

HOLY REDEEMER CATHOLIC SCHOOL



Family Handbook

Revised June 2015

Holy Redeemer Catholic School

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Mission Statement

Holy Redeemer School instills the virtues of Jesus Christ and achieves academic excellence through innovative instructional methods.

The Philosophy of Holy Redeemer School

Holy Redeemer School seeks to live out and pass on the virtues of Jesus Christ in the context of academic excellence. We recognize that parents are the primary educators of their children, so with Jesus as our teacher and example, we form a partnership among families, faculty, pastor and parish in which students are guided toward a productive, mature, Christ centered adulthood. Compassion, responsibility, and mutual respect are considered essential, as is an active and growing sacramental life, true to the Gospel.

In a safe and secure environment, we nurture each child's unique qualities and abilities, encouraging and guiding them to fulfill their God-given potential. Academic excellence, citizenship and service to others are the main focus of our educational experience.

Maintaining our Catholic identity, we celebrate diversity and ecumenism. Knowing our limitations, we promote reconciliation and forgiveness. All is done knowing Christ is our Redeemer.

Virtue-Based Restorative Discipline Program

Holy Redeemer School cares about the well-being of our students and creating a positive, caring climate in our school. Through the implementation of Virtue-Based Restorative Discipline (VBRD) our school cultivates virtues that are essential to our Catholic identity. These habits are modeled to provide a strong foundation for fostering our faith relationship with Jesus Christ and others.

This Student/Parent Handbook contains established policies and procedures for the current school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Holy Redeemer School History

In 1886 forty-five families in Webster Groves area petitioned Archbishop Kenrick to form a new parish. This was the beginning of Our Holy Redeemer Parish. Land was purchased at the corner of Lockwood and Selma. The first church was a wooden structure. In 1897 a new stone church, located at the corner of Lockwood and Joy Avenues, was completed.

In the fall of 1901 a classroom was erected in the rear of the former church. The sisters of Loretto taught in the new school. By 1907 enrollment had increased to 66 students in eight grades. In 1909 the Sisters of Loretto withdrew from the school. Reverend P.J. Kane, the pastor at this time, asked the Dominican Sisters of Sparkhill, New York to send teachers to the growing school. The request was granted.

In September of 1910 the new school was completed. Only four classrooms were needed at this time. The four sisters used the rest of the building for a convent. By 1916 enrollment rose to 150 students.

The school continued to grow and by 1951 enrollment at Our Holy Redeemer School had reached 641 pupils. Annunciation Parish opened in 1952, which caused enrollment to drop to 446. The staff at this time consisted of eleven Dominican sisters and one lay teacher.

In 1960 an addition to the school consisting of four classrooms and a gymnasium, was completed. Peak enrollment of 964 was reached in 1961. During this time the number of lay teachers was increasing. In light of this growth a larger church was constructed. In the sixties religion classes for public school students were reorganized.

By 1970 there were ten lay teachers and seven sisters on the faculty. During the seventies enrollment dropped. In 1977 there were 280 children in the school. The staff consisted of four sisters and nine lay teachers.

In the eighties, lay involvement in education was greatly increased. Msgr. Robert Kaletta encouraged the implementation of a school board. This was in light of the U.S. Bishop's pastoral letter, "To Teach As Jesus Did". During this time the first lay principal was hired and the faculty consisted of all lay teachers.

In the nineties, the lay involvement and school board continued. Fr. Joseph M. Simon became pastor of parish. School safety was addressed and improved. Computer technology became an integral part of the school. A Macintosh computer lab was set up and a school PC network, with workstations and Internet capabilities in each classroom, was obtained due to the generosity of many donors. During a three year process the faculty wrote a comprehensive curriculum guide for the school. We have been challenged to maintain high quality and expand the curriculum at the same time. During 2001-02 school year Holy Redeemer School celebrated 100 years of academic excellence. New construction and renovation were begun in 2005 and completed in 2006.

ARCHDIOCESAN AND LOCAL POLICIES

The Holy Redeemer School Board and school administration support and implement Archdiocesan policies and guidelines.

ABSENCES

Although we commend outstanding attendance, we ask that students remain home and not return to school unless fever free, without medication for 24 hours. Parents are required to notify the school office of an absence by phone or Fast Direct no later than 9:00 A.M. If the school office is not contacted parents will receive a phone call from the office verifying the child's absence. Upon a student's return a written excuse from the parent/guardian is required. The note should have dates of absence, reason for absence, and parental signature. The note should be given to the school secretary.

Students absent from class are required to make up the work that the teachers assign them. It is the student's responsibility to request and complete his/her make-up work upon returning. All make up homework is expected to be completed in a timely fashion. If the student is absent one day they will receive one day after the day they return to turn in the work completed for full credit. If the student is absent two days the student receives two days after the day they return to turn in the work completed for full credit. Students will be given a reasonable deadline of completion for missing work for any extended absences. When students have an extended absence due to illness their reports or progress are not complete until they have fulfilled the required work for that quarter.

ADDRESS AND TELEPHONE CHANGE

All parents and guardians are asked to please inform the school office if there is a change of address, telephone number, work, email address, and cell phone number. This is necessary in the case of emergency or illness. Emergency cards are kept on file in the office. It is crucial that parents keep the school office current of all emergency telephone numbers and/or contact persons.

ADMINISTRATION

The principal administers the school as spiritual leader, instructional leader, business manager, and director of students and personnel. General concerns and questions relative to the operation of the school should be directed to the principal. Specific problems concerning a particular subject, class, or behavior should first be discussed with the teachers who are directly involved. Contacts may be made by telephone, email, or written communication to the respective teachers. If further resolution to a problem is needed, the principal may be contacted by telephoning the school office at (314) 962-8989. Although the principal works closely with maintenance, the

pastor is the direct supervisor of maintenance staff as well as the principal's supervisor. The rectory number is (314) 962-0038.

The principal of Holy Redeemer School will be evaluated annually according to the policies and procedures of the Catholic Education Office of the Archdiocese. The evaluation will be based upon the principal's role as it relates to the effectiveness of implementing School Board policies. The pastor will use the recommended evaluation form provided by the Catholic Education Office. The pastor evaluates how the principal works with the board, enforces policies, and manages the school.

ADMISSIONS

The purpose of Catholic education is to provide a well-rounded academic and spiritual education to children. This education is open to all regardless of race, sex, or ethnic background. Students entering pre-kindergarten must be four years of age, students entering kindergarten must be five years of age and students entering first grade must be six by August 1.

Transfer students are accepted upon receipt and review of school records. A non-parishioner requesting admission requires written or verbal communication from the pastor where the family dwells as well as Holy Redeemer's pastor. Such inquiries should be made through the Holy Redeemer Parish office. Admission at Holy Redeemer School will be considered if the family and students meet admission criteria.

For new students enrolling at Holy Redeemer School the first three months of the student's attendance will be considered a probation period. During the probation period, the student must meet the expectations in the areas of academic achievement, religious practices, and Christian values, behavior, self-discipline, as well as respect for other students and faculty members. Failure to successfully meet the conditions of the probation period will result in the student being asked to find another educational setting.

AFTERNOON PICK UP TRAFFIC

See APPENDIX C.

BACKPACKS AND BOOK BAGS

Neither backpacks nor book bags may be carried to take supplies from one class to another. They may only be used upon entering and exiting the building.

BEFORE SCHOOL CARE/AFTER SCHOOL CARE

Before school care is provided from 7:00 A.M. until 8:00 A.M. Student arriving at 7:50-8:00 A.M. will not be charged for Before Care. After Care is provided from 3:15 P.M. until 5:30 P.M. A fee per child is charged for both services. Additional information can be obtained from the school office. Fees for Before Care and After Care will be billed monthly. If a student is not picked up by 3:30 P.M. they will be sent to Aftercare and fees will be applied.

A fee will be charged of \$1.00 per minute per child after 5:30PM when a child(ren) is/are picked up late. This fee will be added to your monthly bill.

BICYCLES/SCOOTERS

In light of safety for all, bicycles and scooters are to be walked on the blacktop before and after school. Bicycles and scooters should be locked since the school cannot assume responsibility for damage or theft.

BIRTHDAYS

As recognition for birthdays are allowed to be out of uniform on the day of their birthday or half birthday. In addition to being out of uniform, each student receives a birthday prayer blessing during morning announcements.

In accordance with our Wellness Plan, students may not bring food items as birthday treats to share with their class. Birthday favors may not be handed out at school.

CAFETERIA

There are two lunch periods. Occasionally a fund-raising lunch is offered by various groups. Notification and order forms are sent home at the beginning of each semester for each special fund-raising event. If a student forgets lunch, a nutritious snack will be available. Allergy safe tables are used during lunch.

State subsidized white or chocolate milk is available to all students. It must be ordered and paid for at the beginning of the school year. Students are not allowed to bring soda for lunch.

Out of courtesy to others, please do not make individual arrangements to bring fast food lunches as school lunches.

For allergy safe food guidelines please see please see the “Links” section of Fast Direct.

CALENDAR

By early spring a calendar of events for the subsequent year will be distributed to the school families. In addition to the yearly calendar, a monthly calendar of activities will be posted on Fast Direct.

CAMP FOR FIFTH GRADE

Annually in the spring the fifth grade students are given the opportunity to spend time in an overnight camping experience. The program is designed to enrich and expand the regular educational work of the classroom and promote team building. Students are supervised by their teacher, volunteer parents and camp personnel. Students are expected to follow the rules of the camp. Fundraising efforts help defray the cost of camp.

CLASS SIZE

It is the goal of Holy Redeemer to have a class size of no more than 30 students in the grades K-8. When enrollments approach the recommended class size, other options such as team teaching, teacher assistants, limiting enrollment, etc. will be considered. Following the spring registration the principal shall make a report at the next board meeting with recommended options to be followed for the following school year. This should include the specific number of students to be enrolled at each grade level. (HRSB 5203) The archdiocesan guidelines state that class size should not exceed 35 students.

COMMUNICATIONS VIA FAST DIRECT

On Thursdays the weekly newsletter and Principal's letter will be available on line through Fast Direct. All school wide announcements to be communicated through Fast Direct must be approved through the school office prior to publication. Any messages needing to be included in the Thursday notes are required to be turned in to the office no later than noon on Wednesday. Any messages submitted after noon on Wednesday will be held for the next week's newsletter. Academic progress can be monitored on Fast Direct. Report cards are available quarterly on Fast Direct. Access to grades will be restricted if financial obligations are not met.

CRISIS RESPONSE

The principal is in charge of all responses to a crisis. In addition each teacher has an emergency response handbook and the school has an emergency response team of faculty and staff. In the event of a need to vacate the school building and the church is not available, an orderly plan is in effect to locate the students at Webster Groves High School by walking. The staff has taken steps to be proactive in keeping the students safe at all times.

CURRICULUM

Holy Redeemer School will have a written curriculum formulated by the faculty and administration. (HRSB 5100) Curriculum is revised annually through an ongoing process as teachers and administration utilize standardized test scores, observe student learning, and research current educational best practice.

CUSTODY DOCUMENTS

It is crucial that current official copies of all court documents specifying child custody be on file in the school office.

DISCIPLINE

Each discipline matter is handled individually using archdiocesan guidelines. The principal and faculty consider the following circumstances prior to disciplinary action:

- the seriousness of the offense
- the past behavior of the student
- the student's pattern of misconduct
- the student's degree of cooperation
- the safety and welfare of the students
- the student's current individual education plan

Holy Redeemer Discipline System

K-3

Each student in K-3 has a respect and responsibility card each quarter. The cards of students in K-3 are kept by the homeroom teachers, except when a card must go home for a parental signature. Each teacher will use age appropriate classroom management guidelines in addition to the respect and responsibility cards.

4-8

Students in grades 4-8 receive conduct and academic referrals as well as positive notes home which are kept on file. Academic referrals are given when a student fails to perform the academic requirements necessary for learning. Conduct referrals are given when the learning environment is disrupted by the students conduct. All conduct referrals sent home for parental signature will be accompanied by personal contact from the teacher.

Behaviors and Consequences

The student's good behavior begins at home and continues to be nurtured in the family and school environment. When students give full cooperation through self-discipline, teachers can effectively instruct allowing all students to reach their greatest potential.

Automatic Detention

Teacher initiates and supervises detention. Parents are notified and signature is required. Cards or conduct referrals are kept by the homeroom teacher until the end of the school year when they are sent to the office.

- Two conduct referrals or three academic referrals per quarter in grades 6-8
- Three conduct referrals or five academic referrals per quarter in grades 4-5
- Vulgar language and/or vulgar action
- Not returning a signed conduct referral
- Misuse or inappropriate use of electronic devices
- Cheating by possessing another's work, copying, or using unacceptable resources during a test
- Actions threatening the physical safety of others

Procedure for acts of violence: If a student engages in serious threatening or violent behavior the following steps may be taken.

- The student is removed from contact with the school.
- The Catholic Education Office is informed.
- The parents are contacted to be informed that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others.
- Appropriate releases of information must be signed.
- The police department is notified. Parents of the student are notified that a report was made to the police.
- Any staff member or student and their parents who may have been the target of the violent threat will be informed of threat and actions taken.
- Needed support is given to assist the individuals involved.

Principal's disciplinary consequences that may be necessary

In school or out of school suspension is to be determined by the principal with input from faculty. Principal initiates and informs parents as well as the pastor.

- Physical or verbal abuse/assault
- Direct refusal to obey school authority
- Possession of drugs including alcohol and tobacco, lighter, matches, fireworks, weapons, pictures or written material of concern
- Inappropriate school use of the Internet
- Making a false 911 call or purposely tripping a fire alarm
- Serious behavior disturbing the learning atmosphere
- Four detentions in one quarter

Probationary Attendance

After two suspensions or any serious incident or pattern of behavior, the principal will initiate and inform parents of a probationary attendance plan. During probationary attendance psychological counseling and a signed release for the teacher and principal to communicate with the counselor is required.

Withdrawal for Cause

Once the principal initiates, the pastor approves any withdrawal for cause while following Archdiocesan policy. This is necessary when the learning atmosphere is continually disrupted or the safety of the community is in jeopardy. This may also be necessary when the parish school is not the best academic placement for a specific student's needs and growth.

DRILLS

To insure the safety of each student in the event of fire, tornado, earthquake, intruder, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures.

DROP OFF & DISMISSAL

Please see **Appendix C**.

DRUGS

The possession or use of any illegal drugs or other controlled substances by students on school grounds, at a school function, or on the way to and from school, is prohibited. Any student found guilty of such an infraction is subject to suspension and possible expulsion.

EMPLOYMENT OF TEACHERS

The employment of instructional staff shall be the responsibility of the principal with the final approval of the pastor. The employment policies and procedures of the archdiocese shall be followed. All teachers must possess a bachelor's degree and hold a valid state teaching certificate. Any teacher who does not maintain the appropriate teacher certificate may not be reemployed. (HRSB 3401)

EVALUATION AND TESTING

As part of the St. Louis Archdiocese we use a comprehensive achievement testing program named the Iowa Assessments. This testing program is administered to all students in grades 2-8 at Holy Redeemer. In addition, students in grades 2, 4, 6, and 8 also are administered the Cognitive Abilities Test. Students in kindergarten, first and second grades have frequent formative reading assessments throughout the school year to evaluate their progress.

Diagnostic testing is available through Special School District, St. Louis Archdiocese and private agencies if a parent and/or teacher suspects a disability. Our learning consultant assists in such procedures.

EXIT INTERVIEW

Each family that transfers a student from Holy Redeemer School shall be asked to complete an exit interview with the principal and/or pastor. The general purpose of the interview is to determine the reason for the transfer as well as to assess the satisfaction of parents with the school. (HRSB 2402.5)

FEES AND DELINQUENT ACCOUNTS

Tuition and fees for the school are established by the parish finance committee. Tuition and fees may include registration, book fees, tuition, and other fees, as determined by the committee. Registration fees are due at the time of registration and are non-refundable.

Book and other fees established are payable by July 1. Tuition is payable in full or in ten monthly installments, beginning July 1. Payments are due on the first day of each month.

Late payment of fees or any installment of tuition will be assessed at \$15.00 finance charge. Finance charges are assessed on the tenth of each month. The \$15.00 finance charge will be assessed each month for each late installment until paid.

Year end report cards, applications, and/or transcripts for high school or other elementary schools will not be provided or sent until all tuition and fees have been paid. Registration for the upcoming school year is not accepted until tuition and fees are up-to-date.

Library fees, Before Care/After Care, class fees, etc must be paid in full by June 30. Failure to comply may result in records being held.

Families that experience difficulties in meeting their financial obligations during the year should contact the pastor at the earliest opportunity to discuss alternate financial arrangements. The pastor will meet with the family or obtain a commitment for a payment plan. The pastor may waive finance charges at his discretion, based on individual circumstances.

The review committee, consisting of the pastor and representative of the finance committee, will have responsibility for approving any extended payment plan. Family names will remain confidential.

FIELD TRIPS

In compliance with archdiocesan policy, field trips need to be educational in purpose. All Holy Redeemer School field trips are initiated, organized and directed by teachers with the approval of the principal. Parents shall be notified in advance of all field trips and shall be required to provide written permission for their child(ren) to participate. (HRSB 5207)

The value that field trips have for educational experiences is well known. Recognizing this fact the following procedures shall be required when children are to be transported by vehicles.

- Bus transportation to and from the field trip is preferred, if practical. Arrangement for buses will be made through the principal's office. Private cars may be used provided there is a seat belt or booster seat for every passenger in the car are to be used, directions to the destination are to be clear, the entire group should leave at the same time, the local speed limit should be adhered to and no extra stops are to be made between school and the destination.
- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely; the vehicle should have a valid registration and meet state safety requirements; the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence; drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting; every person in the private vehicle must wear a seatbelt and booster seat until age 8.
- A teacher, actively in charge of the class, must accompany the class at all times to serve as overall supervisor of the students. Adult supervisors are to have with them a list of the children in their group to and from the destination. A duplicate list is to be filed in the school office.
- Only adults are to accompany the children on field trips. The ratio of adult to student is to be no less than 1-10. No children are to be on a class trip except those students in the designated class.
- When soliciting adult supervisors, they should be informed of the duties and physical requirements of the trip.
- All adults and students will be briefed by the teacher prior to the trip. Adult supervisors will receive a written list designating the specific students that are in their charge. It is important that adults be cognizant of suspicious persons in the vicinity of the trip.
- The primary responsibility of every adult is to be actively involved with the activities of the children. Adult supervisors are to help the children receive full benefits of the educational aspects of the trip. Therefore, socializing between adults should be minimal. Pairing a student with a buddy is encouraged. It is important that students are instructed specifically on expected behavior. If there is a switch in location during the trip, it is essential to check to make certain the group is still intact. It is important that the group

never be split during the trip. Teachers need to be notified if there is any problem. No treats should be purchased for children unless the entire class is receiving the same treat.

- No stopping at other locations to and from the designated trip destination(s).

In addition, Holy Redeemer School Board policy requires that drivers be at least 21 years of age and all passengers wear a seatbelt, not merely have one. Driver should check with the school secretary to insure that a current proof of insurance coverage is on file in the school office as soon as they volunteer to drive a group of students on any trip. Field trip permission by telephone is not acceptable. A written form must be on file in the office. Parents are asked to cover field trip fees as the trips are taken. Please advise the principal if the trip presents a financial burden. It is not possible to give field trip refunds for unforeseen absences since field trip fees are set by the planned number of students attending rather than the actual number attending.

FINANCIAL ASSISTANCE

Financial assistance is available to students of all grade levels. Financial assistance is assessed and approved through an application process. For more information please contact the school office.

FIRST AID

A parent volunteer is available in the First Aid room daily from 10:00 A.M. until 1:00 P.M. All first aid needs are taken care of by the office staff if no volunteer is available. There is an emergency information card kept on file in the school office for each child. Parents are strongly urged to keep new home and work telephone numbers as well as emergency contacts current.

GIFTED EDUCATION

Webster Groves School District offers a gifted program for students who qualify. Parents or teachers may nominate a student for testing. In such cases the student who is accepted into the program is considered to have dual enrollment and teachers at Holy Redeemer will cooperate fully so the student is able to be successful with both programs. Parents of gifted children are also encouraged to take advantage of other gifted programs offered within the community.

GRADING SYSTEM

While grades are not the ultimate goal of education, they should represent an accurate assessment of a student's performance. To that end, a consistent system of grading student performance shall be utilized. Grades should be used to inform both the student and parents of the progress of the student. When students are experiencing significant problems, the parents should be informed of the difficulties prior to the issuing of grades in an attempt to correct the problem. (HRSB 4301.1)

The following grading system is used:

Grades 4-8

A+ 98-100
A 95-97
A- 93-94
B+ 90-92
B 87-89
B- 85-86
C+ 82-84
C 79-81

C- 77-78
D+ 74-76
D 72-73
D- 70-71
F 69-0

Grades K-3

T Taught but not graded
O 93-100% Outstanding
VG 85-92% Above Average
S 77-84% Satisfactory
N 70-76% Needs Improvement
U 0-69% Unsatisfactory

Midterms and final exams will be given to grades 6, 7, and 8 at the end of each semester. If difficulties or questions arise relative to school, parents should contact the teacher(s) involved in order to discuss the matter. Usually concerns or questions are resolved through problem solving and conflict resolution techniques. If resolution cannot occur through this first step, then the principal can be involved. If there is a question or concern relative to a school procedure or school rule, the principal should be contacted first. If further resolution is needed, the pastor can be contacted. Although staff members' telephone numbers will not be distributed, a message can be left so that a call can be returned to the parent. Fast Direct as well as the teacher's' email address will also be provided to foster communication.

HARASSMENT

Harassment involves unwelcome verbal, physical, or visual conduct which targets a person's protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, gender, veteran status, handicap or other categories protected by law. Holy Redeemer School prohibits harassment since it is unlawful, disrupts learning, and is not in keeping with the standards of a Catholic environment. The principal should be informed immediately of harassment at which time intervention will be sought with the individuals involved. Input from the teachers will be solicited. The interventions may include advice from counselors, pastor, and the archdiocese.

HOMEWORK

Students are required to set aside time each evening for study. This may include reading, reviewing class work, writing lessons, studying for tests, and long-term projects.

Approximate time for homework:

- Pre-K-Kindergarten, 5-10 minutes
- Grades 1-2, 30 minutes (Parent-child)

- Grades 3-4, 30-60 minutes
- Grades 5-6, 60-90 minutes
- Grades 7-8, 1-2 hours

The primary purpose of homework assignments is to reinforce the concepts taught in class. Homework is the student's responsibility. Parental interest and encouragement is also vitally important, but parents should resist the urge to do more than assist.

A forgotten or misplaced assignment is subject to student consequences. Class work, assignments, and tests will be sent home for parental signatures from time to time. The parents are asked to peruse the work with their child. When assignments were missed during the illness, it is the student's responsibility to discuss with the teachers and request the make-up work. If the student is ill, homework will be sent home at parent's request.

Assignment notebooks are provided to the students for a nominal fee to be used by all students in grades 2-8. Assignments are a means to help students review, comprehend, and enrich subject matter taught in class. Students attending Holy Redeemer will have assignments and homework as a normal part of their education. Class work and homework assignments should be completed neatly, carefully, and promptly.

All make up homework is expected to be completed in a timely fashion. If the student is absent one day they will receive one day after the day they return to complete the work and turn it in for full credit. If the student is absent two days the student receives two days after the day they return to turn in the work completed for full credit. Students will be given a reasonable deadline of completion for missing work for any extended absences due to illness.

HONOR ROLL FOR GRADES 6-8

Holy Redeemer School will have a quarterly honor roll. Faculty and administration will set the criteria for the honor roll. (HRSB 4301.2) The Principal's List includes students with all As and only positive comments about work habits and conduct. The A Honor Roll consists of students with all As and Bs with a maximum of 2 Bs and only positive comments about work habits and conduct.

IMMUNIZATIONS/HEALTH RECORDS

State regulations govern immunization and health record requirements. All students must have health records on file at the school office. According to state law, the principal may not admit a student to class unless immunizations are up to date.

INTERNET

Holy Redeemer School will make the Internet available for student use in the classroom when both the student and parents have signed and agreed to follow the guidelines determined by the faculty and administration. (HRSB 5202.5) The use of the Internet is a privilege each student is given. The students must act responsibly and adhere to the guidelines. An Internet Agreement form is signed by students and parents annually.

INTERNET & ELECTRONIC COMMUNICATION CONDUCT POLICY

See Appendix D

INTERRUPTIONS IN THE CLASSROOM

Classes should not be interrupted by students or parents at any time during the school day. Students are requested to knock on a classroom door and wait for an answer when they are delivering a message or item to another classroom. Parents need to go directly to the office for any concern, rather than interrupt learning in the classroom. Papers, books, lunches, etc. which a child may need are to be left in the school office.

LEARNING CONSULTANT

The learning consultant works with the classroom teachers to clarify and define special learning needs of specific students. Together they design and select alternative instructional methods, material, or activities that meet the needs of those students. Instruction is provided in the classroom setting and to small groups of students to reinforce classroom instruction and enhance academic success. In addition, the learning consultant coordinates the special accommodations during standardized testing program at the school.

LOCKERS AND LOCKS

Lockers and locks will be assigned to grades 5-8. Students may not use their own locks on the school lockers. Locks and lockers are the property of Holy Redeemer School. School officials with sufficient reason to do so may search a student's locker or desk.

LOST AND FOUND

Lost articles are kept under the stairs near the administrative wing. Articles of considerable value are stored in the school office. All items of clothing worn to school should be marked with the student's name. At the end of each semester, unclaimed items are given to charity.

MASS

Students in grades K-8 participate in the celebration of the liturgy weekly. Opportunities for classes to attend at other times are planned during the year. Each grade level alternates the planning of the Masses.

MEDICATION

Our school follows the guidelines for administration of medication as defined by the Health Advisory Committee of the Saint Louis Archdiocese.

The school will NOT administer the **first** dose of any medication.

If a medication, prescription or over-the-counter, must be given at school, the following requirements must be met:

- An emergency authorization form must be on file in the school, listing the name of the children's physician and phone numbers.
- There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given. A current prescription label on the container may serve as a physician's order.
- A parent consent form requesting the school comply with the physician's order must be on file in the office.
- Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. The parent should have two containers, one for home and one for school. The child will need a new prescription each school year.
- If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
- Students will not be able to carry medications with them at school.
- The school has the right to call the physician to clarify a medication order.
- At the end of the school year parents will need to pick any left over medication up from the school office. Leftover medication will not be sent home with students.

If your child requires Tylenol for headache or tooth pain, cough syrup for a cough, Advil for abdominal cramping, etc., you need a physician's order and completed parent consent form. Please contact your physician and have the order sent to the school. Over-the-counter medication in the original container must be supplied by the parent. A parent may administer medication to their own child.

MONEY BROUGHT TO SCHOOL BY STUDENTS

Money sent to school should be in a sealed envelope with the student's name, and teacher's name, amount enclosed, and purpose of funds marked on the outside of the envelope. It is unnecessary for any child to bring a large amount of cash to school. It is preferred to have money for fundraisers and field trips in the form of checks.

NOTES AND FORMS

Hand written notes or notes through Fast Direct are required for the following situations.

- **Absences**-secretary and homeroom teacher
- **Medical Appointments**-secretary and homeroom teacher. Absence for medical, dental, etc. appointments that must be during the school day require a note in advance stating time, length, and reason for absence. The secretary then informs the teachers.
- **Changes in After Care plans**- secretary. Secretary informs director and homeroom teacher.
- **Excused from class**-secretary and homeroom teacher. Absence for funerals or other reasons need a note in advance stating time, length, and reason for absence.
- **Medication**-secretary. See MEDICATION.
- **Serious Illness/injury**- secretary, principal and teacher(s). Following a serious illness or injury which required medical assistance, the school requires a written statement from the physician or parent stating the student has an obvious injury or cast, a note will be needed for continued activity.
- **Excuse for tardiness**- secretary
- **Out-of-Uniform Pass**-teacher (See uniform policy)
- **Notes regarding serious behavior, school procedure, or school rules**-principal
- **Field trips or special school related events**. If required forms are not turned in on time, the student will not participate in the event.

OUT-OF-UNIFORM PRIVILEGE

Throughout the year there are out-of-uniform days which will be announced prior to the date. Appropriate clothing is still necessary on such designated days. **MODESTY IS ALWAYS THE GOAL FOR ATTIRE.**

- Flip-flops are not permitted.
- Makeup and/or jewelry other than specified in uniform code are not permitted.
- Ragged cutoffs and T-shirts with musical groups or advertisements for tobacco, drugs, or alcohol or any other messages are considered inappropriate.
- Jeans with holes or tears are not permitted
- Pajama pants are not permitted.
- Shorts can only be worn during daylight savings time.
- Shorts and skirts must be finger-tip length.

- Jeans, skirts, or pants must not be too low on the waist. Leggings are not pants.
- Tops must cover all of the stomach. Halter tops, tank tops, thin-strapped tops, scoop neck and/or bare midriffs are not acceptable.
- The gym uniform and gym shoes are always for gym class, even if there is an out-of-uniform day for the school uniform. .
- Individual out of uniform reward passes may not be used on mass attendance days.

Failure to comply will result in a phone call from the principal requesting a change of clothes.

PARENT/TEACHER/STUDENT CONFERENCES

We are a team working to help the child experience success in the learning environment. Parent/Teacher/Student Conferences are scheduled after the first quarter. Parents will be allowed to sign up for a conference with their child(ren)'s homeroom teacher prior to the conference day. Parents may contact the office to schedule conferences with additional teachers. Students in Grade 5-8 may be asked to attend their conferences along with parents. At any time during the school year, parents and/or teachers may request a conference.

PARENT TEACHER ORGANIZATION (PTO)

Parent support is the essence of any successful school. Holy Redeemer is most fortunate to have an outstanding parent community! The PTO Board consists of a President, Vice President, Secretary, Treasurer and Fundraising Officer. Each position serves a one year term with the option of continuing on the board.

Under the current constitution the general aims and purposes of the PTO are:

- to plan, implement, and administer educational, financial and social activities for the members.
- to offer such assistance to the principal as is needed to produce a smooth, effective, and positive operation of Holy Redeemer School
- to encourage parental involvement in school activities

The school is keenly aware of and exceedingly grateful for the significant parent support at Holy Redeemer.

PARKING

Anyone visiting the school should park on the top parking lot near Joy Avenue for the safety of our students. Please obey all NO PARKING signs. The Mason Drop Off procedure as listed in **Appendix C** is to be observed. The Afternoon Pick-Up traffic pattern is displayed in the **Appendix C**.

PARTIES

If a student is having a party to which all of his/her classmates have been invited, the distribution of party invitations at school is acceptable with the teacher's permission. However, invitations to exclusive parties should be mailed or delivered privately off school premises for obvious reasons.

Parents are asked to donate food and paper supplies for school events, parties and/or field trips. Parties and/or length of the event will be determined by the classroom teacher.

PLAYGROUND

Adult supervisors are located on the playground for duty each day. The students are expected to obey the adult supervisors. Any problems that arise on the playground should be taken to one of the supervisors immediately. Safety on the playground is our primary focus. Individual situations will be handled by the playground supervisors at their discretion.

- Students should always ask an adult for permission to leave the recess area.
- Students are not allowed to retrieve balls that leave the recess area.
- Students should return balls, jump ropes, skip-its and chalk to the cart at the end of recess.
- Balls, jump ropes and skip-its should be kept off of the playground equipment.
- No jumping off of playground equipment or walls.
- Slides – Students should go down the slide on their bottom, feet first and one at a time. Student should never climb up the slide.
- Swings – One at a time, swing safely.
- Gym – No kicking basketballs or volleyballs.

Every effort will be made to hold recess outside. Children should always come to school prepared for outdoor recess. In case of inclement weather, children will not be allowed outside. They will return to their classrooms after lunch to be supervised by teachers or playground supervisors. In questionable first aid situations, the student must not be moved while another student(s) is sent into the building for help from an adult.

PROPERTY RIGHTS

Students are expected to observe the property rights of others and to respect all parish property. Any accidental damage of property should be reported to the principal.

REGISTRATION

Each spring registration will be conducted for all students planning to attend Holy Redeemer Parish School for the following school year. A registration fee recommended by the parish

finance committee will be assessed. This fee will apply to each family enrolling in Kindergarten through Eighth Grade. Registration fees are non-refundable except when a family is not admitted to the school. (HRSB 6401).

Pre-kindergarten and Kindergarten will begin registration in February. There will be a non-refundable registration fee. Tuition for Pre-kindergarten is to be paid monthly.

Acceptance into Holy Redeemer School is based on the assumption that all financial obligations to the parish are up-to-date. The registration fee and payment schedule are set annually. A late registration fee of \$50 per family will be assessed after the last registration day for families re-enrolling. For new families joining our parish or enrolling in Holy Redeemer this fee will be waived. Other requirements are:

- A birth certificate is required at the time of registration for students entering Holy Redeemer School for the first time.
- All certificates of sacramental reception must be present at the time of registration in order to verify date and place of reception.
- New students entering Holy Redeemer as well as kindergarten, third, and sixth grade students are required to have a physical exam. All immunizations must be up-to-date.
- Records from previous schools if entering grades 1-8

REPORT CARDS

Student's grades are available to parents through Fast Direct. Teachers will post grades on Fast Direct in a timely fashion. Report cards will also be available on Fast Direct at the end of the quarters. A hard copy of the final report card will be mailed home at the end of the school year.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships are made available to Holy Redeemer School/PSR students. These scholarships are sponsored by an organization and they have their own criteria and application processes. See **APPENDIX A**.

SCHOOL BOARD

The guidelines of the Archdiocesan Board of Education govern the establishment and operation of parish boards of education. The purpose of the board is to advise the pastor in making policy for the parish educational programs. The school board represents the parish.

- Employees of the school may not be members of the board. School employees are related to the board through the principal.
- Since the board is involved in the educational ministry of the parish, members of the board should be active parishioners.

The operation of the board is governed by the constitution and bylaws adopted by the parish in accordance with archdiocesan guidelines. The board officially functions only through its meetings. Such board meetings shall be regularly scheduled.

The board desires to receive input from all parishioners with an interest in the provision of Catholic education at Holy Redeemer School. To that extent, parishioners are encouraged to participate in board decision making processes through both formal and informal communications. All board meetings, except executive sessions, are open to all of the parishioners of Holy Redeemer and minutes of the meeting shall be available to parishioners. Concerns and comments about the school may be informally shared with members of the board and the administration as well as given to the board through the public forum section of each meeting or by requesting an item be placed on the agenda. (HRSB 2402.1)

An individual or group of individuals may request that the board president place an item on the agenda. The request should be submitted to the board president at least one week in advance and should contain the specific topic to be addressed, the number of speakers expected to interact with the board, and the amount of time required. The president shall decide if and when the item is to be placed on the agenda and the amount of time allowed. The board president will inform the requester of the decision. If an item is not placed on the agenda this does not preclude the individual(s) from addressing the issue the Open Forum. (HRSB 2402.3)

The agenda of each board meeting shall contain an agenda item known as "Open Forum" to be held at the beginning of each meeting, which is for the purpose of allowing parishioners the opportunity to address the board. The Open Forum will be conducted according to the following general guidelines.

- Generally, no more than thirty (30) minutes per meeting may be used for the open forum.
- Individuals wishing to address the board should notify the board president or principal at least 24 hours prior to the start of the meeting.
- Board members may enter into limited discussion with the speakers during the forum at the discretion of the president.
- When requested by the speaker, the board shall provide a response to the individual either in writing or verbally within a reasonable amount of time.
- Generally, speakers shall be limited to three (3) minutes each.
- Individuals who are unable to attend the open forum may submit a written statement, which will be read by the board president. Response shall be in #4 above. (HRSB 2402.2)

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

School will remain open whenever possible. Generally if the staff is able to safely get there, school will be open. The decision to close school due to inclement weather will be announced as follows: KMOX-TV Channel 4, KSDK-TV Channel 5, and KTVI-TV Channel 2. An electronic telephone system will also be used. If it is necessary to close school or to delay the opening of school, the electronic telephone system will be activated. School will either be canceled or run on a snow schedule. The snow schedule means everything starts an hour later. Before Care then starts at 8:00 a.m. and the tardy time starts at 9:10 a.m.

STAYING AFTER SCHOOL

If a student is required to stay after school parents will be notified and will be responsible for arrangements for pick-up.

Parents should notify homeroom teachers if their child(ren) will be staying after school for extracurricular activities or clubs.

TARDINESS

School hours are from 8:10 a.m. to 3:15 p.m. Students are tardy if they arrive after the 8:10 a.m. bell and are required to report to the office prior to going to their classroom.

TEACHER AVAILABILITY

If you wish to discuss a matter with a teacher, you may contact the teacher through email or by phone through the school office. The teacher will respond as soon as possible. The teacher may not have opportunity to respond to email until that evening or the next day. The school and/or parish office do not release telephone numbers or addresses of parents or teachers unless such is listed as a contact person in the parish directory or on the school information form.

TEXTBOOKS/LIBRARY BOOKS

Student textbooks are rented. It is expected that they be kept neat, clean, covered and identified with the student's name. Students will be charged for damaged or misplaced textbooks or library books. New hard bound books can cost up to \$85, workbooks \$18-25. Textbook selection occurs with extensive review and collaboration of the faculty. The curriculum of the school guides textbook selection.

Library books may be checked out weekly and are due the following week. Each quarter a list of missing books will be sent home. Fines and/or fees will be applied to late, missing, or damaged books.

UNIFORM

Each student is expected to be in proper school uniform. Clothes are expected to be in good condition, right side out, rips and torn hems mended, and holes patched. All clothing should be marked with family name so it can be returned if lost. Pants should not be unnecessarily large for the student, have added pockets, decorative stitching, extra zippers, bell-bottoms, flared, or elastic hems. In light of safety, the length should be such that there is no possibility of the pant leg going under the foot as the student walks stairs. Pants should fit at the waist. If a student needs to be out of uniform for any reason, parents should write a note of explanation to the principal. Any serious disturbance to the learning atmosphere caused by appearance or apparel will be handled at the discretion of the principal. **See APPENDIX B for guidelines.**

VACATION DURING SCHOOL TIME

Families are encouraged to schedule trips and vacations during scheduled school breaks. Written notification should be sent to the school office and homeroom teachers in the event that a vacation will take place outside of scheduled breaks. Teachers are unable to do entire sets of lesson plans early to supply all assignments, but rather will save the worksheets and assignments as they teach the rest of the class. A packet may be given when the child returns with a reasonable deadline of completion. It is not feasible to do early lesson planning and premature copy work because of a vacation during school time.

VISITORS

Parents are always welcome to visit their child's classroom. To do so, they must contact the teacher to set up a time to visit. Upon entering the building, parents and all other visitors are required to check in at the office.

VOLUNTEER & ROOM PARENT EXPECTATIONS

All volunteers must have completed all the necessary paperwork and attended the Protecting God's Children course prior to working in the school. Upon arrival at school, all volunteers must sign in at the office and receive a visitor badge. Volunteers should check-in with office staff before proceeding to their destination. All volunteers must sign out at the office prior to leaving the building.

Room parent responsibilities include organizing class parties and assisting classroom teacher as needed and coordinating volunteers for events throughout the school year. Any plans for the children in the classroom should be approved by the homeroom teacher prior to the event.

SCHOLARSHIPS

Catholic Women's League Scholarship

The Catholic Women's League awards a scholarship to one or more recipients annually. The basic requirement for application by a student is they must be in eighth grade, in good academic standing, a Holy Redeemer parishioner, and be enrolled in a Catholic high school for the following fall. The scholarship will be applied to the student's high school tuition. The application process is defined in the CWL handbook and will be offered to all students who meet the above criteria.

McCarron Memorial Scholarship

Named in memory of an inspirational parish and Men's Club member, Robert McCarron, this Men's Club scholarship is awarded to one or more recipients annually. The scholarship is to be used for Catholic education, programs or leadership activities by students of the parish entering 6th through 12th grades. Deadline for submitting an application is April 1. Contact the Men's Club to obtain an application.

Jon Matteuzzi Memorial Scholarship

Mr. Matteuzzi was a parishioner with a large family in Holy Redeemer School at one time. He often did jobs to repair and beautify our school building. He was working on the outside of Holy Redeemer when he fell and died soon after the fall. The Jon Matteuzzi Memorial Scholarship began in honor of this man who exemplified the spirit of Christian love and to help his children attend Catholic high schools. The legacy is now passed on to others.

This scholarship was established and funded by the Holy Redeemer School Parent/Teacher Organization. The PTO Steering Committee will be responsible for selecting the recipient(s). The amount of the scholarship will be determined at the October PTO meeting. The amount may vary based upon the success of PTO fundraising activities, but the target is \$1000. The PTO Steering Committee will only accept application letters from eighth grade students at Holy Redeemer School.

- In the event there are no Matteuzzi children in an 8th grade class, the PTO Steering Committee shall award the scholarship to a member of the class who will be attending a Catholic high school. Each applicant is to write an application letter. The letter should include pertinent information about the student and why he or she has chosen to continue their education in a Catholic high school.
- Application letters will be received by the middle school Language Arts teacher who will produce copies deleting each student's name. These blind copies will be used by the PTO Steering Committee for the evaluation. Application letters must be received by the

first of April of the applicant's eighth grade school year. The award will be made by majority vote on a motion before a quorum of the steering committee.

- If the PTO Steering Committee unanimously agrees, other methods of evaluation such as interviews and referrals may be used.
- Award of the scholarship will be announced at the 8th Grade Graduation Mass.

Monsignor Robert Kaletta Scholarship

In 1995 this scholarship was established by the Parent/Teacher Organization of the Holy Redeemer Day School for the benefit of children entering the eighth grade.

- **Eligibility:** To be eligible for this scholarship the student must be listed on the parish roster. The seventh grader must be enrolled and attend the Holy Redeemer Day School on a full time basis. The seventh grader must be in good academic standing. The seventh grader must have been enrolled in the Holy Redeemer Day School for at least the preceding three (3) years.
- **Selection:** The selection of the recipient shall be made by all members of the teaching staff at Holy Redeemer Grade School. The teaching staff shall consider such qualities as kindness to others, compassion, awareness of the needs of other children, and the overall sensitivity to the feelings of others during the child's years at Holy Redeemer. The selection shall be made by the consensus of all members of the teaching staff.
- **Awarding of scholarship:** The recipient's name shall be reported back to the Parent/Teacher Organization. The announcement shall be made at the last all school Mass of the school year. The Parent/Teacher Organization shall present a check in the amount of one thousand dollars (\$1,000.00) to the Parish Office in the name of the recipient.

APPENDIX B

UNIFORM CODE

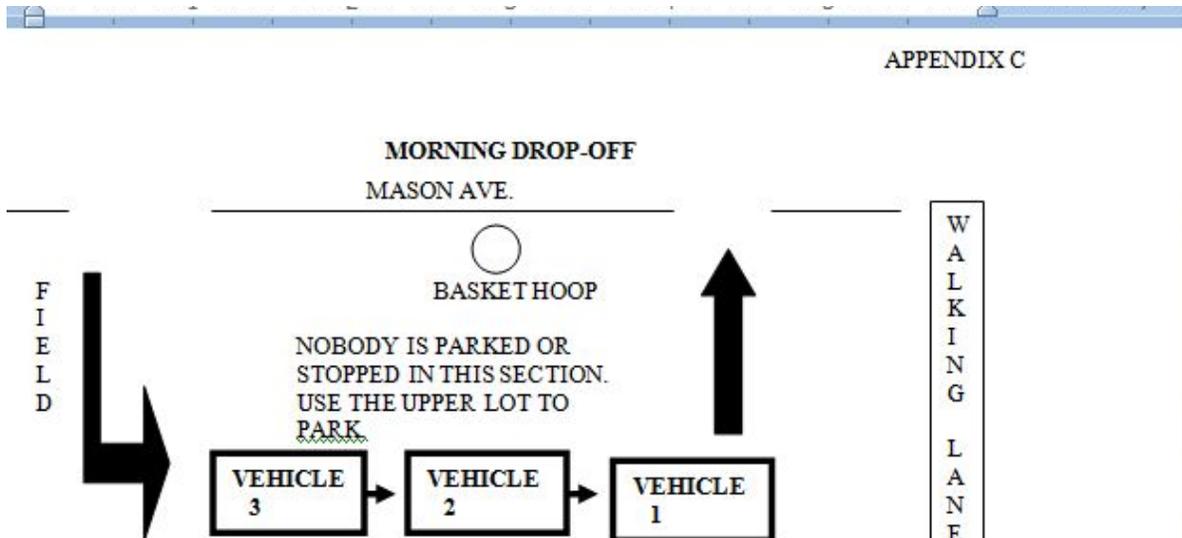
PREKINDERGARTEN - GRADE EIGHT

Remember to allow for girls to grow taller. Modesty shorts need to be worn under the jumper or skirt. Uniforms must be zipped & buttoned. All uniforms should follow school colors of “cardinal” red, navy blue and white.

	GIRLS	BOYS
JUMPER	K-5: red/navy plaid jumper, <u>no shorter than 4 inches above the top of knee.</u>	N/A
SKIRT	6-8: red/navy plaid skirt, <u>no shorter than 4 inches above the top of knee.</u>	N/A
SKORT	6-8: red/navy plaid skort, <u>no shorter than 4 inches above the top of knee.</u>	N/A
SHIRT	Solid white, tailored, collared blouses or shirts, or solid white and “cardinal” red knit polos or turtleneck, tucked in.	
UNDERSHIRT	Undershirts must be white, without printing, & not show beyond sleeves. Visible thermal underwear is not acceptable.	
PANTS	Navy dress slacks with belt loops. Pre-K - 1st Grades may have elastic band pants. Sixth, seventh, & eighth grade may wear light khaki pants or stone color pants. <u>No cargo pants.</u>	
SHORTS	Uniform navy dress shorts during daylight savings time only with belt loops and belts at all times. Sixth, seventh & eighth graders can wear khaki shorts. For GIRLS: no shorter than 4 inches above the knee. For BOYS: no shorter than the top of the knee. <u>No cargo shorts.</u>	
BELTS	Belts must be worn with all slacks and shorts grades 2-8. Pre-K-1 may have elastic band pants.	
SWEATERS	Solid “cardinal” red, white, or navy blue sweater. <u>No hoods.</u>	
FLEECES	Solid “cardinal” red or navy fleeces are acceptable. <u>No hoods</u>	
SWEATSHIRTS	Approved Holy Redeemer red, white or navy school sweatshirt, or plain, solid red, white, or navy sweatshirts. <u>No hoods.</u> No full-zipped sweatshirts or fleeces may be worn. Sweatshirts with embroidery other than the approved Holy Redeemer logos may not be worn. (i.e. high school, company logo, etc.)	
SHOES	Tennis shoes encouraged. No clog style slip-on shoes, no jelly type plastic shoes, no sandals of any kind, no open-backed shoes, no five finger toe shoes or other shoe posing a danger. <u>No boots</u>	
SOCKS	<u>Plain, solid</u> red, navy blue, black or white crew length or sports socks. For GIRLS: knee socks or tights, leggings. No lace preferred. Sweatpants only outside for warmth.	

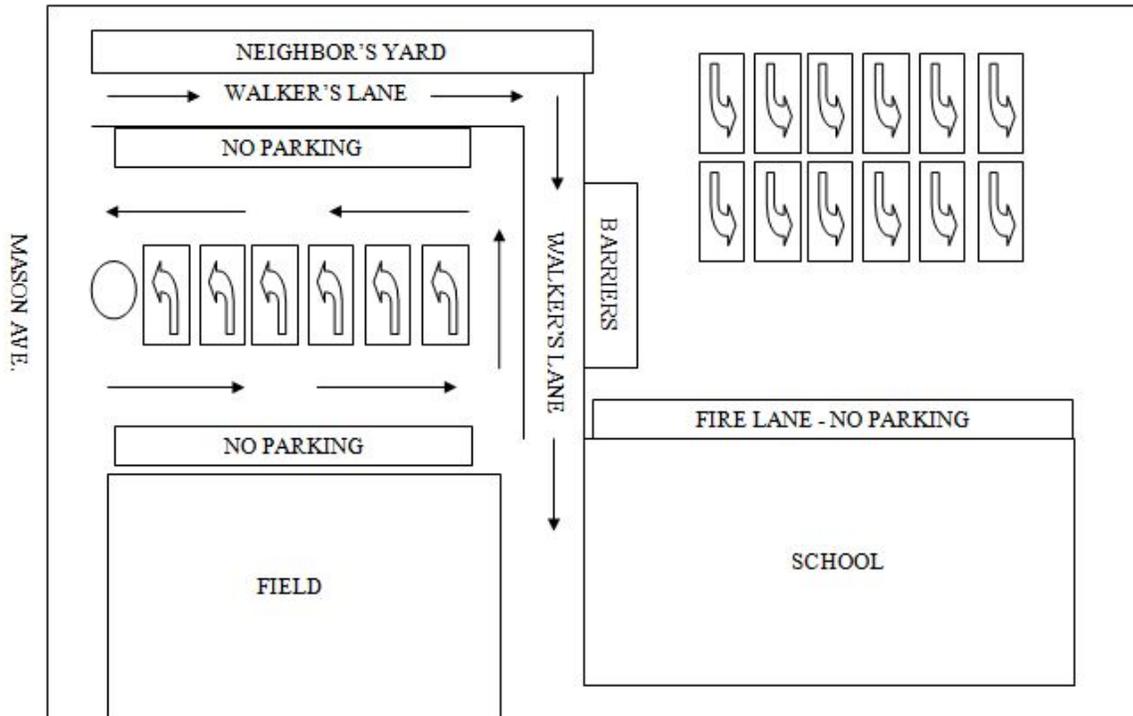
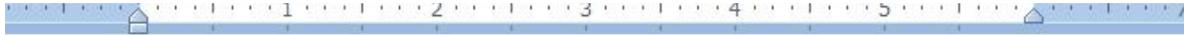
PE UNIFORM	P.E. uniform for grades 2-3 is red shorts and either a white t-shirt, a Holy Redeemer gray or white t-shirt, or their school shirt. P.E. uniform for grades 4-8 is red shorts and a white t-shirt or a Holy Redeemer white or gray t-shirt. Grades 4-8 may not wear their school shirts to P.E. The red shorts must be mostly red and the white shirt can have print on it, but the print must be appropriate for school. Tennis shoes are required for all grades in P.E.
HAIR	Hair coloring, length, and style must not be disruptive to the learning process.
MAKE-UP	No make-up of any kind.
NAILS	No nail polish. Students wearing nail polish will remove using polish remover.
JEWELRY	No jewelry is allowed EXCEPT FOR a watch, one post earring per ear, one chain necklace with religious symbol. Dangling earrings, rings and bracelets are not permitted.

MORNING DROP-OFF



- As you face the school, pull into the Mason entrance to your right. Pull up to the #1 position. The first vehicle should pull all the way up to the first position so two or three cars can drop children off simultaneously. Then exit to your right.
- **NO PARKING.** There should be **no parking on the Mason side of our lot in the morning.** Parents who want to park, may do so in the upper Joy part of our lot. **The Joy lot is not for dropping off.**
- Walkers who come in on Mason Ave. should walk along the neighbor's fence line in the designated area and cross to the sidewalk near the metal barriers.
- **Please do all you can to make morning drop-off a safe procedure.** Being patient with the procedure will help our children avoid injury

AFTERNOON PICK-UP



AFTERNOON PICK-UP PROCEDURE

- Rectangles with arrows show vehicles and their directions.
- Please watch for children and drive very slowly
- Parents of children in grades PreK-3 must pick their children up from the teacher.
- Any notes regarding changes to pick-up routine must be communicated with the office and teacher, preferably through a Fast Direct message.

**HOLY REDEEMER CATHOLIC SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY**

The role of technology in education and society has evolved into a daily tool and resource and will only expand in the future. For this reason, Holy Redeemer Catholic School is committed to providing a comprehensive computer technology curriculum.

An important element of a computer program is the ability to retrieve information from a wide variety of sources. An essential part of this is the use of the Internet. Mindful of the need to educate our students on the use of the Internet, it is crucial to realize the responsibilities of its use.

Parents and students are asked to sign an acceptable use policy which emphasizes the personal responsibilities of anyone using the school's computer and telecommunications resources, including FastDirect, Google Apps for Education (GAFE), desktop computers, Chromebooks and iPads.

Acceptable Use Policy:

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to school, or the school community, (collectively referred to as "Inappropriate Electronic Conduct").

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Holy Redeemer community. Network and Internet access is provided to further the educational goals of this institution. Holy Redeemer Catholic School provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of Holy Redeemer Catholic School are encouraged to use the computers, software, electronic mail (email), or network software for educational or school related activities and to facilitate the efficient exchange of information and ideas. However, the equipment, software, and network capacities provided through the school computer services are, and remain, the property of Holy Redeemer Catholic School. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege not

a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Examples of appropriate or acceptable educational use(s) of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- GAFE accounts for facilitating collaborative projects.

Examples of inappropriate or unacceptable use(s) include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any materials in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted material without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. It is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.
- The sending of unsolicited junk mail or chain letters is prohibited.
- The use of offensive, obscene, inflammatory or defamatory speech or language is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The installation of personal software is prohibited unless permission from the Technology Coordinator is granted.
- The forgery, reading, deleting, copying, or modifying of any files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Technology Coordinator from intercepting and stopping email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's email and similar electronic communications systems is a privilege, and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manners as are required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email, or computer address or workstation to send email without their permission is prohibited.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential, should not be communicated via email.
- Holy Redeemer School reserves the right to access email, to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive, or data storage device purchased by the school, are considered property of Holy Redeemer School.

This agreement applies to stand alone computers as well as computers connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The administration reserves the right to determine inappropriate uses of the technology or telecommunication resources. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Device Initiative

Holy Redeemer School has initiated a 1:1 device program and has purchased Chromebooks for use in grades 4-8 to promote academic excellence. This initiative will support our mission to provide quality education by engaging students in the use of technology. Our belief is that this will foster critical thinking skills, creativity, collaboration and content mastery.

Students in grades 4-8 will be using Chromebooks in the classrooms. After setting up a Google Ed account, passing the Chromebook and Google Ed Basic Usage Test, and returning the signed agreement, students will be allowed to use a Chromebook throughout the school day.

Chromebook usage will be monitored by administration to gauge use and effectiveness of the device in the classroom. Chromebooks and Google Ed accounts are property of Holy Redeemer School and the contents on the device or account can be viewed at any time.

Guidelines

All software, applications, and documents stored on the Chromebook and/or GAFE account are property of the school and subject to on-going review and monitoring and are intended for educational use only.

Students should NOT

- Modify the device in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers or other decoration to supplied device.
- Exchange assigned device with any other student unless directed by school personnel.
- Clear or disable browsing history on the device.
- Disable the device or its applications assigned to them or anyone else's device.
- Use the device and/or GAFE account to play games.
- Set up or participate in chat rooms using the Holy Redeemer GAFE account.

Failure to comply with these guidelines will be treated as a violation of the User Agreement and will be handled according to the school's discipline code.

Applications (Apps)

- Devices will be distributed to students with key applications already installed. Applications should NOT be installed or uninstalled by the student. It is the responsibility of Holy Redeemer to install or uninstall all applications.
- The school will create and administer Google Apps for Education accounts for each student to allow access to necessary Apps.

Saving Documents

Saving documents with the Chromebook is accomplished using Google Drive and "cloud" storage. To access this storage, all students will require a Google Apps for Ed account. Using this account, students can create, save, share, and upload documents in various formats. Students will be able to access their Google Drive online from any computer with Internet access.

Security

Students will each have a personal password associated with their Google Apps for Ed account. This password should be known only by the student to ensure the student's documents and data are only accessed by that student. Holy Redeemer has the right to bypass the password with justifiable reason.

Loss or Damage

- If a Chromebook is lost or damaged parents are responsible for costs as noted in the “Estimated Replacement Cost” section of this document.
- The school is responsible for arranging all Chromebook repairs.
- If a Chromebook is damaged in any way, the damage must be reported to a teacher or administrator immediately.

Estimated Replacement Cost

The estimated replacement cost of a Chromebook is \$210.00.