reasonable cause.

Spectator Conduct

All members of the Holy Family Catholic High School community are held to the same high standards of audience/fan behavior. Everyone is expected to stand at the playing of the National Anthem. Positive cheers are encouraged; negative and otherwise inappropriate cheers will be stopped. Harassment in any form of coaches, players/performers, and officials will not be tolerated. Violence relating to poor sportsmanship is subject to serious disciplinary sanctions. It is possible to lose the privilege to attend school events. See the *Athletic Handbook* at the end of the *Student/Parent Handbook* for more details.

Study Halls

Most study halls are held in the cafeteria. Students should bring all study materials with them, as locker passes will not be given. A student who needs resources or would like a silent place to study may go to the Information and Learning Center during a study hall period provided there is space available.

Students may also make appointments to see counselors during a study hall by emailing their counselors. It is possible a counselor will not be able to see everyone who desires an appointment on a specific day. In this case, every effort will be made to make the appointment on the next day.

Procedures

Attendance

When a student is ill, the parent/guardian is required to phone or email that information to the School Office Administrative Assistant (952-443-4659 or schooloffice@hfchs.org) before 8:00 a.m. the day of the absence.

A telephone message must be left for every day the student is out of school. When a student is absent from a class and has not been excused in this way by a parent/guardian, someone from the school will try to make contact with a family member. If no contact is made when calling the home, a call will be made to the appropriate workplace to confirm the absence.

Announcements/Convocation

All staff and students gather at Convocation during Period C most days. As a school family, we take time to remember we are always in the holy presence of God and recite the Pledge of Allegiance. In addition, important information is communicated to students during Convocation, making this period as important as any other in the school day. This is the time and place during which the community shares concerns, ideas, celebratory messages, and goals.

Building Access

Students are welcome to enter the building beginning at 7 a.m. through any entrance. Once the school day begins, however, all doors will be locked from the outside. We ask that students not open these doors to admit latecomers or visitors. Visitors to the building will need to receive permission to enter the building from the outside via an intercom system.

Several doors in the building are emergency doors only. It is imperative that students not admit anyone into the building through these doors nor use them to exit the building for any reason other than an emergency.

Cancellation of School

Whenever Eastern Carver County Schools close, district's buses will not transport students to HFCHS. In general, if Eastern Carver County Schools are closed because of weather, so will Holy Family Catholic High School.

WCCO Radio (830 AM), and television channels WCCO 4, KSTP 5, KMSP 9, and KARE 11 will announce late starts, early releases, and school closings during inclement weather. You may sign up to receive text-messages on our website (this will typically be launched first). Log into *myschool.hfchs.org* and then under "My Account" select "Text Messaging". There you can enter your information and trigger a test message to be sent. Students also have this ability. We will also attempt to send an email to families. It will also be announced on Twitter, Facebook, and Instagram.

On weather-related school closings we will move to online learning days.

Drug Dogs

Holy Family is dedicated to the safety of all of our students. Students that bring drugs to school add an unnecessary safety risk to all students. Therefore, we will have random drug dog searches throughout the year.

The drug dogs can detect drugs on two distinct levels. On the first level, the dog will show strong interest in a locker, bag, car, or piece of property. At this level the drug dog senses that drugs may be present or have been present in the recent past. At the second level, the dog will sit, indicating that drugs are currently present. In either case, the Assistant Principal, along with the handler, will conduct a search in the presence of the student. After the search, parents will be notified with the results.

If the drug dogs show interest on the same car, locker, bag, etc. during a subsequent search, the school may require the student to submit to a hair analysis at an approved site. Cars in which drugs are found or the dog shows strong interest will be required to be detailed so that the dog will not continue to show interest in subsequent searches.

If proof of drug use or possession is found, the school will follow the consequences listed for drug/alcohol use on campus.

School Communications

If you have photos of Holy Family events and/or student achievements outside of school, consider sending these things to Laura Podergois, Director of Content Strategy and Communications at podergoisl@hfchs.org. We may use your submissions in our publications. Please note that Holy Family reserves the right to edit all submissions.

Students that are mentioned on Holy Family social media will either a) not be pictured, but full name given; or, b) will be pictured with only the first name given, in accordance with the Archdiocese Protection of Minors charter. A full description of this policy and the opt in policy that allows students to be featured in Holy Family publications is included in the appendix.

Alumni information and/or photos can be sent to Matt Thuli at thulim@hfchs.org.

Communication with Teachers

Parents are welcome to contact teachers directly with information, insights, and questions. The best method to initiate conversation is through email. Email addresses consist of last name, first initial @hfchs.org. Teachers do not have individual voice mail boxes. If a parent is interested in speaking to a teacher a message should be left at the School Office.

Teachers are contracted between 7:30 a.m. and 3:30 p.m., though many also coach teams or moderate groups after this time. They will try to respond to messages within 24 business hours. Unless appointments have been made in advance, teachers are not available during the school day for unscheduled discussions. Their responsibilities to their students, whether in class, study hall, or supervision service, demand teachers' complete attention.

Emergency Procedure Drills

Holy Family has an *Emergency Action Plan* that identifies procedures for responding to a variety of emergency situations. Throughout the school year, the entire staff and student body will practice different drills.

Field Trips

The written consent of parents is required whenever students participate in educational experiences off-campus. Teachers are responsible for providing the necessary forms identifying the location, date, time, mode of transportation, and school employee in charge of the event. No student may attend a field trip without this signed form. Forms may be downloaded, however, from our website: www.hfchs.org and faxed to school at 952-443-1822.

Students are expected to travel to and from field trips on the transportation provided for them. In rare situations, the Assistant Principal for Student Life may approve a student's being dropped off or picked up by a parent. To consider this situation, a written note from a parent/guardian must be presented to the Assistant Principal for Student Life well in advance of the trip. Under no circumstances may students drive other students to or from a school event. The school's uniform policy is in effect for all field trips, as are all other school rules.

Health Room & Medication

A student who reports to the Health Room must decide if he/she feels well enough after 20 minutes to go back to class or needs to go home. The nurse will notify a parent/guardian of an ill child. The student will remain in the Health Room until he/she can be picked up. After school, the student will wait in the School Office until a family member arrives.

A student must check in with the nurse or office Administrative Assistant before being released from school. A text from a student to a parent does not release a child from school. No student should be picked up from school without our knowledge.

A parent/guardian and a physician must sign the appropriate form authorizing the administration of all prescription medication during school hours.

Medication must be delivered to the School Office in the original containers, appropriately labeled by the pharmacist. Medication will be kept in a locked area and distributed only by authorized personnel. Students are responsible for requesting their own medications. The nurse will let parents know if students are not taking their prescriptions. The parent/guardian is asked to notify the school when medication should be discontinued.

Effective the 2009-2010 year, school health offices may no longer have a supply of nonprescription pain relievers. According to Minn. Stat. 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students), 7-12th grade students may self-administer and self-carry nonprescription pain medication during the school day provided that:

- A written request by the parent/guardian has been provided to the school.
- The medication is brought in its original container.
- The student signs an agreement with the building nurse after demonstrating the skills to possess and use the medication safely.
- The medication does not contain ephedrine or pseudoephedrine.

The school may revoke the student's privilege to possess and use nonprescription pain relievers if it is determined that the student shared with other students or did not take as authorized.

2 Hour Late Starts

Holy Family 2 hour late starts match Eastern Carver County Schools late starts. All buses will run two hours late. Teachers are in staff development sessions between 7:30 and 9:45 a.m. Late start days are on the calendar as Student Assistance Days.

Posters

Any class, club, team, or organization that wishes to publicize an activity must submit its poster design to the Assistant Principal for approval. Posters may not be displayed on the brickwork in the central part of the building. Signs must be taken down by the agreed-upon date.

Schedule Changes

The master schedule of courses is created to meet the needs of students. It is based upon the course selections made during the second semester for the following year. Changing courses after the registration deadline may not be possible although students' needs will always be considered. A \$20 fee and a note signed by a parent/guardian are required before a schedule change will be attempted.

Changes in semester schedules will be *considered* through the second week of each semester. Approval of changes is based upon room in the desired class and scheduling compatibility with other chosen courses. The fee is returned if the change cannot be made. A course change recommended by a teacher is a special circumstance, always has top priority, and will take place with parent/guardian approval at no cost.

Classes dropped after the two-week deadline will be listed on the official transcript as a withdrawal, (W).

Valuables

It is wise to leave large amounts of money or valuable possessions at home. If, however, it is necessary for a student to bring something of value to school, we suggest it be brought to the School Office for safekeeping throughout the day. Holy Family is not responsible for the loss of money students bring to school if they choose to carry it or leave it in their lockers.

Visitors

Anyone visiting Holy Family Catholic High School for any reason will need to ring into the building and receive permission to enter. Once inside visitors should stop at the School Office and check in with the staff member at the front desk.

Volunteering/Volunteers

The Archdiocese Safe Environment Policy and Requirements are designed for all who work with youth. The following Essential 3 requirements are identified below:

All adult volunteers having either regular (more than once) or unsupervised interaction with children, youth, or vulnerable adults are required to attend a *VIRTUS: Protecting God's Children for Adults* awareness session. Sessions are available throughout the year at different parishes and Catholic schools. Volunteers may register for a session by going to Virtus.org, selecting "registration," and choosing the Archdiocese of St. Paul and Minneapolis. A list of classes will be provided. In addition, volunteers must submit information for background checks. Finally, volunteers are expected to sign the *Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults*.

Rechecks are required every three years and available on-line.

Volunteers include chaperones, tutors, concession stand workers, school store attendants, and drivers.

Withdrawal from School

Families that choose to withdraw their students from Holy Family Catholic High School must request a withdrawal form from the School Office. Once the form is completed and signed, it should be submitted to the Principal. At this point, transcripts and other information will be released.

Services

Cafeteria

A calendar of meals is posted outside the cafeteria and can also be found on-line so students can make decisions about when to buy lunch and when to bring lunches from home. Beverages will be available during the lunch periods for all students to purchase.

Each student is assigned a lunch account number. Parents may submit checks made out to Holy Family Catholic High School for any amount or submit payments on-line (that information can be found under quick links on the HF main site). Students use their lunch numbers to pay for their purchases. Students can check their balances daily to determine the need to add money to their accounts. Purchases cannot be made with cash or checks. It is the responsibility of each family to maintain a positive lunch balance. Holy Family cannot support negative balances. Holy Family will contact families to remind them to pay balances; however, if a negative balance reaches \$150 without effort to pay, Holy Family will add the amount to the TADS tuition account for a \$25 fee.

Each student is assigned to one lunch period. He/she is expected to remain in the cafeteria for the entire period except for use of the restrooms. Food and drink may not be taken from the cafeteria for any reason.

Closed Campus

All students are required to remain on campus throughout the school day. Students who are dismissed early for appointments, to attend field trips, or travel to Minnesota State High School League activities must remain in the building until the arranged transportation is ready to leave.

Computer Accounts/Labs/Email

Computer Accounts and Email

Each Holy Family student is given two computer-related accounts. In addition to student-use computers, the school has two cloud-based systems that each student is required to understand, monitor, and use regularly.

- **Computer/Email:** All students receive a Microsoft Windows Active Directory account. This account is used to login or access our local area network (LAN) student computers. It is also the account which activates their Microsoft Office 365 accounts. The MS 365 account provides each student a school email address, unlimited cloud-based storage, access to Microsoft Office suite both on-line and *free* software to download on up to 5 devices.
 - This MS 365 account is the official school email account and all students must monitor it daily (and once-a-weekend) and use it for their classes and communication with teachers and other staff. *FYI - Teachers will only respond to student emails sent using their school Microsoft Office 365 email (i.e. user@hfchs.org).* See *Communication with Teachers page 34*.
 - Login Information:
 - Login website: <https://login.microsoftonline.com/>
 - Account: lastnamefirstnamegraduatingyear@hfchs.org
 - Example: John Smith of 2020 would be smithjohn20@hfchs.org*
 - Password: Use the same password you use on school computers
 - FYI - Resetting the MS Office 365 password must be done on-campus from a school computer or with help from the Technology Department – it cannot be done on-line in the cloud (even if it suggests so).
- **mySchool:** KSoft's mySchool is accessed via the school's website and provides students information regarding homework, missing assignments, course wikis and other on-line tools. Parents have a separate account for mySchool.
 - Student Login Information
 - Login** website: myschool.hfchs.org
 - Username:** The username is the same as your Computer/MS365 account:
Lastnamefirstnamegraduatingyear
Example: John Smith of 2020 would have the username of smithjohn20
 - Password:** This is initially generated by the school. You will change it after you log in.
 - Parent Login Information
 - Login** website: myschool.hfchs.org
 - Username:** This is emailed to you when you initialize your account. You will have the option to change it at that time as well.
 - Password:** This is initially generated by the school. You will change it after you log in the first time.
 - First time use:
 1. Click on Initialize Account/Forgotten Password
 2. Enter your email address or the one you provided when you enrolled.
 3. A temporary link will be emailed to you, allowing you to set-up your account.

- Students - Once you know your Holy Family Microsoft Office 365 email account, you should always use that address when activating or resetting your 'mySchool' account.

Computer Labs

In addition to our Bring Your Own Device (BYOD) program, Holy Family has four computer labs that are outfitted with enough desktop technology to serve the needs of our students and teachers. Two labs are restricted for classes that have them reserved for various work periods. Students are not to be in labs unsupervised. The Information Center Research Lab is available at various times of the day unless reserved for a class.

School Computer Access

To use a school computer, you need to log in with your unique username and password. Once you are logged into a school computer, you will have the opportunity to change your password.

Login Information:

Username: lastnamefirstnamegraduatingyear

Example: John Smith of 2020 would have the username of smithjohn20

Password: This is initially generated by the school. You will change it after you log in.

The password requirements are:

1. The password is 8-12 characters long.
2. Contains characters from at least three of the following five categories:
3. English uppercase characters (A – Z)
4. English lowercase characters (a – z)
5. Base 10 digits (0 – 9)
6. Non-alphanumeric (For example: !, \$, #, or %)
7. Unicode characters
8. Does NOT contain three or more characters from the user's account name.

Computer Lab Guidelines

There are some basic guidelines that are to be followed while using the school's computer labs, computers and other related devices. These policies are in place to provide users the experience of using clean and functional equipment. It is also to protect the equipment from any accidental damage.

Food and beverages of any kind are not allowed in the labs. You may leave these items at the door and pick them up when you are finished using the computers.

You are to 'log off' when you are finished (do not shut-down unless instructed to do so), return the keyboard and mouse to the proper location and push in any chairs used while in the lab. Doing these simple steps when you are finished will allow the next user to have an easier time getting work completed.

Computer Related Technology Information

Technology News, information on BYOD, and Office 365, may be found on the school website at: <http://www.hfchs.org/hftechnology.php> or under Academics > Technology.

Computer Support for Students

There is a computer support blog at: <https://hfchs365.sharepoint.com/StudentComputerSupport/> where students may find up-to-date policies, procedures, tutorials and general tips regarding all our student-related technology.

See more information in the Responsible Use Policy (RUP) located in the Appendix for more information.

College/Career Resources

The Holy Family Catholic High School Counseling Center's support encompasses the academic, career, and college planning as well as the personal/social development of all of its students. Counselors assist and support parents and students in achieving academic success by developing academic goals, constructing course schedules, and dealing with any problems that are interfering with academic success. Students receive one-on-one college advising throughout the year that supports their post-secondary plans and goals. Counselors focus on helping students find the "right fit." Additionally, there are a variety of personal counseling services for students who are having difficulties with personal, social, or family dynamics.

Counselors host Parent Nights throughout the year. These workshops cover what needs to be known about the high school experience and how to plan for college and beyond. Additionally, each junior family is encouraged to schedule a private meeting with the college counselor to individualize the college admissions process.

Information & Learning Center

The Radick Information & Learning Center is an area in which to read or do research. It is open during the school day. Computers are available for student use. Absolutely no food or beverages, including water, are allowed in the Information Center Computer Lab.

Teachers may bring whole classes to the Information Center for special lessons. When this is the case, other students are expected to find a place to work that will not interfere with the activities of the scheduled class.

Resources can be checked out by being scanned by the moderator. It is expected students will return resources as soon as they are no longer needed. Students will be contacted to return resources after a week has passed or when someone else needs the material. Works of fiction may also be checked out. Students will be asked to return novels within four weeks unless permission to extend use has been requested and granted. Unreturned resources will incur a replacement charge.

Lockers

Lockers are the property of Holy Family Catholic High School. Each student is assigned a locker at the beginning of the school year. A school lock is issued to each new student when he/she enters Holy Family Catholic High School for a \$5 fee. The lock may be kept for use throughout all four years. There is a \$5 fee for replacement locks. Students are to use the lockers assigned to them and will be responsible for their condition. Students are not to use tape on the lockers. Magnets will hold up important notes without damaging paint. Students will be asked to remove any inappropriate decorations.

Students should lock their lockers. HFCHS is not responsible for damage to or loss of possessions in an unlocked locker. If you do not lock your locker and another student puts a lock on your locker, it is not a priority for us to remove that lock. Thefts, damage, and pranks can be avoided by locking your locker.

Students will be expected to clear off the top of their lockers every day before they leave Holy Family. Backpacks, bags, personal items, and other random items left on top of the lockers will be removed every day as Holy Family cannot be responsible for all unattended belongings. The Multipurpose Room is used to store athletic equipment that cannot fit into the regular or athletic lockers.

Holy Family Catholic High School reserves the right to make periodic unannounced locker checks. Each locker will be checked at the end of the year to make sure it is clean and kept in good condition.

Lost and Found

Personal items found in the building should be given to the staff in the School Office. Students may check for lost clothing in the Lost and Found cabinet. Valuable items will be stored in the School Office. At the end of each month, unclaimed items will be donated to charity.

Lunch Periods, BTC, and Intramurals

Most students have two periods near the middle of the day during which they have lunch and an opportunity to make a daily decision about how to use the other Beyond The Classroom time (BTC). The following options are available:

- **Intramurals:** A student may choose to participate in the intramural program in the gym. Sports will be rotated at the supervisor's discretion.
- **Academic Support:** A student may choose to do homework, study for a test, complete group work or meet with a teacher for extra help in a particular subject area. Teachers are available for such help in most content areas during each BTC period.
- **Counselors:** As for any period not scheduled for a class, a student may request an appointment with his counselor through email.
- **Study Hall:** A student is welcome to join a quiet study hall if he/she desires a silent place in which to complete work.
- **Peer Tutoring:** Tutoring areas will be assigned as needed.
- **Computer Lab:** Students may use computer resources in designated computer labs.

Wherever a student chooses to go during the unscheduled half of his/her lunch period, it is expected the student will arrive at the destination on time and remain there for the duration of the period.

School Store

The School Store will be stocked with Holy Family Catholic High School spirit attire and basic school supplies. Special class requirements such as workbooks and art supplies will be available to students, as well as more basic needs: paper, pencils, pens, folders. The store is staffed by parent volunteers and is open during the lunch periods several days each week.

Textbooks

Textbooks are provided by Holy Family Catholic High School and tracked by student identification numbers. Each student receives a set of books at the beginning of the school year. Each set has been assessed for wear before being assigned. Books need to be returned at the end of the year in reasonable condition. A replacement fine will be assessed if a textbook is determined to be unusable. The school recognizes that many students learn best by underlining key points in texts. Therefore, families may buy their own copies of texts to be used in this way.

Unreturned texts must be paid for by the students to whom they have been loaned. It is the responsibility of each student to cover every textbook he has been loaned. Teachers are asked to make sure this is done.

Some courses have workbooks that must be purchased by the student. These workbooks will be available in the School Store.

Tuition Assistance

The primary long-term vision of the Holy Family Catholic High School financial aid program is to achieve a funding level where the demonstrated financial need of all accepted students is met and that they enjoy longevity of enrollment. Holy Family's goal is to meet demonstrated financial need of the families who apply by March 1st for tuition assistance through TADS (Tuition Aid Data Services). Based on the TADS information, the Financial Aid Committee will determine a tuition assistance award that is fair to the school and affordable to the family.

For additional information, please reference the Financial Aid Policy and Procedures Manual under the Tuition Assistance button under the Admissions drop box on www.hfchs.org.

Wellness

The promotion of healthy habits has been important to Holy Family Catholic High School since we opened our doors in 2000. Our food service provides many choices for lunch, including whole wheat breads, vegetarian options, a daily soup, salad, fresh fruit and more. It is not our desire to be restrictive, but to help students learn to make good choices. Nutrition education is a significant part of health classes and our students spend time identifying the foods and habits that can serve them best.

An intramural program is offered during a long lunch to help students relax through exercise. Students are also encouraged to eat outside on nice days. Daily Convocation gives all of us time to settle our minds and hearts in prayer, be inspired, and frequently entertained so we can address all the things each day asks of us.

Activities Handbook

Procedures for Participation in Extra-Curricular Activities

All students wishing to participate in activities will need to do the following:

- (A) Register online at www.hffireregistration.org
*Steps B, C, and D will be completed on the registration site
- (B) The student and a parent/guardian will need to read and complete the Minnesota State High School League Athletic Eligibility Brochure.
- (C) If the activity is recognized by the Minnesota State High School League, the student will need a physical once every three years.
- (D) Every student will pay a \$600 activity fee. Some activities carry additional fees of the following amounts:
 - Hockey - \$1000
 - Golf - \$350
 - Trap - \$150 (fall) \$200 (spring)
 - Robotics (competitive) - \$ 150Student will not be allowed to practice until the fee is paid.

Each athletic season will be preceded by a Parent/Athlete Pre-Season Meeting specific to each individual sport. Parent/Athlete meetings will cover rules and expectations, forms, schedules, and meetings with coaches. Transportation forms are available at <http://myschool.hfchs.org/>

Definition of HFCHS Extracurricular Activities

Holy Family Catholic High School strives to provide all students with the opportunity to participate in activities. For some sports and activities, however, team sizes are limited, so tryouts must be held. Players should ask their coaches about policies at the beginning of each season.

The number of teams in any given sport will vary depending on the number of athletes interested and the ability to accommodate that sport with the facilities available. We will add teams and sports if we have student interest and facilities available.

Any student trying out late for a team must contact the coach as soon as possible to make arrangements, and participation could be denied.

In general, the following guidelines are used for our teams:

- C Team These teams play at a higher level than junior high competition. We still emphasize participation, skill development and team play. Playing time will not necessarily be equal. Team cuts will be made when numbers are excessive and detrimental to good team and individual development.

- B-Squad/JV Participation is important but the development of individual players for varsity level competition is equally important. The best individuals will start and play the majority of the time. Team cuts may take place if necessary.

- Varsity This level is for exceptional athletes with emphasis on discipline, team play, and competition. The best individuals will start and play; participation will not necessarily be equal. Team cuts may take place if necessary.

Any Holy Family Catholic High School student, of any grade or age, with exceptional ability will be allowed and encouraged to participate at the varsity level.

Sportsmanship Policy

Recognizing that participation in interscholastic activities is a privilege, Holy Family Catholic High School requires that the conduct of student participants be exemplary at all times. Participants should represent themselves and our school community in a positive light and, therefore, should act appropriately both in and out of school. Student participants who violate this policy are subject to suspension or dismissal from the activity at the discretion of the coach, activities director, game supervisor, or principal.

The ideals of good sportsmanship, ethical behavior and integrity must permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Holy Family Catholic High School views good sportsmanship as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

Code of Conduct

Acceptable and Unacceptable Behavior Standards as specified by the National Federation of State High Schools Association

ACCEPTABLE BEHAVIOR

- Applause during introduction of players, coaches, and officials.
- Players shaking hands with an opponent who fouls out, while both sets of fans recognize player's performance with applause.
- Acceptance of all decisions of officials.
- Cheerleaders and fans leading positive school cheers.
- Handshakes between participants regardless of the outcome of the game.
- Treat competition as a game, not war.
- Coaches/players search out opposing participants to recognize them for outstanding performances or coaching.
- Applause at end of contest for performances of all participants.
- Everyone is showing concern for injured player, regardless of team.

UNACCEPTABLE BEHAVIOR

- Disrespectful or derogatory yelling, chants, songs or gestures.
 - Booing or heckling an official's decisions.
 - Criticizing officials in any way; displays of temper with an officials' call
 - Yelling that antagonizes opponents.
 - Refusing to shake hands or give recognition for good play.
 - Blaming loss of game on officials, coaches, or participants.
 - Laughing or name-calling to distract an opponent.
 - Use of profanity or displays of anger that draw attention away from the game.
 - Doing own yells instead of following lead of cheerleaders
 - Yelling or waving arms during opponent's free throw attempt.
- Players' Responsibilities

Academic Requirements for Participation:

See the Expectation Section for academic requirements and academic probation.

Attendance and Participation in Extra-Curricular Activities

For students to participate in extra-curricular activities they must be in school and on time. Repeated tardiness to school will affect participation in extra-curricular activities, games, or practices.

A student that leaves school for illness is ineligible to participate in extra-curricular activities for the day. Students that do not attend school during the day due to illness are not eligible for participation that evening.

Suspension from school will result in being ineligible to participate and attend any and all school sponsored activities for the length of the suspension. Students must attend a day of school after they are suspended to be eligible to participate and/or attend an extra-curricular activity.

Alcohol, Tobacco, Drug use (MSHSL Requirements)

Mood-Altering Chemicals:

- A. **Philosophy and Purpose:** The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals can affect extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members or other significant persons in their lives.
- B. **Bylaw:** During the calendar year, regardless of the quantity; a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away any controlled substance.
1. The bylaw applies to the 12-month calendar year.
 2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
- C. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Third and Subsequent Violation: The student shall lose eligibility for one calendar year (365 days) from the date of the violation.

Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career. Penalties must be served consecutively.

Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation

Applying the Penalty: Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the activities has informed the student that he/she has violated a bylaw and is now under penalty.

Out of Season Violation: When a violation occurs prior to the opening of the season, for a first offense the student regains eligibility the third Monday of the season or the day after the second contest; whichever is longer.

Awards/Lettering Penalty:

1. Participants who receive a violation within a season will result in loss of earning a letter, post-season school awards, and loss of captain or leadership position. All-Conference and other post-season awards not given by the school may be earned.
2. Participants who receive a violation between seasons and serve out the violation in the next season may earn letters and post season awards.
3. An athlete who is captain of a team and who receives a violation in-season will lose the honor of being captain. Each coach has an individual policy about when a captain is chosen. If an athlete is chosen captain for a particular sport for the following season and receives a violation prior to the season, the athlete will lose the captain role.

D. Suspension Policy:

1. A student who has been suspended from a team has lost his/her privilege to compete for a designated number of contests.
2. A suspended athlete will be in attendance with the team. Refusal to comply with this provision will result in removal from the team.
3. Competitive events missed for any reason during a suspension period will not count toward satisfaction of the suspended time.
4. Attendance and participation at all practices is required. Repeated absence (2 or more) from practices will result in dismissal from the team. Excused absences must be cleared with the coach before the practice.

*In order to serve out a violation the participant must complete the season in good standing. If this is not met the suspension will carry over to the next season in which the student participates.

Transportation

Whenever possible, HFCHS will provide transportation to and from activities. Some programs require students to ride the bus back to HFCHS from away contests. Coaches have been asked to be reasonable with their policy in regard to the age of the student, where the student lives in relation to the contest and whether the contest is on a school night. In the event the student is allowed to leave an away contest in a manner other than the team bus, the student **MUST** give the coach the Parent Transportation Release Form which is available online at <http://myschool.hfchs.org/>. Students will not be allowed to leave with anyone other than a parent unless they have an Alternate Transportation Request Form turned into the coach. Students are not allowed to drive themselves or ride with friends to contests. This is both to insure our students' safety and protect HFCHS from liability.

Participation

- A. Dual Participation – A student may be allowed to participate in two Holy Family extra-curricular athletic events during the same season; if the following conditions are met: An agreement about practice and game obligations are agreed upon by all of the following parties:
 1. Both head coaches of the respective sports
 2. The athlete's parents
 3. The athlete
 4. The activities director
- B. Practices – Practices are an essential part of each program and individual improvement. Participants are expected to make every practice. Consequences for missed practices; (whether excused or unexcused) will be evaluated by the coach on an individual

basis. If participants do miss a practice, the missed practice time could impact any of the following, particularly if the absence is unexcused:

1. playing time
2. position on depth chart
3. suspension and/or removal from team
4. lettering and/or other post season awards

- C. Beliefs – Prior to becoming involved in extracurricular activities; HFCHS encourages students to carefully consider the time necessary to commit to the sport and/or activity. Students are faced with many choices: studies, sports, music, drama, clubs, jobs, and non-school sports. In light of these choices priorities must be set. After academics, participation in HFCHS sponsored extracurricular activities must have priority over outside activities, such as club sports, jobs and metro leagues.

General Eligibility

- A. In order to be eligible for regular season and MSHSL tournament competition, a student must be properly enrolled in school as defined by the Minnesota Department of Education and a bona fide under-graduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion, or suspension, whose character of conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal. This policy includes offensive behavior, racial, religious, and sexual harassment violations. The penalty for these types of violations is the same as the mood-altering chemical violations.
- B. Physical Examination and MSHSL Athletic Eligibility Brochure – Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A MSHSL Athletic Eligibility Brochure shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required. Physicals should be uploaded to the www.hffireregistration.org site prior to registering.
- C. Transfer Rule – A student in grade, 9-12 who transfers schools will be eligible for varsity competition if the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student does not meet these criteria they will be ineligible for varsity competition for one calendar year. Please speak with the Activities Director as it relates to transfer rules.
- D. Personal Conduct - All players represent HFCHS and their conduct must reflect HFCHS values. Players are also expected to follow the MSHSL Student Code of Responsibilities that is part of the Athletic Eligibility Statement. Offensive behavior, verbal abuse, physical abuse or any use of violence will carry the same penalties as chemical violations. Good citizenship is required for participation in extracurricular activities.

Equipment

Use of school equipment is a privilege. All equipment must be returned to the school. Equipment that is damaged due to lack of care or misplaced equipment will result in a fee being assessed for reimbursement of the equipment equal to the cost of NEW equipment.

Lettering/Captain Requirements

The policy for lettering and being a captain will be given out to each student at the beginning of the season. The criteria for lettering and being a captain will be determined by each individual coach. Only Varsity athletes may letter.

Participants must complete their seasons in good standing to be considered for any award.

Exceptional Cases - A letter may be awarded for participation in the senior year. The letter awarded will be decided upon by the discretion of the individual coach and activities director.

Participants who receive a violation within a season will result in loss of earning a letter, post-season school awards, and loss of captain or leadership position. All Conference and other post-season awards not given by the school may be earned.

Participants who receive a violation between seasons and serve out the violation in the next season may earn letters and post season awards.

Parents' Responsibilities

Parents are expected to encourage their son or daughter to perform to the best of their ability both athletically and academically. They should be a source of support for the student and the program in which they are participating.

Parents are role models for students and representatives of HFCHS. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity. Parents must insist that students abide by rules established by HFCHS, the coach and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate.

Parents should allow their students to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Winning and losing must be kept in perspective. Extracurricular activities are primarily designed for students to learn and have fun. Participants who do their best are to be commended even if their best isn't good enough to win.

Desiring what is best for their children, parents sometimes want to raise funds to enhance programs. Parents are asked to coordinate their list of requests and efforts with coaches/moderators, who understand the procedures and big picture scope of fundraising.

Fans' Responsibilities

HFCHS fans represent the school, whether at home or away. They are expected to support their team in a positive way and treat all participants and fans with respect and dignity.

Attending a high school game is different from attending a professional contest. Fans' behavior should reflect that difference. The admission price doesn't allow for abuse of players, officials or coaches. You are responsible for your behavior.

Dealing with Conflict

In order to allow an expression of differences that often occur in activities, a procedure has been developed for establishing a line of communication with school, parent/guardian, students and coaches.

We believe that our ability to gather information and resolve complaints in a healthy manner is in the best interests of students, parents, teachers, coaches, and our entire school community. Adherence to the following procedures will assist us in doing so.

Procedures for Resolving Activities Complaints

No conflict between a parent, student, official or coach should be addressed during or immediately following a game. The game site, practice field, lobby or locker room is not an appropriate place to handle conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling-down period, and via the following list of procedures.

Level 1: The Student and Coach communicate regarding concerns.

Level 2: The Student, Parent, and Coach meet to discuss concerns.

Level 3: The Student, Parent, Coach, and Activities Director

The Student, Parent, or Coach requesting a Level 3 Meeting will submit a Level 3 Meeting Request Form (available online) to the Activities Director prior to the meeting.

Group Conflict

No group shall meet at HFCHS to discuss concerns without representatives of the activities director or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

Responsible Use Policy (RUP)

Computer and Technology

Holy Family Catholic High School provides Internet/Intranet/Extranet-related systems, including but not limited to computer hardware, software, operating systems, storage media, network accounts, electronic mail, World Wide Web (WWW) browsing, local and wide area networks (LAN/WAN), Cloud storage and sharing systems, any other digital file storage or transmission protocols, and are thereby the property of the School. These systems are provided to our USERS in support of the Mission of the School and are to be used for business purposes in serving the interests of the School in the course of normal operations.

USERS

USERS include, but are not limited to, Employees, Administrators, Faculty, Staff, Students, Parents, Alumni and any other community member or person who has access to the above mentioned systems be it on campus or off-campus using the School's computers (in labs, classrooms, or at home) or on their own personal computers and other devices. These USERS are to follow all the rules contained within this RUP and any subsequent policies or guidelines contained herein at all times.

SCOPE

1. Ownership of Information

The above mentioned systems that are owned by the School are for the exclusive use of its employees and or users for business purposes. All information contained or communicated through its electronic systems is owned by the School. By using these systems, users consent to all monitoring, access, and disclosure by the School.

2. Confidentiality

All information contained or communicated through the electronic systems may be confidential and must be treated as such by all employees. That information may not be copied, used, or disclosed except for Holy Family business purposes.

3. Appropriate Behavior

It is assumed that all users will abide by these policies and guidelines in an appropriate, responsible, ethical and /or professional manner while paying close attention to both acceptable and unacceptable actions.

4. No Expectation of Privacy

The computers and related equipment provided to employees and other users are the property of the School. Users do not have an expectation of privacy in anything they create, share, or receive on the computers.

5. Monitoring Computer Usage

To ensure compliance with this policy, the School has the right to monitor any and all aspects of its computer related systems including computers, digital transmissions, and any associated files.

PURPOSE

The purpose of this RUP policy is to outline responsible, acceptable, and unacceptable use of computer related hardware; networked systems at the School, including any Intranet, Extranet and Internet activities; and any cloud or online social media networks (when used as an affiliate of the School or with a school owned account). These rules are in place to protect the users and the School. Inappropriate use exposes the School to risks including virus attacks, compromise of network systems and services, and legal issues.

POLICY

1. General Use and Ownership

- a. For security and network maintenance purposes, authorized individuals within the School may monitor equipment, systems and network traffic at any time which includes but is not limited to any digital file, electronic transmission, and/or email.
- b. The School reserves the right to audit networks and systems on a periodic basis to ensure compliance with this Policy.

2. Security and Proprietary Information

- a. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Sharing passwords may result in disciplinary action.
- b. Postings by users from the School's email address to newsgroups, websites, and other Social Media should follow appropriate etiquette practices and any guidelines set forth for such.
- c. All devices used by users that are connected to the School's LAN/WAN including any servers, cloud services, or other systems using school accounts fall under these guidelines.
- d. Online postings related to courses and or activities must follow protocols discussed in class or be approved by the Administration and conducted upon approved platforms and systems.

3. Unacceptable Use

The following activities are strictly prohibited:

Under no circumstances is an employee or student of the School authorized to engage in any activity that is illegal under local, state, federal, or international law or that violates Justice in Employment, while utilizing the School's owned resources or registered accounts.

Unacceptable System and Network Activities:

- a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the School.
- b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the School or the end user does not have an active license is strictly prohibited.
- c. Introduction of malicious or unwanted programs into the LAN/WAN (e.g., viruses,

malware, worms, Trojan horses, e-mail bombs, etc.).

- d. Revealing your account password to others or allowing use of your account by others.
- e. Using any computer or device connected to or associated with a Holy Family account to actively engage in viewing or transmitting material that is morally inappropriate, violent, or sexually explicit.
- f. Making fraudulent offers of products, items, or services originating from any School account.
- g. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access, unless these duties are within the scope of regular classroom duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- h. Port scanning or security scanning is expressly prohibited.
- i. Executing any form of network monitoring which will intercept data not intended for the student's host.
 - j. Circumventing user authentication or security of any host, network, or account.
- k. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
 - l. Providing or using private information about, or lists of, students or employees, email addresses, accounts, or any other non-public personal data with parties outside the School, or for personal advantage, unless authorized to do so.
- m. Unacceptable Communication (email, online postings/comments/messages) based on proper etiquette, appropriateness, and ethical guidelines.
- n. Sending unsolicited email messages, including the sending of 'junk mail' or other advertising material to individuals who did not specifically request such material (email spam).
 - o. Sending or posting any form of intimidating, hostile, or offensive material concerning race, color, religion, sex, national origin, disability, bullying or other classification protected by law.
- p. Unauthorized use, or forging, of any email or online accounts.
- q. Creating or forwarding "chain letters," "Ponzi," or other "pyramid" schemes of any type.

- r. Use of unsolicited email originating from within the School's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the School or connected via the School's network.
- s. Posting any inappropriate or unprofessional messages to any online social media network.
- t. Posting or passing along 'mass email forwards' and 'urban legends (funny stories, videos, non-school photos and other 'SPAM')'.

4. Online Social Media, Cloud, Public-Site use

Be aware that all existing policies and behavior guidelines extend to Classroom/School- related activities in the online environment as well as on School grounds. By accessing, creating or contributing to E-mail, Facebook, Twitter, wikis, blogs, discussion groups/forums, Teams, Class Notebooks, podcasts or any other social media and/or any cloud related system for classroom or school use, you agree to abide by the following guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in in the classroom, please direct your questions and concerns to your Instructor or the school Administration before you make use of such media.

- a. Be aware that activity stated both above and below, where you are acting as an affiliate of the School, should be both approved by your Instructors or the Administration and on approved platforms, systems, networks and websites.
- b. Use good judgment and proper media etiquette. Think about the type of image that you want to convey on behalf of yourself, your peers, your family, or the School, when you're posting to any social network, media site, or communicating to others. Remember that what you email, tweet, post, etc. will be viewed and archived permanently online once you hit the "send/publish" button.
- c. Respect copyright and fair use guidelines. See <http://www.copyright.gov/fls/fl102.html>
- d. Remember your association with and responsibility to Holy Family in online social environments. If you identify yourself as a member or associate of Holy Family, ensure your profile and related content is consistent with how you wish to present yourself with your peers, parents, and high school and is also consistent with the image, purpose and Mission of the School.
- e. Both staff and students are to attend various presentations regarding the proper, responsible, ethical, conduct in using the school's various computer related accounts including local area network, cloud-based, and email. Students not attending such presentations will not be able to use these Holy Family accounts.

5. BRING YOUR OWN DEVICE (BYOD)

- a. Students are expected to follow all guidelines, written, expressed and or otherwise noted regarding the use of any electronic device including but not limited to mobile phones (smart or otherwise), tablets, computers, smart watches and any digital image/audio recorders/players.
- b. Specific BYOD Guidelines:
 - i. Devices may only be used during authorized times and in authorized locations within our learning environment (these will be expressed verbally or in writing and maybe designated as BYOD and 'no' BYOD zones and times).

- ii. Devices (especially cell phones) may not be used in classes without specific permission and for specific purposes.
- iii. Devices MAY NOT be used during Convocation, Mass, and any other official school-day event in the GYM.
- iv. Image or audio recording may be performed only with written consent (FYI – school devices may not allow camera recording).
- v. No device may be used in any way to cheat, attempt to cheat or be construed as cheating.
- vi. There will be no viewing of inappropriate material.
- vii. There will be no vandalism/interference with any of our systems.
- viii. There will be no causing distractions in our learning environment.
- ix. There will be expressed distinctions in how teachers will manage and incorporate BYOD in their classrooms.
- x. These guidelines are subject to change and are at the discretion of the administration and staff of Holy Family Catholic High School.

ENFORCEMENT

Students, using any BYOD in violation of these policies will have their device confiscated until the end of the day and it will be given to the Assistant Principal. First offenses will be given a \$5 fine and doubled at subsequent infractions.

Any user, including but not limited to, employees and students using any of the above mentioned systems who have been found to violate any of these policies may be subject to disciplinary and/or legal actions.

First Contacts at Holy Family

<u>Concern</u>	<u>First Contact</u>	<u>Second Contact</u>	<u>Third Contact</u>
Absence	School Office	Office Voicemail	
Academic Progress	Class Teacher	Counselor	AP for Academic Affairs
Academic Support	Class Teacher	Counselor	AP for Academic Affairs
Address/Phone Changes	School Office		
Class Schedule	Counselor	AP for Academic Affairs	Principal
Grading	Class teacher Principal	AP for Academic Affairs	
Activities	Coach/Moderator	Activities Director	Principal
School Calendar	Website	School Office	
Classroom Discipline	Class Teacher	AP of Student Life	Principal
General Discipline	AP of Student Life	Principal	
Busing	Bus Company	School Office	Assistant Principal
Bus Behavior	AP of Student Life		
Financial Aid	Admissions Office	Accountant	President
Directions to Events	Website	School Office	Activities Director
School Visits (Guests)	AP of Student Life		
School Visits (8 th Grade)	Admissions Office		
Planned Absences	AP of Student Life		
Weather-Related School Closing	WCCO-4 /830AM	KARE-11	KSTP-5 FOX9
Guidance/Counseling	Counselor	AP for Academic Affairs	Principal
Lost/Found Items	School Office		