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

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

Advancement
Director of Development – Mrs. Mary Stenerson
Director of Admissions – Mr. Rob Bell
Associate Director of Admissions & Alumni Relations
- Mrs. Laura Podergois
Communication Specialist – Ms. Abie Vick

Business Office
Business Manager – Mr. Bob Oen
Accountant – Mrs. Gayle Morin

Support Staff
Advancement Office Mrs. Patricia Stender
School Office Mrs. Kristine Schliesman
Facilities & Maintenance Mr. Paul Abbas
Mr. Don Bell
Mr. Kevin Morehouse

Teaching Staff (*department chair)
Theology Mr. Douglas Bosch
Mrs. Lynnae Bosch
Mr. Nathan Schlepp
Mr. Andrew Witchger*

English Mrs. Catherine Barnett
Mr. Zachary Brown
Mr. Dan Riordan
Mr. Case Unverzagt*

Mathematics Ms. Karen Atkinson
Mr. David Hopkins
Mr. Gary Kannel
Mrs. Rebecca Kennedy*
Mrs. Melissa Livermore

Science Mr. Joshua Dwyer*
Mr. Joseph Morin
Mr. Ian Parzych
Mr. Jim Walker
Physical Education/Health  Mr. Paul Russo
                      Mrs. Anne Sloan*

Social Studies       Mr. Patrick Maus*
                      Mrs. Holly Pottebaum
                      Mr. Timothy Reilly

Technology          Mr. Gary Kannel
                      Mr. Nick Livermore
                      Mr. Douglas Ousdigian
                      Mr. Brad Perrin-Smith (Technology Coordinator)

Fine Arts            Mrs. Christine Funk*
                      Mrs. Shelagh Gamble
                      TBD

World Languages      Mr. Jacob Dueck*
                      Ms. Karen Holdvogt
                      Mr. Alexander Mytnik
                      Mrs. Jena Oconitrillo
                      Mr. Jorge Oconitrillo

Student Support      Mrs. Melissa Livermore- Dean for Academic Support

                      Mrs. Jeanne Pietrini - Counselor
                      Ms. Michelle Roatch - Counselor
                      Mr. Joshua Rutz – Counselor

                      Mrs. Joyce Thomas – Learning Specialist
                      Mrs. Terilyn Wickman – Learning Specialist

                      Mr. John Moses – Media Specialist
### Activities (Head Coaches/Advisors)

<table>
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<td>Boys &amp; Girls Alpine Ski (co-op w/ Mound Westonka)</td>
<td>Mr. B.J. Johnson</td>
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<tr>
<td>Baseball</td>
<td>Mr. Bryan DeLorenzo</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>Mr. Matt Thuli</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>Mrs. Jenny Swartout</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Mrs. Lynnae Bosch</td>
</tr>
<tr>
<td></td>
<td>Mr. John Dols</td>
</tr>
<tr>
<td>Boys &amp; Girls Cross Country</td>
<td>Mr. Jim Kappel</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Mrs. Megan Wieseler</td>
</tr>
<tr>
<td>Drama</td>
<td>TBD</td>
</tr>
<tr>
<td>Fencing</td>
<td>Mr. Zachary Brown</td>
</tr>
<tr>
<td>Football</td>
<td>Mr. David Hopkins</td>
</tr>
<tr>
<td>Boys Golf</td>
<td>Mr. Ron Nelson</td>
</tr>
<tr>
<td>Girls Golf</td>
<td>Mr. Kyle Brisch</td>
</tr>
<tr>
<td>Boys Hockey</td>
<td>Mr. Noel Rahn</td>
</tr>
<tr>
<td>Girls Hockey (co-op with Waconia)</td>
<td>Mr. Ryan Rice</td>
</tr>
<tr>
<td>Honor Society</td>
<td>Mr. Jacob Dueck</td>
</tr>
<tr>
<td>Instrumental Music: Band, Orchestra, Pep Band, Jazz Band</td>
<td>TBD</td>
</tr>
<tr>
<td>Knowledge Bowl</td>
<td>Mr. Jim Walker</td>
</tr>
<tr>
<td>Boys Lacrosse</td>
<td>Mr. Mike Livingston</td>
</tr>
<tr>
<td>Girls Lacrosse</td>
<td>Mr. RJ New</td>
</tr>
<tr>
<td>Lasallian Youth</td>
<td>Mr. John Dols</td>
</tr>
<tr>
<td>Math League</td>
<td>Mr. Gary Kannel</td>
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<tr>
<td>Boys &amp; Girls Nordic Ski</td>
<td>Mr. Andy Witchger</td>
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<tr>
<td>Model Assembly</td>
<td>Mrs. Holly Pottebaum</td>
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<tr>
<td>Activity</td>
<td>Coach</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Mock Trial</td>
<td>TBD</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Mr. Jorge Oconitrillo</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>Mr. John Tudor</td>
</tr>
<tr>
<td>Softball</td>
<td>Mr. Todd Olmen</td>
</tr>
<tr>
<td>Student Council</td>
<td>Mr. Joshua Dwyer</td>
</tr>
<tr>
<td>Boys Swim &amp; Dive (co-op w/Watertown)</td>
<td>Mr. Chuck Charnstrom</td>
</tr>
<tr>
<td>Girls Swim &amp; Dive (share coach with Mound Westonka)</td>
<td>TBD</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>Mr. TJ Garin</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>Mr. Jack Roach</td>
</tr>
<tr>
<td>Boys &amp; Girls Track &amp; Field</td>
<td>Mr. Ian Parzyck</td>
</tr>
<tr>
<td>Vocal music: Chorus, Camerata, Chorale, <em>Voices of Fire, Voices, Too</em></td>
<td>Mrs. Christine Funk</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Mrs. Mary Stude</td>
</tr>
</tbody>
</table>
Academic Standards

Academic Philosophy Statement

“Would you tell me, please, which way I ought to go from here?”
“Which way?” thought Alice. “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 practices and contests/performances for at least one week and will be placed on Academic Probation. If the student 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 receiving an incomplete need to finish all work before the end of the quarter and not wait until the quarter grades are published. Academic probation can operate in two ways (outlined below): for students who get incompletes and for students who fail a class.

For Incompletes

- After the week of ineligibility, the academic team will create a plan for work completion. Once the plan is created, it will be shared with the student, the parents, and the coaches.
- Eligibility will be determined based on the adherence to his/her individual plan.
For Failures

- The academic team will create a plan for success in all classes.
- After the week of suspension, eligibility will be determined based on the completion of all current homework and adherence to the individual academic plan. Any missing homework, in any class or not following the plan, will result in a continuation of the suspension.

**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 BTCs. Until students learn to recognize their learning needs and how to ask for help, it is not unusual for teachers to request or even require students to stay after school for tutoring purposes. All coaches and moderators know and understand that keeping up with academic work is important; therefore, if a student is required to stay after school with a teacher, an activity is secondary to an academic appointment.

Four times a year, Student Assistance Days will be scheduled. On these required days of school, students make appointments with specific teachers to make up work, receive group or individualized help, and/or work on long-term assignments. 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 will 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 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 after school 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;
• Teacher availability after school;
• Time during half of designated lunch period (BTC) to seek help;
• Weekly NOW (No Outstanding Work) appointments on Wednesdays for students with missing work;
• Student Assistance Days;
• The expertise of two learning specialists;
• Online grade information;
• Homework website;
• Email and voice mail access to teachers;
• Two formal parent and teacher conferences each year;
• Parent and teacher meetings on request;
• Special education services;
• Summer programs.

Students who continue to struggle despite the services that are already offered may be assigned additional interventions. These students will work with our Academic Support staff which includes 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 Mathematics: Algebra I, Geometry, Algebra II required. (4 credits will be required beginning with the class of 2018)
- 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.

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

**Late Start Dates**

Holy Family late starts match District 112 late starts. All buses will run two hours late. Teachers are in staff development sessions between 7:30 and 9:30am. Late start days are on the school calendar.

*These days are also Student Assistance Days that will run from 9:30am-2:25pm
Examinations and Tests

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

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

Field Trips

The written consent of parents is required whenever students participate in educational experiences off-campus. Teachers are responsible for providing the necessary forms identifying the location, date, time, mode of transportation, and school employee in charge of the event. No student may attend a field trip without this signed form. Phone releases will not be accepted. Forms may be downloaded, however, from our website: www.hfchs.org and faxed to school at 952-443-1822.

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

Grading

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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. 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 below for more clarity.**

Principal requirements:

1. 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 volunteer activity. The periods in which service can be counted for each semester are as follows: Service done from July 16 through the last day of 1st semester counts towards 1st semester; Service done on the day after the last day of 1st semester exams through July 15 counts toward 2nd semester. Students must provide documentation of their service hours to the HFCHSHS advisor by the last day of these semester periods to be counted towards the respective semester's requirements.

Other policies:

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

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

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

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

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

The latest information on the HFCHS Honor Society is available at www.hfchs.org. Contact Mr. Dueck at dueckj@hfchs.org 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.
- 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 published unless requested by a student. Refer all questions to a guidance counselor.
Report Cards

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

Schedule Changes

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

Changes in semester schedules will be *considered* through the second week of each semester. A note from parents must accompany a $20 fee. Approval of changes is based upon room in the desired class and scheduling compatibility with other chosen courses. The fee is returned if the change cannot be made. A course change **recommended by a teacher is a special circumstance, always has top priority, and will take place with parent/guardian approval at no cost.**
Expectations

Appropriate Personal Items

Modern technology and ingenuity provide many ways to research, analyze and synthesize information. In addition, these tools help create new knowledge and methods of sharing it with others. Consequently, Holy Family is a BYOD (Bring Your Own Device) environment. Students are encouraged to bring their own devices to utilize in their learning. Lessons dictate use of technology however, and teachers determine when electronic devices are useful and when they are distractions. *Please see the Responsible Use Policy at the end of this handbook.

The following items have some reasonable restrictions:

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

- Backpacks must be left in classrooms during Convocation and at lockers during lunch periods. No backpacks should be put in the bus lobby, hallways, doorways, or Burke Commons during the school day. Backpacks should not be left on the floor in the locker bay during the school day.

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 signed by a parent to the school office BEFORE the start of the school day. The note should identify the date, release time for the student, reason for the absence and the anticipated return time.

No student will be released without a specific reason listed on the note. Students must sign out in the office and sign in upon return. 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 not turning in the homework for the classes missed. A student who misses a test and is in school for part of the day will be expected to make arrangements with the teacher the same day. For many classes, the student will be required to take the test after school the same day.

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.

When a student misses 10 or more minutes of a class it is considered a missed class. An excessive number of missed classes in a semester (excused or unexcused) may result in a student's being removed from that class without receiving credit. A parent meeting will occur before removing a student from a class.

Teachers cannot be responsible for re-teaching information or skills to students who miss excessive class time. Should a student fall too far behind because of tardiness or absence, a tutor may need to be found at the parents' expense.

**Attendance and Participation in Athletics/Events**

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

**Behavior**

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

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

- Disruptive classroom conduct
- Disrespect to others
- Disrespect for property
- Wandering the halls
- Improper dress
- Noncompliance with school expectations

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

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

- Verbal reprimand.
- Conference with the student.
- Parent 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  2012-2013**

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.

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

If a student does choose to drink and/or use drugs the school has a responsibility to respond to that choice. When the school is informed (by self report, parent report, police report, school official report or other official report) of a student’s using or possessing an illegal drug or alcohol, the 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:
  1. Go to aboutmydrinking.org (a Hazelden resource), set up an account, and take the free screening tool. When finished it should be sent to dolsj@hfchs.org
  2. Set up a meeting to discuss the results with Mr. Dols
  3. follow the recommendations from Mr. Dols based on the results from the screening

- Monthly drug tests submitted to the school could be a consequence
- The student will select a mentor to meet with weekly for a period of time to be decided by the Assistant Principal
- The appropriate MSHSL penalty will be assessed (as applicable).

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

**On-Campus or School Sponsored Event**

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

Students who use or are in possession of drugs and/or alcohol at a school sponsored event will incur additional consequences including:

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

A board of discipline will also be convened for all on campus incidents.

*Students who drink alcohol or use drugs while on a school-sponsored trip will be sent home with the travel and all other related expenses being billed to his/her family.
Second Offense of any nature
An immediate board of discipline will be called.
The appropriate MSHSL penalty will be assessed.

Tobacco Use or possession on campus
“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.

Bullying and Bully Prevention Policy

In April of 2014 the state of Minnesota passed a bill on bullying and bullying prevention. Although Holy Family and other private institutions are exempt from this bill, we have adopted many of the principles, including the definition of bullying, from the bill. Therefore, Holy Family, in accordance with the State of Minnesota will define bullying as:
“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

When the school finds out about an incident that may include bullying, by self-report, through witnesses that recount the bullying behavior, or from a faculty/staff member, the assistant principal will investigate the report, including notifying parents, interviewing witnesses and the accused, and coming to a conclusion. Once a decision is made, remedial responses will be established case by case to stop immediate behavior and to prevent the behavior from continuing. Holy Family, in accordance with the State of Minnesota, will also designate the Assistant Principal as the primary staff member to receive reports and follow up on any accusations of bullying and to make sure that the policies and procedures of the bullying policy are being followed.

A faculty and staff group will be established to address issues of climate and culture to prevent bullying. All faculty and staff members are responsible for identifying and preventing bullying, however, this committee will be identified as adults where students can go to if they feel bullied or if they see someone who is being bullied. A student group will also be established that will specifically address the climate and culture of the school as a way to prevent bullying from happening in the first place. Each year the faculty/staff and students will receive training on bullying and bullying prevention.

Every student has the right to feel safe at school. Prejudice and harassment impose upon this right, physically and emotionally. If you have concerns about your son/daughter or friend being the victim of harassment of any sort, especially bullying behaviors, please contact the Assistant Principal.
****Defiance of Authority/Repetitive Disruption of a Learning Environment

A student who refuses to follow behavioral instructions from a teacher or who disrupts the learning environment of the classroom can expect a wide range of responses from a teacher. These may include (but are not limited to) a verbal request for compliance, a seating change, a call home to parents, a detention, etc. When defiant or disruptive behavior rises to a level that the behavior interferes with other students’ ability to learn, the student responsible will be asked to leave class and go to the School Office. The Assistant Principal will convene with the student to determine the appropriate consequences for the student. A resolution will be determined and could involve use of 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 an alcohol detector at all dances that may be used with students suspected of being under the influence of alcohol. Parents will be called if a student is found to be under the influence and will be expected to pick up their son/daughter.

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 Holy Family 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. At the second level the dog will sit, indicating that drugs are currently present. In either case, the Assistant Principals, along with the handler, will conduct a search in the presence of the student. After the search, parents will be notified with the results.

If the drug dogs show interest on the same car, locker, bag, etc. during a subsequent search, the school may require the student to submit to a hair analysis at an approved site.

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

When a family trip cannot be scheduled without interfering with a student’s attendance or education, the Principal must be contacted at least one week in advance. The request must be made in writing and include the destination and dates of the trip to avoid having the student be defined as truant. The time out of school will apply to the 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 new locks if one is lost. Students are to use the lockers assigned to them and will be responsible for their condition. Students are not to use tape on the lockers. Magnets will hold up important notes without damaging paint. Students will be asked to remove any inappropriate decorations.

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

Students will be expected to clear off the top of their lockers every day before they leave Holy Family 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 $210 per year and should be paid within the first week of school. Vehicles without tags will be ticketed. Tickets are $20 and must be paid promptly. If you begin to drive after the school year begins, you can get a parking permit, pro-rated, by talking to the Assistant Principal.

Student cars parked in the visitor spots 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 or Eden Prairie (www.donaldsuniform.com), and can be purchased from the on-line store, the Fire Station. Some items can only be found at the Fire Station. The Fire Station can be accessed through our website, www.hfchs.org.

- 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 of cotton twill or corduroy are acceptable (no jeans or jean like material and no stretchy fabrics).

- Shoes: Shoes must be closed toe and neat and in good repair at all times.

- Options: Sweater, sweater vest, and fleece with school logos. A collared school shirt is to be worn under all sweaters, sweater vests, and fleeces.

- Shorts: Uniform solid khaki or black walking length shorts. Girls may wear Capri pants in solid khaki or black. Capri pants and shorts may be worn before October 15th and after May 1st.

- Girls-Skirt: Must be pleated and purchased through Land’s End or Donald’s. The skirts must be black or khaki and may not exceed an inch above the knee.

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

Spirit Days, generally Fridays, are earned for compliance with the dress policy. They are not automatic. When announced on end of the day announcements on a Thursday that the following Friday is a Spirit Day, students may wear any approved HFCHS shirt, t-shirt, or sweatshirt purchased at the School Store, through the 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 the end of the school day (exceptions will be granted to students who need to change into athletic clothing after school).
2. Leggings and/or yoga pants cannot be worn under skirts and they certainly cannot be worn on their own during regular dress code, spirit wear days, retreat days or for special dress up and theme days.
3. Shirts must be tucked in.
4. The uniform is to be clean, neat, in good repair, and free of any non-school related badges, buttons, stickers, or other like accessories.
5. Hats and sunglasses are not allowed in the school building unless specifically allowed for dress up days (it will be announced and should never be assumed).
6. Visible tattoos and piercings (other than in ears) are not acceptable. Students having tattoos or unacceptable piercings must cover them with the proper school uniform on regular dress days and appropriate dress on Spirit Days. They must also be covered appropriately when wearing any athletic uniform or outfit that is worn to represent Holy Family Catholic High School.
7. All clothing must be appropriately sized.

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

**Searching Personal Property and Items**

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

**Spectator Conduct**

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

Freshmen must go to their assigned study halls.

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

Students must attend the study hall they are assigned if they are not in the 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 tardy 12 times and additional detentions in increments of four. If a student is consistently tardy to school and/or classes, 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 most days. As a school family, we take time to remember we are always in the holy presence of God and recite the Pledge of Allegiance. In addition, important information will be communicated to students during Convocation, making this twelve-minute period as important as any other in the school day. This is the time and place during which the community shares concerns, ideas, celebratory messages, and goals.

**Building Access**

Students are welcome to enter the building in the morning through any entrance. Once the school day begins, however, all doors except the main entrance will be locked from the outside. We ask that students not open these doors to admit latecomers or visitors. 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.

**School Communications**

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

If you have alumni information and/or photos, please consider sending these things to Laura Podergois at podergoisl@hfchs.org.
Communication with Teachers

Holy Family Catholic High School teachers are aware they are most effective with students if communication with parents/guardians is 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 from 9:00am to 1:00pm.

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

A student must check in with the nurse or office administrative assistant before being released from school. Please do not allow your son/daughter to text you without having first gone to the School Office. No student should be picked up from school without our knowledge.

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

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

Effective the 2009-10 year, school health offices may no longer have a supply of nonprescription pain relievers. According to Minn. Stat. 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students), 7-12th grade students may self-administer and self-carry nonprescription pain medication during the school day provided that:
• A written request by the parent/guardian has been provided to the school.
• The medication is brought in its original container.
• The student signs an agreement with the building nurse after demonstrating the skills to possess and use the medication safely.
• The medication does not contain ephedrine or pseudoephedrine.

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

**Identification Cards**

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

Replacement cards cost $5.

**Posters**

Any class, club, team, or organization that wishes to publicize an activity must submit its poster design to the Activities Director for approval. Posters may be displayed in the cafeteria, Burke Commons and A & B Wings. Posters may not be displayed on the brickwork in the central part of the building. Signs must be taken down by the agreed-upon date.

**Valuables**

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

**Visitors**

Anyone visiting Holy Family Catholic High School for any reason should stop at the School Office and check in with the staff member at the front desk. She will notify the person you wish to see that you have arrived. You will be asked to sign in indicating you are an expected guest.

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

Computer 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.

See Technology and Acceptable Use Policy located in the Appendix for more information

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.

**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 during the school day. 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 spirit attire and basic school supplies. Special class requirements such as workbooks and art supplies will be available to students, as well as more basic needs: paper, pencils, pens, folders. The store is staffed by parent volunteers and is open during the lunch periods several days each week. You can also find spirit wear clothing on-line at the Fire Station.

**Textbooks**

Textbooks are provided by Holy Family Catholic High School and tracked by student identification numbers. Each student receives a set of books at the beginning of the school year. Each set has been assessed for wear 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.

This year, the barcode for each textbook will be emailed to the parents. Parents are asked to verify that the barcodes are those on the books issued. These are the books to be returned at the end of a semester or school year. Credit for returned books is based on these barcodes.

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

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


**Wellness**

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

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

Procedures for Participation in Extra-Curricular Activities

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

(A) 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 $450 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 co-op.

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:

9th 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.

B-Squad/Junior Varsity/Reserved Varsity

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

<table>
<thead>
<tr>
<th>ACCEPTABLE BEHAVIOR</th>
<th>UNACCEPTABLE BEHAVIOR</th>
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<tbody>
<tr>
<td>* Applause during introduction of players coaches and officials.</td>
<td>* Yelling or waving arms during opponent's free throw attempt</td>
</tr>
<tr>
<td>* Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause</td>
<td>* Disrespectful or derogatory yelling, chants, songs or gestures.</td>
</tr>
<tr>
<td>* Acceptance of all decisions of officials.</td>
<td>* Booing or heckling an official's decisions.</td>
</tr>
<tr>
<td>* Cheerleaders lead fans in positive school yells in positive manner.</td>
<td>* Criticizing officials in any way; displays of temper with an officials’ call</td>
</tr>
<tr>
<td>* Handshakes between participants and coaches at end of contest, regardless of outcome.</td>
<td>* Yelling that antagonizes opponents.</td>
</tr>
<tr>
<td>* Treat competition as a game, not war. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.</td>
<td>* Refusing to shake hands or give recognition for good performances.</td>
</tr>
<tr>
<td>* Applause at end of contest for performances of all participants. Everyone is showing concern for injured player, regardless of team.</td>
<td>* Blaming loss of game on officials, coaches, or participants.</td>
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<tr>
<td></td>
<td>* Laughing or name-calling to distract an opponent.</td>
</tr>
<tr>
<td></td>
<td>* Use of profanity or displays of anger that draw attention away from the game.</td>
</tr>
<tr>
<td></td>
<td>* Doing own yells instead of following lead of cheerleaders</td>
</tr>
</tbody>
</table>
Players' Responsibilities

**Academic Requirements for Participation:**

See the Expectation Section for academic requirements and academic probation.

**Attendance and Participation in Extra-Curricular Activities**

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

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

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

**Alcohol, Tobacco, Drug use (MSHSL Requirements)**

Mood-Altering Chemicals:

A. Philosophy and Purpose: The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals can affect extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members or other significant persons in their lives.

B. Bylaw: During the calendar year, regardless of the quantity; a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away any controlled substance.
   1. The bylaw applies to the 12-month calendar year.
   2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

C. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

   **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
Third and Subsequent Violation: The student shall lose eligibility for one calendar year (365 days) from the date of the violation.

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

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

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

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

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

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 From 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 meet:

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.

**Group Conflict**

No group shall meet at HFCHS to discuss concerns without representatives of the activities director or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.
Holy Family Catholic High School Student Responsible Use Policy (RUP)

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

**USERS**

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

**SCOPE**

1. Ownership of Information

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

2. Confidentiality

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

3. Appropriate Behavior

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

4. No Expectation of Privacy

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

5. Monitoring Computer Usage

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


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

**POLICY**

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

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

3. Unacceptable Use
   The following activities are strictly prohibited:
   Under no circumstances is an employee or student of the School authorized to engage in any activity that is illegal under local, state, federal, or international law or that violates Justice in Employment, while utilizing the School’s owned resources or registered accounts.

   **Unacceptable System and Network Activities:**
   a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the School.

   b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the School or the end user does not have an active license is strictly prohibited.
c. Introduction of malicious or unwanted programs into the LAN/WAN (e.g., viruses, malware, worms, Trojan horses, e-mail bombs, etc.).

d. Revealing your account password to others or allowing use of your account by others.

e. Using any computer or device connected to or associated with a Holy Family account to actively engage in viewing or transmitting material that is morally inappropriate, violent, or sexually explicit.

f. Making fraudulent offers of products, items, or services originating from any School account.

g. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access, unless these duties are within the scope of regular classroom duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

h. Port scanning or security scanning is expressly prohibited.

i. Executing any form of network monitoring which will intercept data not intended for the student's host.

j. Circumventing user authentication or security of any host, network, or account.

k. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

l. Providing or using private information about, or lists of, students or employees, email addresses, accounts, or any other non-public personal data with parties outside the School, or for personal advantage, unless authorized to do so.

m. Unacceptable Communication (email, online postings/comments/messages) based on proper etiquette, appropriateness, and ethical guidelines.

n. Sending unsolicited email messages, including the sending of 'junk mail' or other advertising material to individuals who did not specifically request such material (email spam).

o. Sending or posting any form of intimidating, hostile, or offensive material concerning race, color, religion, sex, national origin, disability, bullying or other classification protected by law.

p. Unauthorized use, or forging, of any email or online accounts.

q. Creating or forwarding "chain letters," "Ponzi," or other "pyramid" schemes of any type.
r. Use of unsolicited email originating from within the School's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the School or connected via the School's network.

s. Posting any inappropriate or unprofessional messages to any online social media network.

t. Posting or passing along ‘mass email forwards’ and ‘urban legends (funny stories, videos, non-school photos and other ‘SPAM’).

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

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

a. Be aware that activity stated both above and below, where you are acting as an affiliate of the School, should be both approved by your Instructors or the Administration and on approved platforms, systems, networks and websites.

b. Use good judgment and proper media etiquette. Think about the type of image that you want to convey on behalf of yourself, your peers, your family, or the School, when you’re posting to any social network, media site, or communicating to others. Remember that what you email, tweet, post, etc. will be viewed and archived permanently online once you hit the “send/publish” button.

c. Respect copyright and fair use guidelines. See http://www.copyright.gov/fls/fl102.html

d. Remember your association with and responsibility to Holy Family in online social environments. If you identify yourself as a member or associate of Holy Family, ensure your profile and related content is consistent with how you wish to present yourself with your peers, parents, and high school and is also consistent with the image, purpose and Mission of the School.

e. Both staff and students are to attend various presentations regarding the proper, responsible, ethical, conduct in using the school’s various computer related accounts including local area network, cloud-based, and email. Students not attending such presentations will not be able to use these Holy Family accounts.

5. BRING YOUR OWN DEVICE (BYOD)

a. Students are expected to follow all guidelines, written, expressed and or otherwise noted regarding the use of any electronic device including but not limited to mobile phones (smart or otherwise), tablets, computers, and any digital image/audio recorders/players.

b. Specific BYOD Guidelines:

i. Devices may only be used during authorized times and in authorized locations within our learning environment (these will be expressed verbally or in writing and maybe designated as BYOD and ‘no’ BYOD zones and times).
ii. Devices MAY NOT be used during Convocation, Mass, and any other official school-day event in the GYM.

iii. Image or audio recording may be performed only with written consent (FYI – school devices may not allow camera recording).

iv. No device may be used in any way to cheat, attempt to cheat or be construed as cheating.

v. There will be no viewing of inappropriate material.

vi. There will be no vandalism/interference with any of our systems.

vii. There will be no causing distractions in our learning environment.

viii. There will be expressed distinctions in how teachers will manage and incorporate BYOD in their classrooms.

ix. These guidelines are subject to change and are at the discretion of the administration and staff of Holy Family Catholic High School.

**ENFORCEMENT**

Any user, including but not limited to employees and students, using any of the above mentioned systems who is found to have violated these policies may be subject to disciplinary and/or legal action.
# Whom Shall I Contact at Holy Family?

<table>
<thead>
<tr>
<th><strong>Concern</strong></th>
<th><strong>First Contact</strong></th>
<th><strong>Second Contact</strong></th>
<th><strong>Third Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>School Office</td>
<td>Office Voicemail</td>
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<tr>
<td>Academic Progress</td>
<td>Class Teacher</td>
<td>Counselor</td>
<td>Academic Dean</td>
</tr>
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<td>Academic Support</td>
<td>Class Teacher</td>
<td>Counselor</td>
<td>Academic Dean</td>
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<tr>
<td>Class Schedule</td>
<td>Counselor</td>
<td>Academic Dean</td>
<td>Principal</td>
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<td>Grading</td>
<td>Class teacher</td>
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<td>Principal</td>
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<tr>
<td>Activities</td>
<td>Coach/Moderator</td>
<td>Activities Director</td>
<td>Principal</td>
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<td>Website</td>
<td>School Office</td>
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<tr>
<td>Classroom Discipline</td>
<td>Class Teacher</td>
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<td>Bus Behavior</td>
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<td>Financial Aid</td>
<td>Director of Admissions</td>
<td>Accountant</td>
<td>President</td>
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<td>Directions to Events</td>
<td>Website</td>
<td>School Office</td>
<td>Activities Director</td>
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<tr>
<td>School Visits (Guests)</td>
<td>Assistant Principal</td>
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<td>School Visits (8&lt;sup&gt;th&lt;/sup&gt; Grade)</td>
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<td>Planned Absences</td>
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<td>Weather-Related School Closing</td>
<td>WCCO-4 /830AM KARE-11 KSTP-5 FOX9</td>
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<tr>
<td>Guidance/Counseling</td>
<td>Counselor</td>
<td>Academic Dean</td>
<td>Principal</td>
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<td>Lost/Found Items</td>
<td>School Office</td>
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<tr>
<td>Address/Phone Changes</td>
<td>School Office</td>
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