

# Holy Family Catholic High School Student/Parent Handbook

## Highlights & Updates

Please remember it is the responsibility of every parent and student to review the handbook in its entirety by reading the full version on-line. There are several aspects of the handbook that we think are of particular importance or the policy has changed in some way. We are emphasizing these in the following pages.

### **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. 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 earned 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 President/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.

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!**

## 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, he/she 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 their 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.

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.

## **Use of 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 for 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.

## **Back Packs**

\*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 loopholes 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.

## ***\*\*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.

### **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.

### **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](http://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](http://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 15<sup>th</sup> and after May 1<sup>st</sup>.

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.

### **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.

### **Searching Personal Property and Items**

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

### **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 after being 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.**

## 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 Support	Class Teacher	Counselor	Dean for Academic
Class Schedule	Counselor	Principal	
Grading	Class teacher	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	Principal	
Busing	Bus Company	School Office	President/Principal
Bus Behavior	Assistant Principal		
Financial Aid	Director of Admissions		VP Finance
Directions to Events	Website	School Office	Activities Director
School Visits (Guests)	Assistant Principal		
School Visits (8 <sup>th</sup> Grade)	Director of Admissions		
Planned Absences	Assistant Principal		
Weather-Related School Closing	WCCO-4 /830AM	KARE-11	KSTP-5      FOX9

Guidance/Counseling	Counselor	Academic Support	President/Principal
Lost/Found Items	School Office		
Address/Phone Changes	School Office		