

Holy Family Catholic High School



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

Holy Family Catholic High School is an Archdiocesan co-educational Catholic high school inspired by the Lasallian tradition and educating students to pursue truth and justice, to mature in faith, knowledge and wisdom, and to develop their full potential.

Mission

Holy Family Catholic High School offers students excellence in education by providing opportunities to grow spiritually, morally, intellectually and physically within a community of faith. We empower and encourage our students to achieve personal excellence, to use their talents to lead, to 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

Administration

President/Principal – Mrs. Kathleen Brown
Vice President of Advancement- Mr. Michael McGinty
Vice President of Finance – Mrs. Mary Stenerson
Assistant Principal & Activities Director – Mr. Matt Thuli
Assistant Principal & Campus Minister– Mr. John Dols

Administrative Staff

Director of Admissions – Mr. Rob Bell
Admissions Associate- Mrs. Laura Podergois
Communication Manager – Miss Stephanie Szoboda
Director of Development – Mr. Jack Kelly
Business Manager – Mr. Bob Oen

Support Staff

Advancement Office	Mrs. Patricia Stender
School Office	Mrs. Pamela Ische Mrs. Pamela Jensen Mrs. Kristine Schliesman
Attendance	Mrs. Susan McKay
Business Office	Mrs. Gayle Morin
Activities Office	Mr. Bryan DeLorenzo
Facilities & Maintenance	Mr. Paul Abbas Mr. Don Bell Mrs. Ada Hernandez Mr. Manuel Hernandez Mr. Kevin Morehouse

Teaching Staff (**department chair*)

Theology	Mr. Douglas Bosch* Mrs. Lynnae Bosch Mr. Sean McNair Mr. Nathan Schlepp Mr. Andrew Witchger
English	Mrs. Michelle Barnd Mrs. Catherine Barnett Mr. Zachary Brown Mr. Tim Peterson Mr. Case Unverzagt*

Mathematics	Miss Karen Atkinson Mr. David Hopkins Mr. Gary Kannel Mrs. Rebecca Kennedy* Mrs. Melissa Livermore Mrs. Yuko Thibault
Science	Mr. Joshua Dwyer* Mrs. Suzanne McAvoy Mr. Joseph Morin Mr. Ian Parzyck Mr. Jim Walker
Physical Education/Health	Mr. Paul Russo Mrs. Anne Sloan
Social Studies	Mr. Patrick Maus* Mrs. Holly Pottebaum Mr. Timothy Reilly Mr. Thomas Walker
Technology	Mr. Gary Kannel Mr. Nick Livermore Mr. Douglas Ousdigian Mr. Brad Perrin-Smith (Technology Coordinator)
Fine Arts	Mrs. Shelagh Gamble Mrs. Christine Funk Mrs. Maria Thorstad*
World Languages	Mr. Jacob Dueck Miss Karen Holdvogt Mr. Alexander Mytnik Mrs. Jena Oconitrillo Mr. Jorge Oconitrillo* Miss Elissa Vrchota
Student Support	Mrs. Melissa Livermore- Dean for Academic Support* Mrs. Beverly Holzheu – Counselor Ms. Michelle Roatch – Counselor Miss Anna Sattler – Counselor Mrs. Leslie Westerberg – Counselor Mrs. Linda Rue – College Consultant

Mrs. Joyce Thomas – Learning Specialist
Mrs. Terilyn Wickman – Learning Specialist
Mrs. Kari Lenzmeier – Media Specialist

Activities (Head Coaches/Advisors)

Boys & Girls Alpine Ski (co-op w/ Mound Westonka)	Mr. B.J. Johnson
Baseball	Mr. Bryan DeLorenzo
Boys Basketball	Mr. Joe Burger
Girls Basketball	Ms. Jennifer Swartout
Campus Ministry	Mrs. Lynnae Bosch Mr. John Dols
Boys & Girls Cross Country	Mr. Jim Kappel
Dance Team	Mrs. Deanna Tetner
Drama	Mr. Joshua Barnd
Fencing	Mr. Zachary Brown
Football	Mr. David Hopkins
Boys Golf	C.J. Meyer
Girls Golf	Ms. Kristie Nelson
Boys Hockey	Mr. Noel Rahn
Girls Hockey (co-op with Waconia)	Mr. Ryan Rice
Honor Society	Mr. Jacob Dueck
Instrumental Music: Band, Orchestra, Pep Band, Jazz Band	Mrs. Maria Thorstad
Knowledge Bowl	Mr. Tom Walker
Boys Lacrosse	Mr. Mike Livingston
Girls Lacrosse	Mr. RJ New
Lasallian Youth	Mr. John Dols

Math League	Mr. Gary Kannel
Boys & Girls Nordic Ski	Mr. Mark Thone
Model Assembly	Mrs. Holly Pottebaum
Mock Trial	Mrs. Holly Pottebaum
Boys Soccer	Mr. Jorge Oconitrillo
Girls Soccer	Mr. John Tudor
Softball	Miss Lisa Koehler
Student Council	Mr. Jim Walker
Boys Swim & Dive (co-op w/Watertown & Mayer)	Mr. Chuck Charnstrom
Girls Swim & Dive (share coach with Mound)	TBD
Boys & Girls Tennis	Mr. Joshua Dwyer
Boys & Girls Track & Field	Mr. Jim Kappel Mr. Ian Parzyck
Vocal music: Chorus, Camerata, Chorale, <i>Voices of Fire, Voices, Too</i>	Mrs. Christine Funk
Volleyball	Mrs. Pam Osterfeld
Web Casting	Mr. Brad Perrin-Smith
Wrestling (co-op w/ Watertown)	Mr. Todd Munsterteiger

Academic Standards

Academic Philosophy Statement

“Would you tell me, please, which way I ought to go from here?”
“That depends a good deal on where you want to get to,” said the Cat.
“I don’t much care where,” said Alice.
“Then it doesn’t matter which way you go,” said the Cat.

Lewis Carroll, *Alice’s Adventures in Wonderland*

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!

Academic Eligibility

Students must earn passing grades in all courses in order to be academically eligible to participate in extracurricular activities.

Eligibility is determined by the grades of the previous nine weeks. The Activities Director will publish a list of ineligible students for all coaches and moderators as soon as grades are computed at the end of each quarter. Parents and students will be notified at the same time. Prior to notification of ineligibility for activities, students, parents, and coaches will have been alerted to academic concerns through mid-quarter Progress Reports, online grade information, and teacher communications.

Students who receive an F or an Incomplete in one or more classes at the end of any quarter will be ineligible to participate in athletics for one week and will be placed on Academic Probation. Students who receive an F or an Incomplete in one or more classes at the end of any quarter will be ineligible to participate in athletics for one week and will be placed on Academic Probation. If the student completes the incomplete work OR brings the grade up before the end of the week of ineligibility, he/she will still be ineligible for the week. Students in danger of failing or getting an incomplete need to finish all work before the end of the quarter and not wait until the quarter grades are published. Once quarter grades are turned in by the teachers and the student has an incomplete or an F, the student is ineligible for one week. Academic probation can operate in two ways (outlined below): for students who get incompletes and for students who fail a class.

For Incompletes

- The student will have one week (the week he/she is suspended) to complete all missing homework, while staying current with assigned homework.

- The homework must be completed so that passing grades may be gained for the work.
- All late homework MUST be turned in by 7:30am of the completion of the suspended week.
- Students cannot negotiate with teachers about deadlines or missing work
- Students who miss school the day the suspension is over must still have all homework complete before he/she is eligible to participate.
- Late students (on the first day of the week) must check in with the Activities Director when they arrive at school, with homework in hand.
- Eligibility will be determined Monday or the day of the student's return
- Students will not participate in athletics or activities without verbal permission from the Activities Director or Principal

For Failures

- After the week of suspension, eligibility will be determined based on the completion of all current homework. Any missing homework, in any class, will result in a continuation of the suspension.
- If the student is deemed ineligible after the first week, he/she will receive two more weeks of ineligibility. In those two weeks the student must follow the guidelines outlined above.
- Students deemed ineligible after the first week will be put on probation at two week intervals until the end of the following quarter
- The probation continues through the following quarter until a quarter is finished with no missing work and/or failing grades

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 coaches are available on Wednesdays. Coaches will inform their students when they can be available. When schedules are compatible, teachers and students may work together during study hall periods and BTC's. 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 he cannot use activities as a reason for not attending.

Once each quarter, a Student Assistance Day will be scheduled. On this required day of school, students make appointments with specific teachers to make up work, receive group or individualized help, and/or work on long-term assignments. Students are expected to keep all appointments as failure to attend is considered an unexcused absence. Counselors and the learning specialists are also available to students on each Student Assistance Day.

Toward zero missing assignments:

Students who are missing assignments, in one class or among several, on any given

Monday may be expected to stay after school that 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 a 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 may not start until 3:15pm on Wednesdays to accommodate students who need to stay after for extra help!

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

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 during the school day:

- Counselor availability for students and parents;
- Media Center open until 3:30 p.m. each day;
- 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 Day once a quarter;
- The expertise of two learning specialists;
- Online grade information;
- Homework website;
- Email and voice mail access to teachers;
- Learning Coaches (Quarterly option for private academic coaching on site for a fee);
- 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 the counselors, learning specialists, and dean for Academic Support. These interventions 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 of afternoon or evening to work on homework;
- A portion of this time devoted to reviewing what took place in classes that day;
- A place to work that is free of distractions, including cell phones, games, etc.;
- A calendar/planner/HF website that is used to check assignment deadlines and test dates;
- An agreement that breaks last no longer than 20 minutes;
- An understanding that homework/studying must begin early enough that students have completed work by a reasonable evening hour.

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

Academic Year

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

Credit Requirements

A student will be awarded a Holy Family Catholic High School diploma when 25 credits have been earned. Of these credits, 21 credits are required courses and 4 credits are electives.

Required credits and courses:

- Four in Theology: One half credit each semester.
- 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.
- Three 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, 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	7:30-8:14am
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)

Late Start Dates

One Wednesday of each month, classes will begin at 9:30am. This schedule will allow staff to address school improvement plans and student support systems. Holy Family late starts match District 112 late starts. All buses will run two hours late. A supervised study hall will be available for students who arrive before 9:30am.

Late start days are:

September 28th, December 5th, February 8th, & March 14th, and May 23rd.

*These days are also Student Assistance Days that will run from 9:30am-2:30pm

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 no later than 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		
				F	0.00
B+	3.33	D+	1.33		
B	3.00	D	1.00		
B-	2.67	D-	0.67		

Homework

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 library is available until 3:30pm each day when resources are needed. Teachers are often available for help with homework and studying until at least 3:10pm 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.

Homework Site/Website Information

Teachers post homework and test dates on our website: www.hfchs.org. Access to past and current grades is available. All students, parents, and alumni have their own accounts to access their respective information. New students may pick up their account information on Schedule Pick-Up Day (August 25th). Everyone else may access account information through the website using an email address, providing that address is on file. In order to work, this must be a unique, individual email address that is already registered with the school. Once this is in place, follow these steps to activate your account:

- Go to www.hfchs.org
- Click on "My Account," located on the left.
- Click on "Initialize Account/Forgotten Password"
- Enter your email address

- Click “Submit”

If your email address is not unique or not on file, you will immediately receive a message explaining the problem. In that case, please contact the School Office. A successful response will provide you with an email with both your username and password. You may request your user information whenever you forget it, but the password will change with each request.

Once you have your username and password, return to the website and log on. It is strongly recommended you click “Email and Login Info” so you may select your own username and password.

Honor Roll

Students who earn grade point averages between 3.0 and 3.445 will be acknowledged each quarter for having achieved a place on the Honor Roll. Students who earn grade point averages between 3.446 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 outside the School Office 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 on other side for more clarity.**

Students must maintain a semester grade point average of 3.445 or above. Students may not receive a failing grade in any class. After the initial three consecutive semesters of 3.445 and the resulting induction into HFCHSHS, a student can retain membership by maintaining a cumulative GPA of at least 3.445.

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 activity. Service done in July through the end of 1st semester and service done from the beginning of 2nd semester through the end of June can count toward those respective semesters. 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.

Students will be suspended from HFCHSHS if they fail to meet the above requirements within any semester. The suspension may be lifted once the student resumes the fulfillment of the requirements. In some cases, a student will be permanently suspended. These actions will be at the discretion of the HFCHSHS advisor and the principal.

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.

Students who have only fulfilled the requirements for 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.

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.

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

Junior and senior members can become Honor Society Senators by creating opportunities for others to volunteer or assist in their community. Interested members need to seek approval from the HFCHSHS advisor in order to be considered for the Honor Society Senators program.

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 for 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.

Missing Work and Absence

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.

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 that the student missed because of the absence. Please also see Academic Support.

Assignments are published on our website: www.hfchs.org.

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.
- A maximum of four Holy Family credits taken in the PSEO program will be counted towards graduation. By Minnesota law, four college semester credits, or seven college quarter-credits, equal three Holy Family credits.
- 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).

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 under 20 published unless requested by a student. Refer all questions to a guidance counselor.

Report Cards

Report cards will be mailed approximately one and a half weeks after a quarter ends. 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.**

Expectations

Attendance

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. 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, they must:

- Present a note to the office from a parent previous to the start of school;
- The note should identify a specific reason, date, release time, and anticipated return time;
- The note must be signed by the parent.

The student will receive a note to be released from school. The note must be presented to the classroom teacher before the beginning of class

No student will be released without a specific reason listed on the note from a parent. Students must sign out in the office and sign in when he/she returns. Releases will not be approved if they involve missing Mass or assemblies unless they are of an emergency nature.

From the school's point of view and that of Minnesota state law, there are few reasons that are acceptable for missing school: illness, medical appointments, court dates, and funerals. Excused absences do not include sleeping late, taking driving lessons, babysitting or transporting a sibling, going to lunch with a friend or parent, shopping, attending a sporting event as a spectator, or staying home to study for tests or to complete homework. 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 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.

Attendance is taken each class period. When a student misses a class without permission from either the parent or the school, it is called a "cut class." Once the Assistant Principal has located the whereabouts of a missing student, he will determine the most reasonable response. Students that "cut" three classes could be permanently removed from a class without receiving credit.

If a student misses 10 minutes or more of a class, it is considered a “missed” class. If a student misses eight classes in a semester (excused or unexcused) he/she could be removed from that class without receiving credit. A parent meeting will occur before permanently removing a student from a class.

Attendance and Participation in Athletics/Events

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. 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.

Appropriate Personal Items

Modern technology and ingenuity have provided many devices that are both clever and useful. Many of them, however, can be distractions and some even dangerous in a school environment. Increasingly novel additions to our culture will continue to evolve. Currently, the following items are not to be used in school and will be confiscated:

- Cell phones: cell phones may be carried but must be turned off during the school day. Phones that go off or are in use in any way during the school day will be collected and taken to the Assistant Principal. The last several messages will be checked to make sure cheating is not undermining Holy Family’s core value of integrity. Students will lose their cell phones for one week OR pay a \$5 fine. Additional confiscations will result in an added week or the doubling of the fine each confiscation. Because cell phone usage during the school day, especially during classes, continues to be a problem we ask that you refrain from texting your son/daughter during school periods and do not allow them to text you. If you need to send your child a message, please call the office and we will deliver the message to your son/daughter. All Electronic Communication Devices, unless specifically approved, are not to be used during the school day.
 - Use of cell phones and other recording devices are strictly prohibited in the locker rooms.
- Head sets, CD/DVD players, iPods, MP3 players, graphing calculators used as games, etc. will be confiscated and will be given back with the same consequences as cell phones.
- Laptop computers: because Holy Family students have ample access to computers throughout the school day, there is no need for students to bring a personal laptop computer to school. Personal laptop computers and other devices that can be used as a personal computer are prohibited.
- Beverages: Holy Family encourages students to drink water throughout the day and allows water bottles in classrooms (not computer labs). Any other beverages (coffee, soft drinks, tea, hot chocolate) are not allowed and no beverage, including water, is to be carried in anything other than a clear container.

- **Book bags/Sport bags:** Small sport type bags are allowed, but no back packs. The sport bags hold 2–3 textbooks, reducing the weight students have been carrying in recent years. They fit under chairs easily. Five minutes passing time gives students plenty of time for students to take care of all their needs.

*No backpacks regardless of size are allowed to be carried throughout the school day. Also, no oversized, shoulder strapped purses will be allowed. We have limited the size of bags for several reasons:

- Bags clutter common areas, especially hallways, and are left unsupervised;
- Safety becomes an issue should we need to evacuate the building quickly;
- Bigger bags allow students to bring in items not allowed in the classroom;
- Students with visibility issues easily trip over big bags;
- Big bags are cumbersome in the classroom and do not allow faculty members to move easily among their students.

We understand that students may try to find loop holes around this rule and carry large bags with them throughout the day. If necessary, we will determine on an individual basis, the appropriate use of each bag and confiscate bags that are deemed too big.

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 and/or apology, 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 contacted.
- 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 result in suspension of all afterschool activities, participation in activities, and attendance at any afterschool 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.

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***
- Sexual misconduct
- Harassment***
- Bullying****
- Recording teachers, students, or events without permission*****
- Defiance of authority/repetitive disruption of a learning environment*****
- Pranks/vandalism
- Stealing
- Missing class
- Leaving campus without permission

***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(s), 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's 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/President.

Immediate 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 President/Principal.

****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.

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?"

****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 dedicated to working with families in keeping our students drug and alcohol free.

First Offense

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 following will occur:

- 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:
 - a) complete a substance abuse assessment by an approved expert.
 - b) send the school results from the completed and detailed written report, signed by the professional completing the assessment.
- The student will be required to follow the recommendations for treatment in the substance abuse assessment.
- The student may be required to meet with a drug and alcohol counselor recommended by HFCHS for a period of time to be determined by the counselor and monitored by the Assistant Principal.
- The student may be assigned to meet with a selected HFCHS staff member in the role of mentor. The student must check in with the mentor a minimum of one time per week for a period to be determined by the Assistant Principal.
- The student who consistently shows behavior characteristics of possible chemical/drug/alcohol use may be required to submit to hair analysis at an approved site within 24 hours and for an amount of time to be determined by the Assistant Principal. The school may also take hair from a student to be analyzed by an expert.
- The appropriate MSHSL penalty will be assessed (as applicable).

Second Offense of any nature

An immediate board of discipline will be called.

The appropriate MSHSL penalty will be assessed.

Drug &/or Alcohol Use On-Campus or at a School Sponsored Event

We do not want students to use and/or abuse alcohol and/or drugs at all, but on-campus 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.

“On-campus” will be interpreted to include being on HFCHS property, within 100 meters of HFCHS property, at any event (i.e. dances) sponsored by HFCHS, on a field trip, a school sponsored trip, or at any interscholastic contest in which any member of the HFCHS community is a participant.

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 on campus, the following will occur:

- For drug possession/use, the police will be called, the suggestions and/or directions of the police will be followed, and the parent will be called.
- For alcohol possession/use, the parent will be called to pick up the child.

In addition, the student will be immediately suspended until a board of discipline can be convened.

Tobacco Use or possession on campus

“On campus” will be interpreted to include being on HFCHS property, within 100 meters of HFCHS property, at or near any event (i.e., dances), or field trip sponsored by HFCHS or at any interscholastic contest in which any member of the HFCHS community is a contestant.

First Offense:

- The parents/guardians of the student will be contacted by the Assistant Principal.
- The student will meet with the Assistant Principal.
- The appropriate MSHSL penalty will be assessed (as applicable).

Consequences for a subsequent offense will be considered by the Assistant Principal according to the list provided under “Behavior” and MSHSL rules.

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.

Every student has the right to feel safe at school. Prejudice and harassment impose upon this right, physically and emotionally.

******Bullying**

According to *Bullying in Secondary Schools*, by Keith Sullivan, Mark Cleary, and Ginny Sullivan (2004), bullying includes, but is not limited to:

- Physical bullying is the most obvious form of bullying and occurs when a person is physically harmed, through being bitten, hit, kicked, punched, scratched, spat at, tripped up, having his/her hair pulled, or any other form of physical attack.
- Nonphysical bullying (sometimes referred to as social aggression) can be verbal and nonverbal.
 - (a) *Verbal bullying*. This includes abusive telephone calls, extorting money or material possessions, general intimidation or threats of violence, name-calling, racist remarks or teasing, sexually suggestive or abusive language, spiteful teasing or making cruel remarks, and spreading false and malicious rumors orally or electronically.
 - (b) *Nonverbal bullying*. Nonverbal bullying can be direct or indirect. Direct nonverbal bullying often accompanies verbal or physical bullying. Indirect bullying is manipulative and often sneaky.
 - *Direct nonverbal bullying* includes making rude gestures and mean faces and is often not regarded as bullying as it is seen as relatively harmless. In fact, it may be used to maintain control over someone, and to intimidate and remind them that they are likely to be singled out at any time.
 - *Indirect nonverbal bullying* includes purposely and often systematically ignoring, excluding, and isolating; sending (often anonymous) poisonous notes; and making other students dislike someone.
 - (c) *Internet bullying*. Internet bullying can be either direct or indirect. With social media sites like Facebook internet bullying has been on the rise. This type of bullying will not be tolerated and will be treated like any other form of bullying.
- Damage to property. This can include ripping clothes, damaging books, destroying property, and taking property (theft).

*******Recording students, teachers, and events without permission**

With the continued technological advances of cell phones and other recording devices it has become important to prohibit students from using their personal electronic devices for videotaping teachers, students, and events without permission. Students also may not post videos taken without permission from the appropriate people. For example, students may not post videos they have taken of other students for a class project without all students knowing and agreeing to having the video posted. Students may not post videos of teachers or school events without the permission of that teacher and/or the administration.

*******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. A resolution will be determined and could involve use of the any of the consequences listed on page 20 under "Behavior."

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 a alcohol detector at all dances that may be used on 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.

Students that bring dates to dances from other schools must sign their guests in at the door. Guests are to follow the same expectations of a Holy Family student. By signing in 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 junior or senior. Guests of Holy Family students who do not attend HFCHS must be able to verify they are at sophomore, junior or senior grade level.

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. In the first level, the dog will show strong interest in a locker, bag, car, etc. At this level, the drug dog senses that drugs may be present or have been present in the recent past. In the second level, the dog will sit, indicating that drugs are currently present. In either case the Assistant Principals, along with the handler, will search the targeted area 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.

If proof of drug use or possession is found, the school will follow the consequences listed under 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 eight 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 lost locks. Students are to use the lockers assigned to them and will be responsible for their condition. Students are not to use tape on the lockers. Magnets will hold up important notes without damaging paint. Students will be asked to remove any inappropriate decorations.

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

Students will be expected to clear off the top of their lockers every day before they leave Holy Family for the day. 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 for 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 \$200 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 ticket, pro-rated, by talking to the Assistant Principal.

Student cars parked in the visitor spots 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 from the assistant principal. 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 (www.donaldsuniform.com), and can be purchased from the on line store, the Firestation. Some items can only be found at the Firestation. The Firestation can be accessed through our website, www.hfchs.org.

- 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 in color.
- Pants: Solid khaki or black (no jeans or jean like material and no stretchy fabrics). Corduroy pants are acceptable.
- Shoes: Shoes must be closed toe and neat and in good repair at all times.
- Options: Uniform sweater with logo, sweater vest with school logo, and fleece with logo. You must wear a school shirt under sweater vests, v neck sweaters, and fleeces.
- Shorts: Uniform solid khaki or black shorts. Girls may wear capri pants in solid khaki or black. Capri pants and shorts may be worn before October 15th and after May 1st.
- Girls-Skirt: Solid khaki or black (pleated or A-line, no corduroy material). Skirt must be worn no higher than 1 inch above the top of the kneecap. Skirts should follow the modesty policy and should not be tight. Stretchy fabrics are not acceptable.

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 Firestation, 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 they leave the school grounds for the day (exceptions will be granted to students who need to change into athletic clothing after school).
2. All shirts are to be tucked in.
3. The uniform is to be clean, neat, in good repair, and free of any non-school related badges, buttons, stickers, or other like accessories.

4. 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).
5. 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.
6. All clothing must be appropriately sized.

We understand that the current style for females is shorter length skirts and shorts. Such trends are inappropriate for the learning environment. Therefore, we will continue to monitor and correct when appropriate.

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 and the opening prayer. 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 Handbook for more details.

Study Halls

Study halls are places for quiet study. Students should bring all study materials with them, as locker passes will not be given. A student who needs resources may go to the Media Center during a study hall period provided there is space available on the signup list. A sign up list for each period will be found on the checkout desk. When the list is full, the library will not be able to accommodate more students. On occasion, the Media Center will be reserved for classes. Students will be alerted ahead of time when this will occur.

Students may also go to the B Wing Computer Lab when they need computer resources. Students may also make appointments to see counselors during a study hall. They may sign up during 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 Media Center, with a counselor, or in the B Wing Computer Lab. Students may not attend study halls to which they are not assigned.

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. Any student who misses more than 10 minutes of any class is considered to have skipped that class and will receive the consequences of skipping a class.

Each teacher has an individual tardy policy. Additionally, if a student is late to eight classes in a semester, the student will receive an after school detention. The student will receive another detention if they are tardy 12 times and additional detentions in increments of four. If a student is late 16 times, parents will be notified and additional consequences will follow.

Procedures

Attendance

When a student is ill, the parent/guardian is required to phone in that information to the School Office receptionist 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 each day. 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. Signs will direct people to the School Office.

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

Cancellation of School

WCCO Radio (830 AM), and television channels 4, 5, 9, and 11 will announce late starts, early releases, and school closings during inclement weather. Whenever District 112 closes, that district's buses will not transport students to HFCHS. In general, if District 112 is closed because of weather, so will Holy Family Catholic High School be closed. Ordinarily, the missed day will not be made up.

Students will follow the regularly scheduled classes for the day on which school resumes.

Communication with Teachers

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

Usually, teachers will return 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.

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 each several times. 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 area. 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.

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 before being released from school. Please do not allow your son/daughter to text you as an indication that they need to be picked up from school.

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 wear a badge indicating you are an expected guest.

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

Closed Campus

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

Computer Lab

Holy Family's main computer lab is outfitted with enough desktop technology to serve the needs of students and teachers. Classes can be scheduled in advance for specific lessons and demonstrations. When the lab is not occupied by classes, students are welcome to use available computers for their own school needs.

Each student is expected to own and use a pen drive. Pen drives are available in the School Store.

Use of school computers is a responsibility and a privilege. There is enormous trust placed in students to make wise and thoughtful decisions about their computer use. The following guidelines should help students in their decision-making processes:

- No one may intentionally circumvent the security systems or engage in activities that could be construed as doing so.
- No one may try to produce system failure, degraded performance, or proliferate computer viruses. These activities will be perceived as acts of vandalism.
- Students may use computers only for educational purposes. Faculty and staff have the right and responsibility to question and judge the value of any computer use.
- Students may not use computers to play non-educational games. Faculty and staff have the right to determine what is educational.
- Software may not be copied from or to any computer. Unauthorized duplication is illegal.
- Disks brought from home must be scanned for viruses.

Computer & Internet Use

Holy Family Catholic High School utilizes an Internet filtering program. It is important that students and parents are aware, though, that anyone found to be on an inappropriate site will be subject to disciplinary action. If the situation warrants, a student may lose the ability to work on school computers for a period of time unless he/she is working on a class project with a specific teacher in the room. In general, these are the standards governing school Internet use:

- Personal information (home or school address, phone numbers, etc,) may not be given out on the Internet.
- No one has permission to be in chat rooms.
- E-mail may not be sent or received.
- There is no tolerance for the reviewing, downloading, and/or printing of material that is perceived to be obscene, vulgar, sexually explicit, or offensive in terms of race, sex, or religion. Any faculty or staff member has the right and the responsibility to determine what is objectionable.
- Any information from the Internet must be documented in original student work.
- Failure to footnote material may be construed as cheating in the form of plagiarism.
- The computer systems are the property of Holy Family Catholic High School. Students should expect faculty and staff to check what is on their screens, both in efforts to help them better accomplish their goals and to maintain the high expectations to which we are all held.
- Commercial use of the computer systems is not allowed. This means students may not sign up for offers nor participate in drawings or surveys.

The Assistant Principal will be notified about abuse of computers or inappropriate use of the system. Repeated infractions will lead to loss of computer use.

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 8:00am. 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.

College/Career Resources

The Media Center has books about financial aid, testing, and general college information. The Guidance & Counseling Center is stocked with college-specific handbooks as well as specific 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.

Freshman families are invited to private meetings with a counselor to begin the process of developing a four-year plan.

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.

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

Many 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. Usually, a student will need to sign up for a spot on a team. In some cases, students will be given alternating days for participation because of the day's sport popularity.

Media Center: A student may choose to go to the Media Center to use the resources available there. As for any period, students must sign in upon arrival. Seating is limited.

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. **Students whose grades fall below a "C" may be assigned a BTC.**

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.

B Wing Computer Lab: Students may use computer resources in the B Wing Computer Lab.

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.

Media Center

The Media Center is an area in which to read or do research. It is open from 7:15am–3:30pm on school days. Computers are available for student use. An entire computer lab is adjacent to the Media Center that is available for student use with the permission of the period moderator. **Absolutely no food or beverages, including water**, are allowed in these rooms.

Teachers may bring whole classes to the Media 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. Teachers may also reserve the Presentation Room, with SmartBoard capabilities.

Resources can be checked out of the Media Center 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 of the Media Center. 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.

School Store

The School Store will be stocked with Holy Family Catholic High School 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 Firestation.

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 and tear 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. These textbooks may be sold back to the school for a price depending upon their condition and the probability that they can be used effectively again. 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 100% of 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 and salad bar, 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.

We do not allow any beverages other than water in our classrooms. Our vending machines are not available to students outside of the lunch periods and carbonated beverages are limited. Milk, water, and juice are stocked for those who stay after school for practices and meetings.

Helping young people learn about healthy lifestyles and adopt them is an ongoing educational process for all of us.

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.

Activities Handbook

Procedures for Participation in Extra-Curricular Activities

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

(A) The student and a parent/guardian will need to read and complete the Minnesota State High School League Athletic Eligibility Brochure once each year.

(B) If the activity is recognized by the Minnesota State High School League, the student will need a physical once every three years.

(C) Every student will pay a \$400 activity fee. Hockey will have an additional participation fee of \$800.00. The student will not be allowed to practice until the fee is paid. Additional fees may be owed to schools when we coop.

Parents are reminded that each athletic season is preceded by a Parent/Athlete Pre-Season Meeting particular to each individual sport. This meeting covers the following: rules and expectations, forms, schedules, and meetings with coaches. Forms for each sport are also available on-line under athletics.

** All the forms and fees should be turned in to Holy Family Catholic High School main office prior to the start of the activity season.*

Definition of HFCHS Extracurricular Activities

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

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

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

In general the following guidelines are used for our teams:

9 th Grade	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 only if numbers are excessive and detrimental to good team and individual development.
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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 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 of all participants.
- * Everyone is showing concern for injured player, regardless of team.

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.
- * 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.

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 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.

E. 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. 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. Forms can be found on the website.

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 athletes 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.
- 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 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.

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.

Procedures for Handling Activities Complaints

1. 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.
2. If you are upset, please call the coach or arrange a meeting the following workday.

3. The following steps should be taken in order for conflict to be resolved:

* A meeting with the coach should be called. This meeting can be initiated by either the parent or the coach, but DOES have to involve all three parties: the player, the parent and the coach.

* If any of the three parties (coach, athlete or parents) still feel that the conflict is not resolved, a meeting with the parent, the coach and the activities director may be called by any party. The athlete needs to be present. The activities director will keep notes of the meeting. If the activities director is the coach involved, the principal will act as the mediator.

* The activities director will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the principal.

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.

Whom Shall I Contact 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	President/Principal
Academic Support	Class Teacher	Counselor	Dean for Academic Support
Class Schedule	Counselor	President/Principal	
Grading	Class teacher	President/Principal	
Activities	Coach/Moderator	Activities Director	President/Principal
School Calendar	Website	School Office	President/Principal
Classroom Discipline	Class Teacher	Assistant Principal	President/Principal
General Discipline	Assistant Principal	President/Principal	
Busing	Bus Company	School Office	President/Principal
Bus Behavior	Assistant Principal		
Financial Aid	Director of Admissions		President/President
Directions to Events	Website	School Office	Activities Director
School Visits (Guests)	Assistant Principal		
School Visits (8 th Grade)	Director of Admissions		
Planned Absences	Assistant Principal		
Weather-Related School Closing	WCCO-4 /830AM	KARE-11	KSTP-5 FOX9
Guidance/Counseling	Counselor	Dean for Academic Support	President/Principal
Lost/Found Items	School Office		
Address/Phone Changes	School Office		