

Holy Family Catholic High School

2017-2018 Student & Parent Handbook

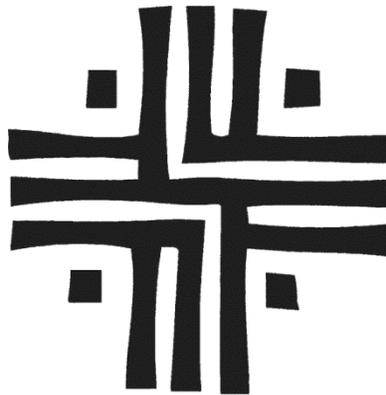


Holy Family Catholic High School Prayer

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

- Catholic beliefs, values and tradition are central to the Holy Family Catholic High School experience.
- Holy Family Catholic High School promotes and encourages the core values of faith, integrity, leadership, scholarship and service in our students.
- Holy Family Catholic High School provides excellence in academic programming and teaching.
- Holy Family Catholic High School is a community that treats each person with dignity and respect and recognizes everybody for their unique contributions to our community.
- Holy Family Catholic High School provides opportunities for students to develop as leaders and to embrace an obligation to serve one another and the larger community.
- Holy Family Catholic High School recognizes the importance of the arts and athletics in contributing to personal and spiritual growth and is committed to providing quality curricular, co-curricular, and extra-curricular programs.
- Holy Family Catholic High School community members – students, teachers, staff, and administrators – play important roles in creating a caring and safe environment for the attainment of our goals.

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 freshmen 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 will be recognized worldwide as a Lasallian school in association with the Brothers of the Christian School 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 - Mrs. Kathleen Brown
Assistant Principal & Campus Minister- Mr. John Dols
Activities Director - Mr. Nick Tibesar

Advancement

Vice President of Advancement - Mrs. Kenna Dooley
Executive Director of Admissions- Mr. Scott Breimhorst
Admissions Associate - Mr. Rob Bell
Director of Individual Giving & Alumni Relations – Mr. Matt Thuli
Marketing & Communications Manager - Mrs. Laura Podergois
Event & Marketing Coordinator – Mrs. Paul Charchenko

Business Office

Director of Finance – Mrs. Erin Hesse
Accountant & Tuition Assistance – Mrs. Sheila Donnelly

Support Staff

Advancement Office	Mrs. Lindsay Burger
School Office	Mrs. Terri Farr
Facilities & Maintenance	Mr. Paul Abbas Mr. Michael Etbarekh Mr. Kevin Morehouse

Teaching Staff

Theology	Mr. Douglas Bosch Mrs. Lynnae Bosch Mr. Nathan Schlepp Mr. Andrew Witchger
English	Mr. Zachary Brown Ms. Carlee Kocon Mr. Eric Olson Mr. Case Unverzagt
Mathematics	Ms. Karen Atkinson Mr. Michael Leverentz Mr. David Hopkins Mr. Gary Kannel Mrs. Melissa Livermore
Science	Mr. Joshua Dwyer Mr. Ian Parzyck Mr. Jim Tisel Mr. Jim Walker

Physical Education/Health	Mr. Paul Russo Ms. Kelly Barnholdt
Social Studies	Ms. Sarah Halvorson Mr. Patrick Maus Dr. Holly Pottebaum
Technology	Mr. Gary Kannel Mr. Nick Livermore Mr. Brad Perrin-Smith -Technology Coordinator
Fine Arts	Mrs. Laura Boillat Ms. Annelise Brown Mrs. Shelagh Gamble Mr. Eric Olson Mr. Brad Perrin-Smith
World Languages	Mr. Jacob Dueck Mrs. Karen Kidrowski Mr. Alexander Mytnik Mr. Jorge Oconitrillo
Student Support	Mrs. Melissa Livermore- Dean for Academic Support Ms. Krista McCoy- Counselor Mr. Joshua Rutz – Counselor Mrs. Laura Horton – Counselor Mrs. Meg Redshaw – Learning Specialist

Activities (Head Coaches/Advisors)

Boys & Girls Alpine Ski (co-op w/ Mound Westonka)	Mr. Dennis Johnson
Baseball	Mr. Bryan DeLorenzo
Boys Basketball	Mr. Matt Thuli
Girls Basketball	Mrs. Ellen Thompson
Boys & Girls Cross Country	Mr. Ron Hoffman
Dance Team	Mrs. Megan Wieseler
Drama	Mr. Eric Olson
Fencing	Mr. Zachary Brown
Football	Mr. David Hopkins
Boys Golf	Mr. Rob Nelson
Girls Golf	Ms. Pam Fitch
Boys Hockey	Mr. Noel Rahn
Girls Hockey (co-op with Waconia)	Mr. Randy Koeppel
Honor Society	Mr. Jacob Dueck
Instrumental Music: Band, Orchestra, Pep Band, Jazz Band	Mrs. Laura Boillat
Knowledge 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	Dr. Holly Pottebaum
Boys Soccer	Mr. Jorge Oconitrillo
Girls Soccer	Mr. John Tudor
Softball	Mr. Dan Schneider
Student Council	Ms. Carlee Kocon Mrs. Meg Redshaw
Girls Swim & Dive (co-op with Mound Westonka)	Mr. Ben Hanson
Boys Tennis	Mr. T.J. Garin
Girls Tennis	Mr. T.J. Garin
Boys & Girls Track & Field	Mr. Ian Parzyck
Trap Team	Mr. Patrick Maus
Vocal music: Chorus, Camerata, Chorale, <i>Voices of Fire, Pop Culture</i>	Ms. Annelise Brown
Volleyball	Mr. Tony Bongaarts

Academic Standards

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 between the school, the student, and the 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. Students and parents are contacted as soon as grades are computed at the end of each quarter. Prior to notification of probation students and parents will have been alerted to academic concerns through mid-quarter Progress Reports, online grade information, and teacher communications.

Every Friday parents are emailed an individualized list of missing work. By Monday (or the first day of the week) all missing work needs to be completed and the student must be passing all classes or else they will be ineligible for that week. Ineligibility means that students will not be able to participate in contests/performances. Eligibility is determined on the first day of the week only.

Academic probation is in effect through the following quarter.

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 accommodations. 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
- Weekly NOW (No Outstanding Work) appointments on Wednesdays for students with missing work
- Student Assistance Days
- The expertise of a learning specialist
- Online grade information
- Weekly Friday emails listing important and individualized information
- Homework website
- Email access to teachers
- Two formal parent and teacher conferences each year
- Parent and teacher meetings on request
- Special education services
- Summer programs

Students who continue to struggle despite the services that are already offered may be assigned additional interventions. These students will work with our academic support staff which includes counselors, learning specialists, and the Dean for Academic Support. 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
- 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.

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 specialist 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.

Wednesday NOW Assignments

Students who are identified as missing assignments, in one class or among several, on any given Monday will be expected to stay after school Wednesday for a **NOW (No Outstanding Work)** appointment in order to catch up. These appointments are made by teachers and parents with registered emails will receive notification of their student's NOW appointment on Monday evenings. Students will not be able to attend sports and/or other extra-curricular activities instead of the after school session. Extra-curricular activities will not start until 3:15pm on Wednesdays to accommodate students who need to stay after for extra help. Parents will also receive notification if a student misses his/her NOW appointment(s). Students who habitually miss these opportunities may not achieve desired levels of success.

Faculty members can insist that students who routinely fall behind on homework stay after school on any given day to catch up on missing work!

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

A student will be awarded a Holy Family Catholic High School diploma when 25 credits have been earned. Of these credits, 22 credits are required courses and 3 credits are electives.

Required credits and courses:

- Four in Theology: One credit each year.
- Four in English: World Literature, American Literature, 1.5 credits in writing required.
- One half in Speech.
- One in Technology Education.
- Three in Social Studies: World History, Government, U.S. History required.
- Four in Mathematics: Algebra I, Geometry, Algebra II required.
- Three in Science: Biology, Chemistry required.
- One in Fine Arts: One half embedded in 9th and 11th grade Integrated Studies.
- One in Physical Education.
- One half in Health.

*Two or more credits of a World Language are *highly* recommended.

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 Center.

Daily Schedule

The schedule below identifies class periods on a regular day.

Period A	7:30-8:14
Period B	8:19-9:03
Period C (Convocation)	9:09-9:22
Period D	9:29-10:13
Period E	10:18-11:02
Period F (lunch, BTC, or class)	11:07-11:30
Period G (lunch, BTC, or class)	11:30-11:53
Period H (lunch, BTC, or class)	11:58-12:21
Period I (lunch, BTC, or class)	12:21-12:44
Period J	12:49-1:33
Period K	1:38-2:25 (Prayer and announcements)

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.

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. **Phone releases will not be accepted.** 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 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 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.

Grading

A grading scale of A through F is used to report student achievement. Report cards are distributed quarterly approximately a week and a half after the end of each quarter.

100-99 = A+	84-83 = C+
98-95 = A	82-79 = C
94-93 = A-	78-77 = C-
92-91 = B+	76-75 = D+
90-87 = B	74-71 = D
86-85 = B-	70 = D-

Below 70 = F

Final semester grades are given for one-credit courses and for .5 credit courses completed in the equivalent of one semester. The semester final grade reflects the combination of the first and second quarters plus the final assessment or the third and fourth quarters plus the final assessment. Only the final semester grades will appear on a student's transcript as they determine the cumulative grade point average. The Cumulative Grade Point is computed using the final semester grades for present and previous high school course work. The sum of all grade points for all years is divided by the sum of all credit units attempted in all years.

The report card will also indicate a Current Grade Point Average, which is computed using the grades for the nine weeks of the applicable quarter only. Careful mathematical weighting of each course is necessary to compute these GPAs. A course that earns .5 credit in a semester is weighted as .25 for any given nine weeks. A course that runs every other day earning .5 credit at the end of the year is weighted as .125 for any given nine weeks.

Grade Point Values

The letter grade and cumulative grade point value for most courses is as follows:

A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

F 0.00

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. It is expected homework will 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; the Information Center is available until 3:00p.m. each day. Teachers are often available for help with homework and studying until at least 3:10 p.m. each day. Teachers who coach 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, staff, and learning specialist 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 the homework site, providing a functional work space, and encouraging focused, cell phone-free work time.

Homework Website/mySchool Information

mySchool

Your mySchool account is used for student related information on classes such as grades, missing homework, course wikis and files, and submitting work. Parents have a separate account for mySchool. New students may pick up their account information on Schedule Pick-Up Day.

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.

First time use:

1. Click on **Initialize Account/Forgotten Password**
2. Enter your student 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.

Microsoft Office 365 Online

Your 365 account is used for your school email, share points, and creating and storing your documents. More information is available at: <http://www.hfchs.org/hftechnology.php>
Teachers may respond to student emails only if they are sent through Microsoft Office 365.

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

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

Honor Roll

Students who earn grade point averages between 3.0 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 4.3 will be recognized on the President's List. All honor students' names are posted each quarter.

We will acknowledge students who maintain **semester** grade point averages of 3.5 or higher at a recognition ceremony in the spring. Students who have maintained a 3.5 or higher average for one semester will earn academic certificates of achievement.

Students who earn a semester GPA of 3.5 or higher for **three consecutive semesters** will receive academic letters.

Students who earn a 3.5 or higher GPA for **five consecutive semesters** will earn pins.

Students who earn a 3.5 or higher GPA for **seven consecutive semesters** will be presented with ivory cords to wear at graduation.

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*.

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.

The following are the requirements for membership to the Holy Family Catholic High School Honor Society (HFCHSHS). Students must fulfill these requirements during three consecutive semesters in order to be inducted into the HFCHSHS and during every semester thereafter in which they aim to retain membership. **See graphics below for more clarity.**

Principal requirements:

1. Students must maintain a semester grade point average of 3.443 or above. Students may not receive a failing grade in any class. After the initial three consecutive semesters of 3.443 and the resulting induction into HFCHSHS, a student can retain membership by maintaining a cumulative GPA of at least 3.443.
2. Students must abide by the expectations section of the HFCHS student handbook. HFCHSHS members or potential members must not be suspended from school or participate in any illegal activity outside of school. Noncompliance with these expectations will result in a warning of suspension from the HFCHSHS or immediate suspension.
3. Each semester, students must complete at least 20 hours of documented service either in the school or in the greater community. These hours must be completed through non-profit organizations and will not qualify under any other circumstance. Students must not be compensated in any way for this service. Ultimately, it will be the responsibility of the student to find the service opportunities and complete the minimum of 20 service hours. However, members and potential members can receive hours by serving in the HFCHSHS hosted Peer Tutoring program or any other Holy Family sponsored volunteer activity. The periods in which service can be counted for each semester are as follows: Service done from July 16 through the last day of 1st semester counts towards 1st semester; Service done on the day after the last day of 1st semester exams through July 15 counts toward 2nd semester. Students must provide documentation of their service hours to the HFCHSHS advisor by the last day of these semester periods to be counted towards the respective semester's requirements.

Other Honor Society policies:

Students who, for the first time, have fulfilled the requirements for three consecutive semesters will be inducted into the HFCHSHS at a ceremony in the spring of each year. Students who maintain membership in the HFCHSHS will also be recognized.

The three consecutive semesters do not need to be started in freshman year. For example, a student could start in the fall of sophomore year and be inducted in the spring of his junior year.

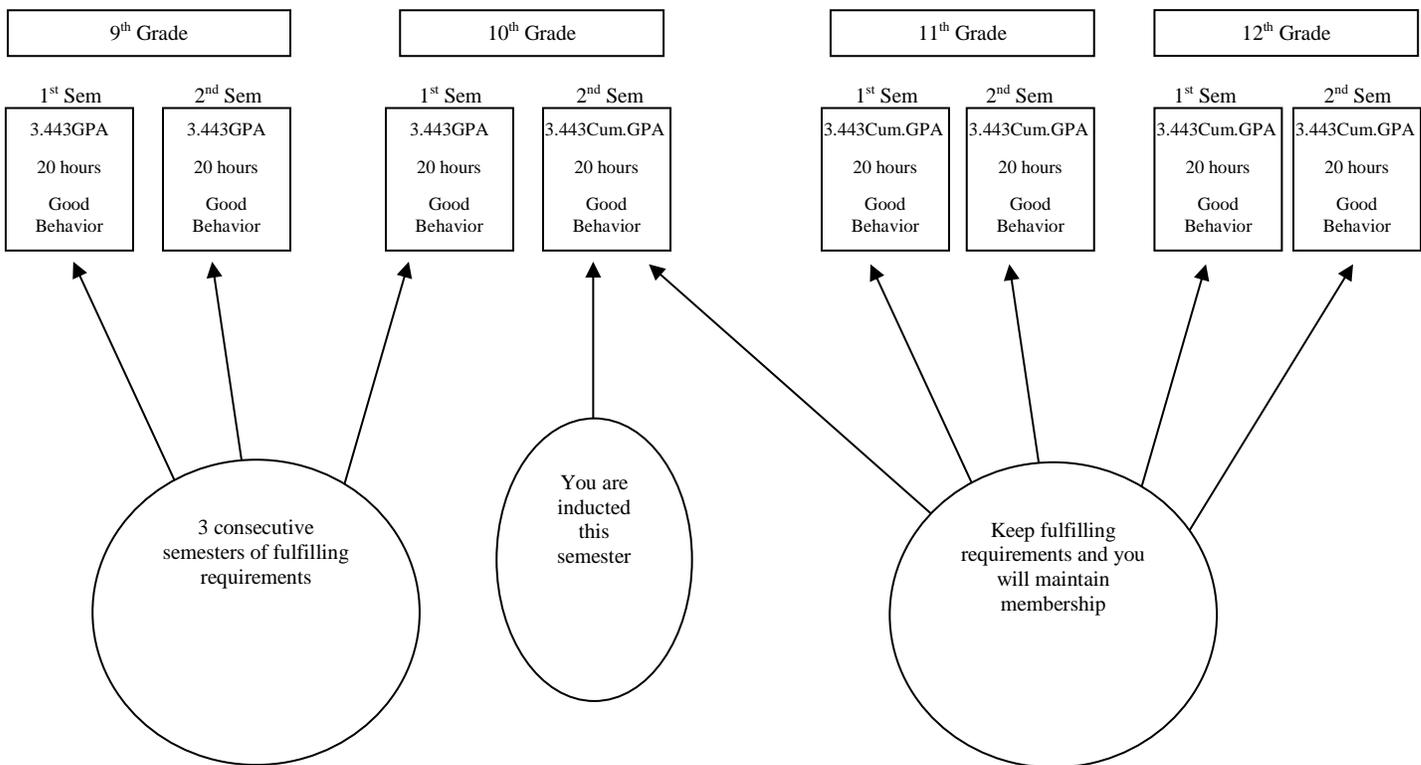
Students who have fulfilled the requirements for only one or two semesters before the spring ceremony will not be recognized until the following spring, given that they continue to fulfill the requirements. However, if a student has, for the first time, fulfilled three consecutive semesters of requirements by the fall semester then they can claim membership for that semester prior to their induction. This student should confirm this status with the HFCHSHS advisor before claiming membership.

Students will be suspended from HFCHSHS if they fail to meet the above requirements within any semester. A suspended student may be reinstated at the discretion of the HFCHSHS advisor and the principal.

HFCHSHS is considered an extracurricular and therefore takes time. Students should not participate in HFCHSHS if they are already overwhelmed by responsibilities and commitments.

The HFCHSHS advisor will choose tutors for the Peer Tutoring program based mainly on their ability and schedule. Any HFCHSHS member is free to volunteer for this program but their abilities and schedules may not always match up with one of the students in need of tutoring. Therefore, some students who are willing to tutor will not earn service hours through this program.

The latest information on the HFCHS Honor Society is available at www.hfchs.org. Contact Mr. Dueck at dueckj@hfchs.org with questions.



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.

Late Start Dates

Holy Family late starts typically match District 112 late starts. These dates are:

October 5

December 14

February 8

May 3

All buses will run two hours late. Teachers are in staff development sessions between 7:30 and 9:30am. Late start days are on the school calendar.

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 principal 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)

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 improvements are not evident.

Ranking

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

Report Cards

Report cards will be emailed approximately one and a half weeks after a quarter ends. Semester grades are also mailed. The **semester grades** are permanently recorded and serve as the basis for the cumulative grade point average.

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. A note from parents must accompany a \$20 fee. 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).

Expectations

Appropriate Personal Items

Modern technology and ingenuity provide many ways to research, analyze and synthesize information. In addition, these tools help create new knowledge and methods of sharing it with others. Consequently, Holy Family is a BYOD (Bring Your Own Device) environment, where students are encouraged to bring their own devices to supplement their technological resources in addition to the school's computer labs. Lessons dictate use of technology, however, and teachers determine when electronic devices are useful and when they are distractions. Students that use cell phones at inappropriate times will have them taken and turned in to the Assistant Principal. The AP will assess a \$5 fine and that fine will double for each infraction. **Please see specific guidelines for using your own device in the Responsible Use Policy (RUP) in the Appendix of this handbook.*

In addition, the following items have some reasonable restrictions:

- No beverages or food are allowed in any computer lab. Food is only appropriate in the cafeteria. Lunch is not to be taken out of the cafeteria to be eaten elsewhere in the building.

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 **MUST** present a note signed by a parent to the school office **BEFORE** the start of the school day. The note 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 listed on the note. 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
- 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 your team got home late
- your 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.

Students excused from school because of medical appointments will be required to bring in a note from the doctor/dentist office, either when they come in to school if they are tardy, or the following day if they are excused early. Most professionals now have pre-written notes to give students.

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.

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 based on illness

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 which allows appropriate school personnel to contact the physician and discuss the educational consequences/expectations.

Once that 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).

The school will do its best to respond to the individual needs of the student in these cases; however, when attendance becomes a significant issue, we cannot guarantee specific desired grades or graduation within 4 years.

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.

Attendance and Participation in Athletics/Events

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. Five minutes is 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.

There are 2 types of consequences for tardy students- students that are tardy to their A period classes and students that are tardy to their B-K period classes.

A Period Tardy Policy: when a student is late to school 4 times for any reason they will be given an out of school detention. They will have 3 opportunities to serve that detention: Tuesday or Friday from 2:45pm-4pm (Thursdays on weeks that we do not have Friday school) and Wednesday from 6:45am-7:22am.

Students that fail to serve their detention in that week will not be allowed to participate in any extra-curricular activities until the detention is served. The earliest they would be allowed to serve that detention is Tuesday after school. Participation in extra-curricular activities is a privilege afforded to young men and women. 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 2. A parent meeting will be called after 10 times tardy.

B-K Period Tardy Policy: a student tardy 3 times to a specific class will be given a 20 minute detention for that class. The faculty member will communicate with the student and parent when the student is to serve the detention. It can be served before school, during BTC, or after school based on the teacher's schedule. Students that fail to serve those detentions will be identified to the Assistant Principal who will determine additional consequences.

Behavior

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.

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
- Improper dress
- Noncompliance with school expectations

Students who regularly refuse to meet school expectations will be referred to the Assistant Principal.

Some kinds of behavior constitute more serious abuse of our philosophies and will be addressed with more severity. Conduct not reflective of the moral spirit of Holy Family Catholic High School will be referred to the Assistant Principal immediately.

The consequences of being involved in these behaviors may include, but are not limited to:

- Verbal reprimand.
- Conference with the student.
- Parent contact.
- Conference with the parent, staff, counselor, assistant principal, and/or principal.
- Detention (morning, afternoon, Saturday).
- Loss of school privileges.
- Fines
- Board of Discipline.
- Assignment to a mentor.

- Removal from class.
- Social suspension.
- Suspension (in or out of school)
- Probation.
- Dismissal.

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.

Suspension

Out of school suspensions may include suspension of all after school activities, participation in activities, and attendance at any activity. If the 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, 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 immediately 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.
- Habitual disregard for school policies, procedures, and/or school dress code.

When the school administration deems behavior severe there is no need for a board of discipline for immediate dismissal. Dismissal from Holy Family Catholic High School 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.

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
- Substance abuse
- Conduct disregarding the safety of students and staff
- Sexual harassment & misconduct
- Harassment
- Bullying
- Recording teachers, students, or events without permission
- Defiance of authority/repetitive disruption of a learning environment
- Pranks/vandalism
- Stealing
- Missing excessive class/cutting class
- Leaving campus without permission

Cheating/Plagiarism

According to Joseph Gibaldi in the *MLA Handbook*, you have committed plagiarism 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 research 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).

Members of the English department will help determine plagiarism issues as needed. 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.
- 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 religious 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.

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. A meeting with the Assistant Principal, 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 at any secondary school you have attended, 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 and Drug 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 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 and alcohol free.

If parents notice behavior that they believe indicates their son/daughter may be using drugs 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 and/or drugs.

If a student does choose to drink and/or use 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 an illegal drug or alcohol, the parents/guardians of the student will be contacted by the Assistant Principal to discuss the violation and the resulting actions. The student will be required to:

1. (For Drinking) Go to aboutmydrinking.org (a Hazelden resource), set up an account, and take the free screening tool. When finished it should be sent to the Assistant Principal;
 2. Set up a meeting to discuss the results with the Assistant Principal which could include following the recommendations based on the results from the screening. And, at minimal, assessing the appropriate MSHSL penalty (as applicable).
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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.
 2. Set-up a meeting to discuss the results with the AP which will result in at least the appropriate MSHSL penalty.

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.

On-Campus or School Sponsored Event

We do not want students to use and/or abuse alcohol 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). Therefore, along with the regular discipline attached to alcohol and drug use, further consequences are necessary.

Students who use or are in possession of drugs 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.

A Board of Discipline will also be convened for all on campus incidents.

*Students who drink alcohol or use 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.

Tobacco Use or possession on campus

Tobacco and tobacco products are prohibited on campus and at all school sponsored events. It shall be a violation of this policy for any student, regardless whether they are 18 or not, 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” in school.

Consequences include:

1. Confiscation of the product or devices used in the consumption of the product.
2. A consequence including and up to a suspension (in-school or out of school) for a first violation. Second violations will result in an immediate suspension. A third violation will include a board of discipline.
3. Parent(s) or guardian will be notified of the violation.
4. The appropriate MSHSL penalties will be assessed.

The drug, alcohol, and tobacco policies will be enforced year round and cumulatively throughout a student’s time at HFCHS.

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 harassment or violence, including hazing.

Sexual harassment includes, but is not limited to:

1. Verbal abuse.
2. Subtle pressure for sexual activity.
3. Inappropriate touching.
4. Use of school computers for statements or graphics of a sexual nature.
5. Decoration of lockers with statements or pictures of a sexual nature.
6. Graffiti of a sexual nature.
7. Inappropriate jokes.

Anyone who believes he or she has been the victim of sexual 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 sexual harassment complaint will be subject to disciplinary action.

Bullying and Bully Prevention Policy

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 and 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 be 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 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 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.

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 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 that 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.

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.

Family Trips

When a family trip cannot be scheduled without interfering with a student's attendance or education, the Principal 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, sickness or family trips, it is impossible for teachers to recreate the classroom experience. Teachers will help students get caught 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.

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 new locks if one is lost. 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. Students that routinely leave things on the top of their lockers may be required to assist the maintenance department in the daily cleaning of the locker bays.

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. Students will be required to check out with a teacher at the end of the year to make sure their lockers are clean and kept in good condition.

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 \$210 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.

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

All students are expected to be in full school uniform each day. Neatness, cleanliness, and modesty should be observed at all times.

Uniforms may be purchased from Land's End (items purchased from the catalog must be specifically approved by Holy Family), Donald's in St. Paul or Eden Prairie (www.donaldsuniform.com), and shirts can be purchased from the on-line store, the Fire Station. Some items can only be found at the Fire Station. The Fire Station can be accessed through our website, www.hfchs.org, under quick links.

- 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.
- Pants: Solid khaki or black cotton twill and corduroy are acceptable. No jeans or jean type material is acceptable. Absolutely no jeggings, leggings, or yoga pants are allowed.
- Shoes: Shoes must be closed toed, neat and in good repair at all times.
- Options: Sweater, sweater vest, and quarter zip with school logos. A collared school shirt is to be worn under all V Neck sweaters, Cardigans, and sweater vests.
- Shorts: Uniform solid khaki or black walking length shorts. Girls may wear capri pants in solid khaki or black. Capri pants and shorts may be worn before MEA and after Spring Break.
- Girls-Skirt: Must be pleated and ***purchased through Land's End or Donald's***. The skirts must be black or khaki and may not ***exceed an inch above the knee***.

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. When announced on end of the day announcements on a Thursday that the following Friday is a Spirit Day, students may wear any *approved* HFCHS shirt, t-shirt, or sweatshirt purchased at the School Store, through the online store the Fire Station, and through Holy Family activities in place of uniform shirts. Holy Family team apparel, t-shirts, and jerseys 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. Shirts must be tucked in.
4. The uniform is to be clean, neat, in good repair, and free of any non-school related badges, buttons, stickers, or other like accessories.
5. 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).
6. Visible tattoos and piercings (other than in ears) are not acceptable. Students having tattoos or unacceptable piercings must cover them with the proper school uniform on regular dress days and appropriate dress on Spirit Days. They must also be covered appropriately when wearing any athletic uniform or outfit that is worn to represent Holy Family Catholic High School.
7. All clothing must be appropriately sized. Skirts may not ***exceed an inch above the knee***.
8. Having the Jerusalem cross on a piece of clothing does not necessarily make it appropriate for school. Although the logo is copywritten, and Holy Family has exclusive rights to determine what clothing to put the logo on, some retailers have done so without permission. **Clothes with the Jerusalem cross that have not been approved by HF administration will not be allowed to be worn!**
9. **Sweatshirts of any type are not allowed to be worn as uniform or under a uniform shirt.**

Out-of-Uniform, Dress Up, and Theme 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 t-shirts 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

Freshmen must go to their assigned study halls.

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 Center during a study hall period provided there is space available. On occasion, the Information Center will be reserved for classes.

Students may also make appointments to see counselors during a study hall. They may sign up for available appointment slots in the School Office. Students are to sign in at the front desk of the School Office before seeing a counselor. It is possible a counselor will not be able to see everyone who signs up on a specific day. In this case, every effort will be made to make the appointment on the next day.

Students must attend the study hall they are assigned if they are not in the Information Center, with a counselor, or with a teacher.

Procedures

Attendance

When a student is ill, the parent/guardian is required to phone in that information to the School Office Administrative Assistant (952-443-4659) or her voice mailbox before 7:45am 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 will be communicated to students during Convocation, making this twelve-minute 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 in the morning through any entrance. Once the school day begins, however, all doors except the main entrance will be locked from the outside. We ask that students not open these doors to admit latecomers or visitors.

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.

The Academic Wing of the building will be locked beginning at 4:30pm every day and students may not have access to their lockers. Students should bring their backpacks with appropriate homework material with them to their gym lockers for practices.

Cancellation of 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.

Whenever Eastern Carver County Schools close, that 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 be closed. You may sign up to receive text-messages on our website. 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. Ordinarily, the missed day will not be made up.

On anticipated weather-related school closings we will use technology to continue lessons and help students meet deadlines. Teachers will be available between 8:30 a.m. and 2:30 p.m. to accept homework electronically, answer students' questions, and explain new material. Assessments can be provided online. It is important to know that it is our expectation that all students use days off for weather to keep safe yet keep current with their studies.

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 Marketing and Communication 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

Holy Family Catholic High School teachers are aware they are most effective with students if communication with parents/guardians is available. Therefore, family members should feel welcome to request information or to set up appointments to work together.

Teachers are contracted between 7:15 a.m. and 3:10 p.m., though many also coach teams or moderate groups after this time. They will try to respond to messages within 24 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. E-mail is the best way to contact teachers. *See page 43 for more information regarding the use of email.*

Emergency Procedure Drills

Holy Family has an *Emergency Action Guide* 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. These drills are important exercises to develop the routines necessary to evacuate dangerous areas quickly and safely or take cover efficiently and effectively. Routes to the nearest exit are posted in each room. Teachers will follow their classes to the designated areas. Students need to move through the halls quietly in case alternate directions need to be communicated. Other crisis situations (injury, an intruder, a threat to the community) necessitate different responses that, with practice, should become automatic.

Health Room & Medication

District 112 provides a nurse for the Health Room for part of the day.

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 if he/she 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. Please do not allow your son/daughter to text you without having first gone to the School Office. 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 2009-10 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.

Identification Cards

Each student is provided his/her own photo identification card by the third week of school. This card will allow the student access to school events, enable him/her to check out library materials, and keep track of which textbooks he/she has been loaned.

Replacement cards cost \$5.

Posters

Any class, club, team, or organization that wishes to publicize an activity must submit its poster design to the Activities Director for approval. Posters may be displayed in the cafeteria, Burke Commons and A & B Wings. 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.

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 should stop at the School Office and check in with the staff member at the front desk. She will notify the person you wish to see that you have arrived. You will be asked to sign in indicating you are an expected guest.

Holy Family does not allow lunch visitors from other schools for lunch or part of the day. Students wishing to shadow should contact the Admissions Associate (952-443-4659 x3132). Siblings and graduates are welcome to join us for lunch provided they sign in at the main 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. The money will be deposited the same day if the deposit is made before 8:00 a.m. 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.

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.

Friends from other schools may not visit HF students during our school day without prior approval from the front office and for special reason.

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 regularly 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 40.
 - 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).
- KSoft’s “mySchool” account: is accessed via the school’s website and provides students and parents information regarding homework, missing assignments, course wikis and other on-line tools. *See Homework Website/mySchool Information on page 18.*
 - 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:
 - English uppercase characters (A – Z)
 - English lowercase characters (a – z)
 - Base 10 digits (0 – 9)
 - Non-alphanumeric (For example: !, \$, #, or %)
 - Unicode characters
3. 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 reasonably clean and functional equipment. It is also to protect the equipment from any accidental damage.

There is no food or beverages of any kind 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 Enrolled 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 Guidance & Counseling Center is stocked with college-specific handbooks as well as vocational and post-secondary opportunities. In addition, there are programs available to help students research careers and post-secondary educational institutions. Ask a counselor for help.

Junior families are invited to a College Night each year for an overview of the college search and application process. Each junior family is encouraged to schedule a private meeting with the college counselor to individualize the process.

Workshops are scheduled throughout the year for parents of each grade level. They cover what needs to be known about the high school experience and how to plan for college and beyond.

Diplomas

Diplomas will be awarded at a graduation ceremony. If tuition, fees, disciplinary obligations, and/or work are in arrears, however, a diploma will be held until Holy Family Catholic High School requirements are fulfilled.

Information Center

The Information 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 these spaces.

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.

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 23-minute periods near the middle of the day during which they have lunch one of the periods 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 and Learning Specialist: As for any period not scheduled for a class, a student may request an appointment with his counselor. This is accomplished by making the request on a form at the front desk of the School Office. Students are generally scheduled to work with the learning specialist on specific days.

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.

Strategic Thinking: Students are welcome to spend time with others with strategic games.

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. You can also find spirit wear clothing on-line at the Fire Station.

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 Handbook and Forms 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 \$450 activity fee. Some activities carry additional fees of the following amounts:
 - a. Hockey - \$950
 - b. Golf - \$350
 - c. Trap - \$150 (fall) \$200 (spring)
 - d. Robotics (competitive) - \$300
 - e. Student 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.

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 availability.

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 lead fans in positive school yells in positive manner.
- * Handshakes between participants and coaches at end of contest, regardless of outcome.
- * Treat competition as a game, not war.
- * Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- * Applause at end of contest for performances

UNACCEPTABLE BEHAVIOR

- * Yelling or waving arms during opponent's free throw attempt
- * 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 performances.
- * 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.

of all participants.
* Everyone is showing concern for injured player, regardless of team.

* Doing own yells instead of following lead of cheerleaders

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.

Holy Family Catholic High School Student Responsible Use Policy (RUP)

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 of 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 blogs, discussion groups/forums, E-mail, Facebook, Twitter, wikis, 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, 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 MAY NOT be used during Convocation, Mass, and any other official school-day event in the GYM.
- iii. Image or audio recording may be performed only with written consent (FYI – school devices may not allow camera recording).
- iv. No device may be used in any way to cheat, attempt to cheat or be construed as cheating.
- v. There will be no viewing of inappropriate material.
- vi. There will be no vandalism/interference with any of our systems.
- vii. There will be no causing distractions in our learning environment.
- viii. There will be expressed distinctions in how teachers will manage and incorporate BYOD in their classrooms.
- ix. These guidelines are subject to change and are at the discretion of the administration and staff of Holy Family Catholic High School.

ENFORCEMENT

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

First Contacts at Holy Family

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