

HOLY REDEEMER

CATHOLIC SCHOOL



Family Handbook

Revised 2025

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 essential to 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.

Holy Redeemer School cares about the well-being of our students and creating a positive, caring climate in our school. Our school cultivates virtues that are essential to our Catholic identity and provide a strong foundation for our faith relationship with Jesus Christ and others.

This Family Handbook contains 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 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.

Schedule:

Morning Care 7:00-7:45

Drop Off: 7:45-8:10 (Students dropped off between 7:45-8:00 report to the cafeteria)

8:10 School Begins

3:15 School Ends

3:15 Pick-up 3:45-5:15 Field and playground reserved for Aftercare

Aftercare 3:15-5:30

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 and homeroom teacher of absence by phone or email 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 student's absence. **Upon a student's return, a written excuse from the parent/guardian is required.** The note should have dates of absence, the reason for absence, and parental signature. The note should be given to the homeroom teacher.

Students absent from class are required to make up the work that the teachers assign. It is the student's responsibility to request and complete his or her make-up work upon returning. All make-up work 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. Students will be given a reasonable deadline for completion of missing work for any extended absences. If a student has extended absence due to illness, his or her report card will be marked incomplete until they complete the required work for that quarter.

Excessive absences and tardies are disruptive to a student's progress. Every effort should be made to be in attendance when a student is well.

ADDRESS AND TELEPHONE CHANGE

Parents and guardians are required to update the school information system and inform the school office of any change of address, telephone number, work, or email address.

ADMINISTRATION

The principal administers the school as the spiritual and instructional leader, 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 other written communication to the respective teacher(s). If a 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 according to the policies and procedures of the Catholic Education Office of the Archdiocese. The evaluation will be based on 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.

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. Kindergarten students are required to be five years old, pre-kindergarten students four years old, and preschoolers three years old by August 1.

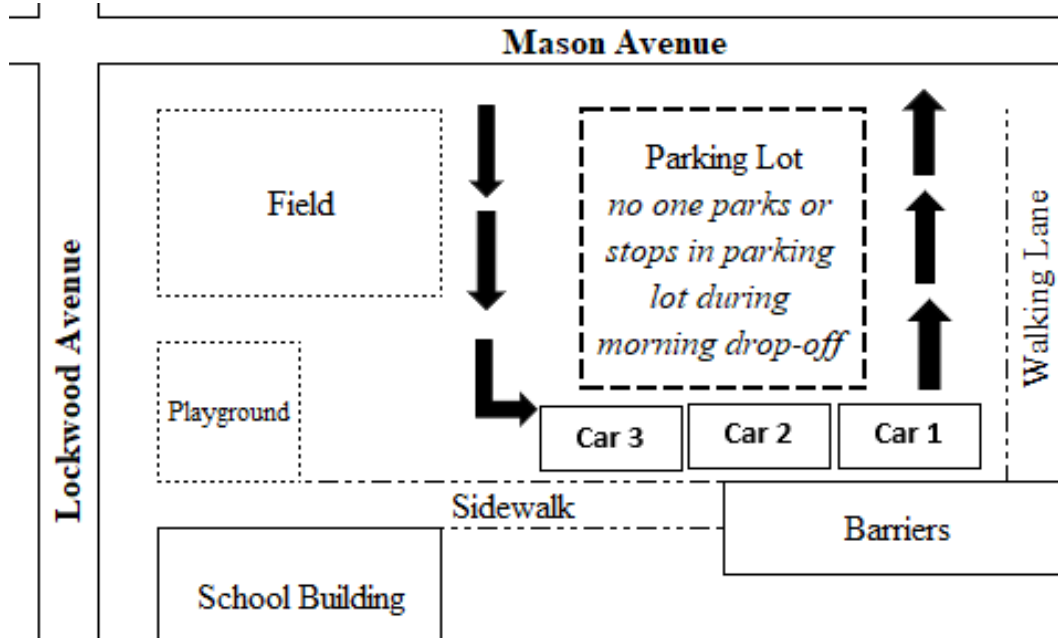
Transfer students are accepted upon receipt and review of school records. Such inquiries should be made through the Holy Redeemer School office. Admission at Holy Redeemer School will be considered if the family and students meet admission criteria and enrollment availability.

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, Christian values, behavior, self-discipline, as well as respect for other students and faculty members. Failure to successfully meet these conditions will result in the student being asked to find another educational setting.

ARRIVAL AND DISMISSAL

Please do all you can to ensure morning drop-off and afternoon pick-up is a safe procedure for all. Being patient will help our children avoid injury.

MORNING DROP-OFF

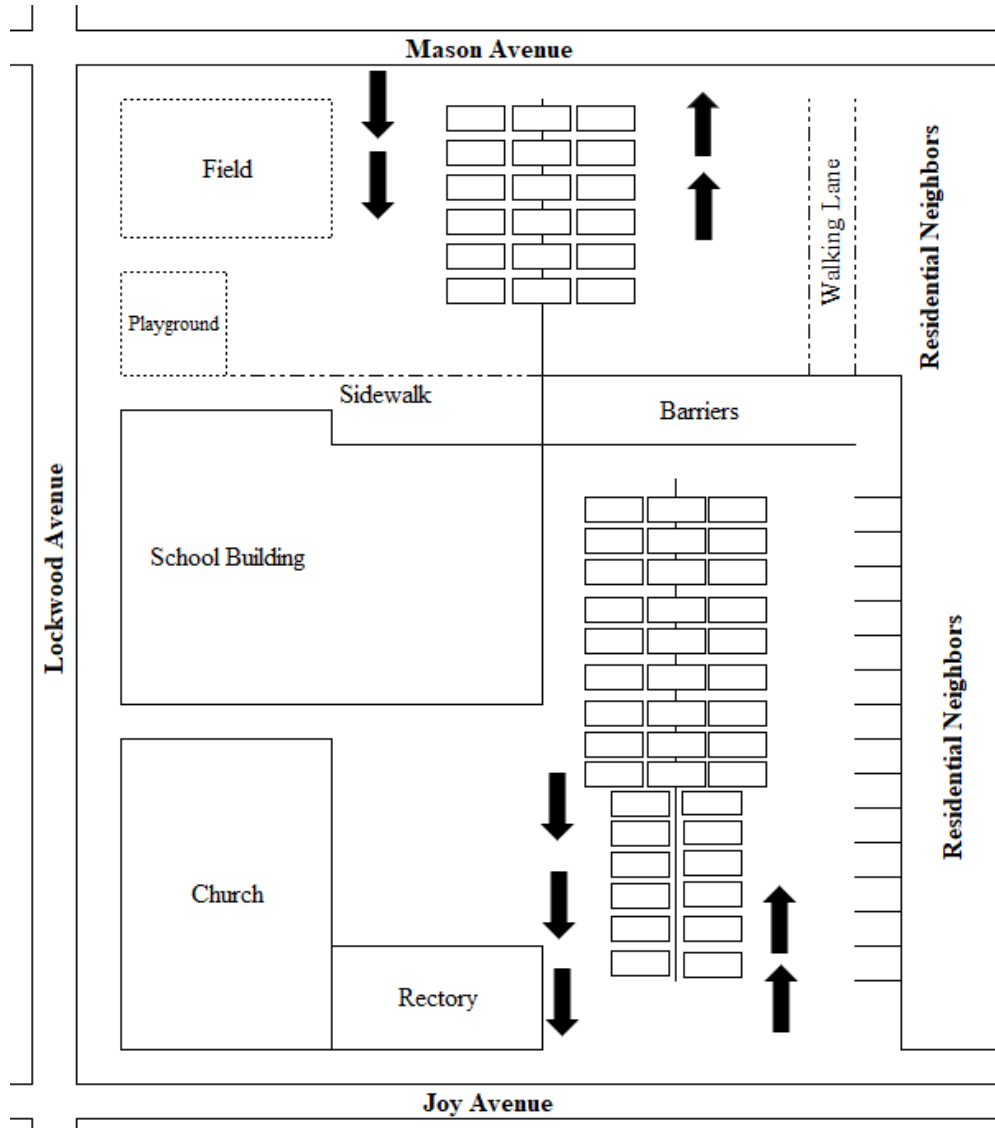


Vehicles should enter the lot from Mason Avenue. The first vehicle should pull all the way up to the first position so two or three additional cars can drop children off simultaneously. Children should exit on the right-hand (passenger) side of the vehicle.

There should be no parking in the Mason lot (Lot A) during school hours and during morning drop-off. Those wishing to park may do so in Lot B (enter from Joy Avenue). Lot B is not for dropping off.

Walkers who enter off Mason Avenue should walk along the fence line on the north side of the parking lot.

AFTERNOON PICK-UP



Both parking lots open at 2:45 P.M. and close at 3:05 P.M.

Parents picking up children in preschool, Pre-K, kindergarten will park on Lot B. Parents picking up children in grades 1-8 park on Lot A and the remaining spots in Lot B. Parents that arrive after 3:05 P.M. should line up on the west side of Joy Avenue. Parents of children in grades preschool, Pre-K, kindergarten please pick their children up from the parking lot along the gym wall. Parents will immediately return to their vehicle to wait for other children and for the lot to open before exiting. Students in grades 1-8 will be dismissed by their teacher and go directly to their carpool. Once all children are safely in their cars, drivers will be directed by a HR staff member to leave the lot. Once both lots have cleared, late arrivals will be directed onto Lot B from Joy Avenue and bike riders will leave through Lot A. If you know you will be arriving after 3:05 P.M. please communicate with the office, preferably through email. For the safety of the Aftercare students and staff, any families that stay after school to play are asked to **leave the playground by 3:45** so that Aftercare may use the space. Having additional people makes it challenging to determine which children are in aftercare. The playground is available at 5:15 PM when Aftercare returns to the cafeteria.

DISMISSAL TIMES

3:05 pm - Preschool, Pre-K, Kindergarten

3:10 pm - Walkers & Aftercare

3:15 pm - 1st - 8th Grade

BACKPACKS AND BOOK BAGS

Students in preschool through fifth grade are required to have a backpack to carry supplies and materials to and from school each day. These backpacks will be kept in the classroom coat room or student lockers during the course of the school day.

Students in grades 6-8 are required to have a backpack with a padded pocket for a computer and will carry their backpacks from class to class.

For the safety of all children, the school reserves the right to check backpacks and lockers at any time. Students may not access another student's backpack.

BEFORE SCHOOL CARE and AFTER SCHOOL CARE

Before school care is provided from 7:00 A.M. until 8:00 A.M. Students arriving between 7:45-8:00 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 After Care and fees will be applied. A fee will be charged with \$1.00 per minute per student after 5:30 P.M. and will be added to your monthly bill. After Care is designed for working parents, or parents who have an emergency and cannot pick up their child during dismissal time. Advanced notice allows for proper ratio staffing.

BICYCLES and SCOOTERS

Students who ride bicycles or scooters should stay in the walking lane on the parking lot then dismount at the sidewalk. Bicycles and scooters should be walked on the sidewalk and locked. The school cannot assume responsibility for damage or theft.

BIRTHDAYS

As recognition for birthdays, students are allowed to be out of uniform on the day of their birthday or half birthday. If the student's birthday is on a Mass day, an alternative date may be chosen to be out of uniform. In addition to being out of uniform, each student receives a birthday prayer blessing and a gift from the principal 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. Out of consideration for others, do not make individual arrangements to bring birthday fast food lunches to school.

CAFETERIA

There are three lunch periods. Every Monday, an optional fundraising lunch is offered to support the 8th grade class. Orders must be placed at the beginning of the school year (for the entire school

year). An optional hot lunch program (through Food Service Consultants) is offered Tuesday through Friday. Lunches follow allergy-safe food guidelines and FDA guidelines. If a student forgets a lunch, a nutritious snack will be provided. Due to food allergies, students must pack a nut-free lunch and may not share foods. Allergy safe tables are available.

White or chocolate milk is available for purchase to all students. **Students are not allowed to bring soda or carbonated beverages.**

Out of consideration for others, do not make individual arrangements to bring fast food lunches to school.

CAMP FOR FIFTH GRADE

As part of the curriculum, the fifth-grade students are given the opportunity and encouraged to attend an overnight camp each year. 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. Please consult the field trip and volunteer expectation sections for more information.

CELL PHONES, ELECTRONIC DEVICES, WEARABLE TECHNOLOGY

Students in all grades are required to keep cell phones and other electronic devices in the cell phone garage in their homeroom for the duration of the school day. All students' cell phones and electronic devices are to be turned off during school hours. Cell phones and electronic devices are not to be used during Before Care, After Care or recess. Violators will have their devices confiscated until the end of the school day and receive a conduct referral. Wearable technology is not allowed.

CLASS SIZE

It is the policy of Holy Redeemer to have a class size of no more than 30 students in Kindergarten through 8th grade. Preschool should have no more than 20 students and Prek-K should have no more than 24 students. When enrollment approaches the recommended class size, other options such as team teaching, teacher assistants, limiting enrollment, etc. will be considered. Following the spring registration, the principal will make a report at the next School Board meeting with recommended options to be followed for the upcoming school year. This should include the specific number of students to be enrolled at each grade level. The archdiocesan guidelines state that class size should not exceed 35 students.

FAST DIRECT

Fast Direct is our internal SIS. All families are given a Fast Direct username and password. Fast Direct is the system through which grades and report cards are posted, emails are distributed, and classroom information is communicated. All school-wide announcements to be communicated through Fast Direct and Flock Notes must be approved through the school office prior to publication. Access to grades will be restricted if financial obligations are not met. Holy Redeemer Gmail is also used as a method of communication at Holy Redeemer.

CRISIS MANAGEMENT TEAM

Holy Redeemer considers the safety of its students and staff one of its highest priorities. The Crisis Management Team is composed of administration, teachers, assistants, and School Board members who work diligently to ensure the safety of everyone. The team works closely with the Webster Groves Police and Fire Departments, as well as the Archdiocese's Safety and Security Department to ensure a successful implementation of emergency procedures. The practice of tornado, fire, earthquake, and intruder drills with our students help to be better prepared in case of an emergency situation. In the event of a need to vacate the school building, a plan is established to relocate students to a designated rally point by walking.

CURRICULUM

Holy Redeemer School has a written curriculum formulated by the faculty and administration. Our curriculum is aligned with St. Louis Archdiocese Learning Standards. The curriculum is revised annually through an ongoing process as teachers and administration utilize standardized test scores, observe student learning, and research current educational best practices.

CUSTODY DOCUMENTS

Official copies of all court documents specifying child custody must be on file in the school office and kept up-to-date.

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

Preschool/PreK discipline is addressed in the classrooms, unless assistance is needed.

K-2

All students in K-2 have a respect and responsibility card. The cards of students in K-2 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.

Grades 3-5

Each teacher will determine and implement age-appropriate classroom management guidelines for their individual classrooms in addition to the academic and conduct referrals. Academic referrals (blue slip) are given when a student fails to perform the academic requirements necessary for learning. Conduct referrals (yellow slip) are given when the learning environment is disrupted by the student's conduct. All conduct referrals are sent home for parental signature and kept on file by the school. Any conduct referral will be accompanied by contact from the teacher.

Grades 6-8

Students in grades 6-8 receive conduct and academic referrals, as well as positive notes home. Academic referrals (blue slip) are given when a student fails to perform the academic requirements necessary for learning. Conduct referrals (yellow slip) are given when the learning environment is disrupted by the student's conduct. All conduct referrals are sent home for parental signature and kept on file by the school. Any conduct referral will be accompanied by contact from the teacher.

Detention

Teacher initiates and supervises detention, and parents will be notified. A parental signature is required on the slip. 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 3-5
- Not returning a signed conduct referral
- Vulgar language and/or vulgar action
- Misuse or inappropriate use of electronic devices
- Cheating by possessing another's work, copying, or using unacceptable resources
- Actions threatening the physical safety of others
- Behavior deemed necessary by administration

Procedure for acts of violence

If a student engages in 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 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 or 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 his/her parents, who may have been the target of the violent threat, will be informed of the threat.
- Needed support is given to assist the individuals involved.

Serious Offenses That May Lead to Suspension

In-school or out-of-school suspension will be determined by the principal with input from the relevant faculty members. The principal initiates and informs the parents and the pastor of the consequences for the following actions:

- Physical or verbal abuse/assault
- Direct refusal to obey school authority
- Possession of drugs, alcohol, tobacco, lighters, matches, drug paraphernalia, fireworks, weapons, pictures or written material of concern on school grounds, at school functions, or on the way to and from school
- Inappropriate use of the internet at school
- Making a false 911 call or purposely tripping the fire alarm
- Serious behavior disturbing the learning atmosphere
- Four detentions in one quarter

- Behavior deemed necessary by administration.

Probationary Attendance

After two suspensions or serious incidents or patterns 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 are required.

Withdrawal for Cause

Any withdrawal for cause will be initiated by the principal, approved by the pastor, and follow Archdiocesan policies. Withdrawal for cause occurs when the learning atmosphere is continually disrupted or when 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.

DRESS CODE

Holy Redeemer ("HR" or "the school") requires a standard uniform for both boys and girls. This uniform should reflect the values we hold in our mission of empowering students through love and virtue, to develop their Catholic faith, their intellect, and a community of "one Spirit in Christ Jesus". Students' appearance should reflect their pride in our community, allow them to focus on their education, and allow teachers to focus on teaching.

It is the parent's responsibility, along with their child, to ensure children are dressed in accordance with the dress code. It is not the responsibility of the school or school staff to see that children are in proper uniform each day. Holy Redeemer requests assistance, in accordance with the school's mission, to cooperate and support the school dress code. All clothing should be neat, clean, pressed and mended when necessary.

No uniform/dress code can cover all eventualities or possibilities. It should be understood that the Principal will have the final decision about acceptable and unacceptable attire.

PURCHASING UNIFORMS AND SPIRIT WEAR

[Just Me Apparel](#) carries the uniform items below. Items purchased elsewhere must comply with school uniform policies.

Spirit Wear may be purchased through the Holy Redeemer online Spirit Wear store (administered by PTO). Information on purchasing Spirit Wear will be communicated by PTO as available throughout the school year.

Additionally, PTO hosts a uniform and spirit wear exchange each year at the Back-to-School Ice Cream Social and at other points during the school year as deemed appropriate to give families the opportunities to upcycle uniforms they have outgrown.

LOGOS

There are no requirements for logos on Holy Redeemer uniform shirts, sweatshirts or sweaters. Parents may choose to have the school logo embroidered on the uniform so long as it is the official Holy Redeemer school logo pictured here:



SHIRTS

The standard HR uniform shirt is a collared shirt that may be short or long-sleeved. Brand logos on shirts are not permitted.

Students will have a choice of wearing a knit polo-style shirt in white or cardinal red. Performance (dri-fit) polos may also be worn if brand/logo free. White collared or button-up blouses and turtlenecks may also be worn. Middle School students may also wear navy blue polos, collared or button-up blouses and turtlenecks.

If an undershirt is worn beneath the uniform shirt, it must be white. Undershirt sleeve length should match the shirt sleeve length.

Shirts must be tucked in at all times for students in Grades Two through Eight.

SWEATSHIRTS AND SWEATERS

Students may wear white, navy blue or cardinal red sweatshirts and sweaters. Sweatshirts can be crew neck or ¼ zip style, in fleece, dri-fit or cotton fabric. Sweaters can be v-neck, crew neck or cardigan style or sweater vests may be worn.

Hooded sweatshirts are not permitted with the exception of 8th grade students who are permitted to wear the official “Eighth Grade” hooded sweatshirts.

A collared uniform shirt or turtleneck must be worn underneath all sweaters and sweatshirts.

PANTS AND SHORTS

Pants and shorts must be uniform style in navy blue twill or dry-fit fabric with a plain or pleated front. Uniform pants are straight leg with a zipper closure and belt loops. Uniform shorts are walking shorts with a zipper closure and belt loops.

Pants and shorts must be worn at the waistline. Uniform pants and shorts should not have any external-stitched or cargo pockets. Shorts must measure at or below the longest fingertips when arms are at rest.

Preschool through First Grade students can have elastic waistbands. Middle School students may also wear khaki uniform pants and shorts.

BELTS

A dark blue, black, or brown/tan belt must be worn with pants and shorts for students in Second Grade through Eighth Grade. Decorative buckles are not permitted.

JUMPERS AND SKIRTS

Uniform jumpers (worn in Preschool through Fifth Grade) and uniform skirts (worn in Middle School) should be Hamilton Plaid. Jumpers and skirts must measure at or below the longest fingertips when arms are at rest. Skirts should not be rolled up at the waist. Shorts, tights or leggings must be worn under jumpers and skirts. Tights or leggings should be solid white, gray, red, navy blue or black.

SOCKS

Socks should be solid white, gray, red, navy blue or black and may contain a small logo.

SHOES

Shoes must be standard athletic style shoes, and can be hi/mid/low top. Shoes designed to be tied must have shoestrings and must be tied. No light up shoes or Crocs.

MAKEUP

Makeup and nail polish is not permitted for students in Preschool through Fifth Grade. Middle School students may wear concealer and nail polish.

JEWELRY

Small post or hoop earrings are permitted. No more than two earrings per earlobe. One necklace (Religious symbols only), one bracelet, and one ring may be worn. Anklets and choker style necklaces are not permitted.

Time-telling wristwatches without sounds or alarms may be worn. Smart watches (watches with the ability to connect to the internet or bluetooth) are not permitted.

HAIR

Hair must be neat and clean. A hairstyle must be in keeping with the total image the uniform represents – that is, no hairstyles such as faux hawks, shaving of patterns or lines, hair extensions, wraps, feathers or beading. Hats are not permitted to be worn. Only natural hair colors given by God are permitted.

Hair should be kept out of the eyes. Hair accessories must be in keeping with the total image the uniform represents. Excessive, large or distracting hair accessories are not allowed (i.e. oversized hair bows, cat eared headbands, headbands with ornamentation, hair-ties with bells, etc.). Patterns, lines, shapes, other distinctive forms of head shaving, ponytails, braids, and mullets are not permitted. Acceptance of other haircuts is at the discretion of the administration. Boys must be clean-shaven.

OTHER GROUP UNIFORMS

Boy Scouts, Girl Scouts, and other groups approved through administration may wear their uniforms to school on days when group, troop, den, pack meetings or special events may occur. These uniforms must include identifiable markings and must be in keeping with the overall uniform of the represented group. All pieces must be an official uniform and should be worn in combination with the Holy Redeemer school uniform, as applicable (e.g. a Girl Scout vest should be worn over the Holy Redeemer jumper or a Boy Scout uniform shirt should be worn with the Holy Redeemer uniform shorts/pants).

SPIRIT WEAR - DRESS CODE

Monday of each week is “Spirit Day”. On these days, students may wear a Holy Redeemer t-shirt, sweatshirt, including a hooded sweatshirt (“hoodie”) or any other Holy Redeemer logoed shirt with uniform bottoms. All other uniform policies regarding shoes, socks, jewelry, etc. apply. Socks with the HR logo may also be worn on Mondays.

DRESS CODE FOR OUT-OF-UNIFORM DAYS

Occasionally an out-of-uniform day will be given to students, including, but not limited to picture day, the student’s birthday (or half birthday) and catholic schools week. Out-of-uniform dress code refers to clothing only. The uniform dress code policies for shoes, jewelry, nail polish and makeup apply on out-of-uniform days, unless specified differently below.

Awarded dress down day passes should not be used on Mass days.

Clothing worn on dress down days must be in good taste and must be able to be worn for all normal school activities. Any items of clothing displaying insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, supports political views or candidates, promotes drugs, alcohol, or tobacco, or anything else that goes against the teachings of the Catholic Church is inappropriate for school and will not be allowed.

SHIRTS

All shirts must reach at least hip-length. Spaghetti straps, crop tops, strapless, low-cut, open back, and bare midriffs are not permitted. Shirts should cover bottoms when wearing legging type pants.

PANTS, SHORTS AND SKIRTS

Pants and shorts should not have holes, cuts, frays or any other type of tearing. Pajama pants are not permitted outside of themed pajama dress down days. Lettering across the seat of pants and shorts is not permitted. Low-riding or hip-hugger pants and shorts are not permitted. Shirts should cover bottoms when wearing legging type pants.

Shorts and skirts, at the shortest point of fabric, must measure at or below the longest fingertips when arms are at rest.

SOCKS

Students may wear socks of their choice.

SHOES

Students may wear boots, so long as they are well-fitting and do not impede their ability to walk properly. It is the student's responsibility to bring proper athletic shoes to change into if the student has PE class.

EVALUATIONS AND TESTING Grades K-8

As required by the St. Louis Archdiocese, our students are annually evaluated using The NWEA MAP Growth Assessment. It is a benchmark assessment composed of Math, Reading, and Language Usage. The students will take each of these sections 3 times a year during the testing windows. The NWEA MAP Growth Assessment is computer adaptive, meaning that the test is dynamic and adjusts the difficulty of questions based on a student's responses. The questions begin at grade level, and as a student gets questions correct or incorrect, the test adapts above or below grade level to find the student's ability level. Its adaptive nature along with multiple data points will allow us to focus on promoting individual student and class growth, supporting student needs, and getting more frequent feedback on the impact of our instructional practices.

All students in grades K-8 also have formative reading assessments throughout the school year to evaluate their progress.

Diagnostic testing is available through the Special School District, St. Louis Archdiocese, and private agencies if a parent and/or teacher expresses concern of a disability or disorder. Our Learning Consultants can assist in such procedures and act as a liaison between the organizations.

EXIT SURVEY

Each family that transfers a student from Holy Redeemer School will be asked to complete an exit survey for the principal and/or pastor. The general purpose of the survey is to determine the reason for the transfer and to assess the satisfaction of parents with the school.

FEES AND DELINQUENT ACCOUNTS

Tuition, registration fees, and/or other fees are determined by the parish finance committee. Registration fees are due at the time of registration and are non-refundable. Other fees established are payable by July 1. Tuition is payable in full or in ten monthly installments, beginning July 1.

Late payment of fees or any installment of tuition will be assessed a \$15.00 finance charge. 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 current.

Library fees (including missing or damaged book fees), Before Care and After Care 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 arrangements.

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

All field trips will be educational in purpose as required by the archdiocese. Field trips are initiated, organized, and directed by teachers with the approval of the principal. Parents will be notified in advance of field trips and are required to provide written permission for their child(ren) to participate. Parents are asked to cover their 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.

Bus transportation to and from the field trip is provided if possible. If bus transportation cannot be arranged, students may be transported by private vehicles. When private vehicles are used, seat belts must be worn, clear directions to the destination will be provided, the entire group will leave at the same time, the local speed limit should be adhered to, and no extra stops are to be made between the school and the destination.

Drivers must be at least 21 years of age, have a valid, non-probationary driver's license, have no physical disability that may impair the ability to drive safely, and be experienced drivers with the maturity necessary to provide for the safety of those around them. The vehicle should have a valid registration and meet state safety requirements, be insured for minimum limits of \$100,000 per person/ \$300,000 per occurrence, and a copy of the insurance declaration page on file in the office. Booster seats must be used by students under 80 lbs or 4'9". Students under the age of thirteen are not allowed to ride in the front seat of the vehicle.

Drivers will be provided a list of the children to be transported in their vehicle and a duplicate list will be on file in the school office.

A teacher, actively in charge of the class, must always accompany the class and will be the overall supervisor of the students.

All parent volunteers must have completed and have on file Prevent and Protect STL. Only adults are to accompany students on field trips. There will be at least one adult for every 10 students, unless stated otherwise. No children are to be on a class trip except those students in the designated class. Teachers will inform adult supervisors 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. Socializing between adults should be minimal. 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. Students are not to bring cell phones and/or electronic devices with them during a field trip.

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 nurse is available in the First Aid room daily from 7:45 A.M. until 3:00 P.M. There is an emergency information card kept on file in the school office for each child. Parents are required to keep home, work, and emergency contact numbers current.

GIFTED EDUCATION

Webster Groves School District offers a gifted program for students who qualify. Parents or teachers may nominate a student for testing. A student who is accepted into the program would 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. A consistent system of grading student performance is utilized. Grades are used to inform both the student and parents of the progress of the student. When students are experiencing significant problems, the parents will be informed of the difficulties prior to the issuing of grades in an attempt to correct the problem. Students and parents are encouraged to check scores weekly on Fast Direct. Any concerns about grades should be directed to the classroom teacher. Midterms and final exams will be given to students in grades 6, 7, and 8.

The following grading system is used:

<u>Grades 4 – 8</u>				<u>Grades K – 3</u>		
A+	98 – 100	C+	82 – 84	T		Taught but not graded
A	95 – 97	C	79 – 81	O	93 – 100	Outstanding
A-	93 – 94	C-	77 – 78	VG	85 – 92	Above Average
B+	90 – 92	D+	74 – 76	S	77 – 84	Satisfactory
B	87 – 89	D	72 – 73	N	70 – 76	Needs Improvement
B-	85 – 86	D-	70 – 71	U	0 – 69	Unsatisfactory
		F	0 – 69			

HARASSMENT

Harassment involves unwelcome verbal, physical, sexual, or visual conduct that 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, disruptive, and is not in keeping with the standards of a Catholic environment. The principal should be informed immediately of harassment and the discipline policy will be invoked.

HEALTH PRACTICES AND DISEASE CONTROL

General guidelines for sending an ill child home:

- Fever greater than 100 degrees or 1-2 degrees above a child's normal temperature and/or ill-appearing
- Rash with fever
- Rash of an unclear cause that has not been evaluated by a physician
- Difficulty breathing (especially asthmatic, not relieved with medication)
- Sore throat with fever or difficulty swallowing
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting or stomach cramping (with vomiting in prior 24 hours)
- Diarrhea, sleepiness, and abdominal cramping
- Mouth sores with an inability to control saliva
- Chicken Pox or other communicable diseases

Students must be fever/symptom-free without the use of medication for 24 hours before returning to school.

General guidelines for head lice control:

- When a case of head lice is found, all students in that classroom, siblings, and any other close contacts will be examined
- Infested students will be sent home immediately with a letter recommending treatment
- When a student in a class is identified to have head lice, a letter (or email) will be sent to all parents of students within that class
- Infected students may return to school once he or she is free of lice and nits

HOMEWORK

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

- Pre-K-Kindergarten: 5-10 minutes
- Grades 1 – 2: 30 minutes
- Grades 3 – 4: 30 – 60 minutes
- Grades 5 – 6: 60 – 90 minutes
- Grades 7 – 8: 1 – 2 hours

Assignments are a means to help students review, comprehend, and enrich subject matter taught in class. Homework is the student's responsibility and should be completed neatly, carefully, and

promptly. Parental interest and encouragement are also vitally important, but parents should resist the urge to do more than assist.

A forgotten or misplaced assignment is subject to consequences. Classwork, assignments, and tests will be sent home periodically for a parental signature. Parents are asked to review the work with their child. When assignments are missed during an illness, it is the student's responsibility to request the missed work. For a prolonged illness, homework may be requested for pick up in the office. Communication from home is key!

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. Students will be given a reasonable deadline for completion of missing work for any extended absences. If a student has extended absence due to illness his/her report card will be marked incomplete until they complete the required work for that quarter.

HONOR ROLL FOR STUDENTS IN GRADES 6 – 8

Holy Redeemer School will have a quarterly honor roll. Academic Honor Roll consists of students with a 90-100% cumulative GPA. Principal's List consists of students who earned Honor Roll all four quarters.

HEALTH OFFICE

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. Any new student to Holy Redeemer as well as those entering grades K, 3, and 6, must have a complete physical exam plus up-to-date immunization records.

MEDICATION

Our school follows the guidelines for administration of medication as defined by the Health Advisory Committee of the Saint Louis Archdiocese. **In an effort to strengthen the partnership between home and school, please let your child's teacher know of any prescribed medication or change in medication.** If a medication, prescription or over-the-counter must be given at school, the following requirements must be met:

- **The school will NOT administer the first dose of any medication.**
- An emergency authorization form must be on file in the school, listing the name of the student'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. The parent should have two containers, one for home and one for school.

- The student 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 may not 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 are required to pick up any leftover medication from the school office. Leftover medication will not be sent home with students.
- In order for school staff to administer any non-prescription (over-the-counter) medication, it must be in the original container, supplied by the parent, have a physician's order, and a completed parent consent form. Please contact your physician and have the order sent to the school. A parent may administer medication to their own child.
- For cough drops to be administered, a note from the parent is required. Cough drops will be kept on the teacher's desk throughout the day.

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. The use of the Internet is a privilege each student is given. The students must act responsibly and adhere to the guidelines. A Technology Acceptable Use Agreement form is signed by students and parents annually (see **Appendix**).

INTERRUPTIONS IN THE CLASSROOM

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

LEARNING CONSULTANT

The learning consultants are on staff to serve the educational, behavioral, and emotional needs of the students while working in conjunction with the student's teacher and parent. Holy Redeemer has three full-time Learning Consultants who spend their time working with students and teachers in their classrooms and the other time with consultation and direct instruction with students. Learning Consultants work in accordance with the Archdiocese of St. Louis and Special School District. The responsibilities of the learning consultants include, but are not limited to:

- Monitoring students with learning disabilities and other medical conditions that may require accommodations
- Developing student profiles from service plans and evaluations and modifying them when necessary
- Serve as an advocate for students and parents
- Educating students and parents to advocate for themselves
- Maintaining regular communication with tutors and other specialists who work with students outside the classroom setting
- Reviewing diagnostic and evaluation reports
- Conduct screenings on grades K-3 to identify students in need of extra instructional needs
- Coordinating the completion of referral packets
- Implementing the building CARE team
- Organizing standardized testing for students and making sure accommodations are being

met.

- Provide accommodations for test-taking in the resource room when necessary
- Collecting data, work samples and written reports on students as needed
- Providing parents and teachers with relevant community resources
- Working collaboratively with teachers to implement intervention strategies
- Explore learning strategies, modifications, and accommodations with the classroom teachers to facilitate student's success
- Working with students in small group instruction within their classroom or in the resource room
- Attending meetings for review of evaluations and individual service plans for all students in the school

LOCKERS

Lockers will be assigned to students in grades 5-8. Lockers are the property of Holy Redeemer School. Students may not access another student's locker without permission from a teacher. 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 donated 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.

MONEY BROUGHT TO SCHOOL BY STUDENTS

Money sent to school should be in a sealed envelope with the student's name, 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 money to school. It is preferred to have money for fundraisers and field trips in the form of checks.

NEWSLETTER

On Fridays, a newsletter is emailed to all parents via Holy Redeemer email distribution lists. Parent email addresses should be current and any parent not receiving the newsletters should contact the office to verify email address. Any message to be included in the newsletter must be submitted to schoolnotes@holyr.org no later than noon on Wednesday. Any messages submitted after noon on Wednesday will be held for the following week's newsletter. All school-wide announcements must be approved through the school office prior to publication.

NOTES AND FORMS

Written (e.g. email) notification is required for the following situations:

- **Absences** - Secretary and homeroom teacher should be notified
- **Medical Appointments** - Secretary and homeroom teacher
Absence for medical, dental, etc. appointments that must be during the school day requires

a note in advance stating time, length, and reason for absence.

- **Changes in After Care plans** – Secretary (Secretary informs the After Care director and homeroom teacher)
- **Excused from class** - Secretary and homeroom teacher.
Absence for funerals or other reasons needs a note in advance stating time, length, and reason for absence.
- **Medication** - See MEDICATION
- **Serious Illness/injury** - secretary, principal, nurse and teacher(s)
Following a serious illness or injury which required medical assistance, the school requires a written statement from the physician stating the student has an injury or cast. A physician's note will be needed for the limitation of activity. A second physician's note will be required for return to activity.
- **Excuse for tardiness** - Secretary
- **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

PARENT/TEACHER CONFERENCES

Parent/Teacher 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 Grades 4-8 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. 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. The school is keenly aware of and exceedingly grateful for the significant parental support at Holy Redeemer. The general aims and purposes of the PTO are:

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

PARKING

For the safety of our students, the Mason Avenue parking lot (Lot A) is closed during the school day. All visitors to the school should park in the Joy Avenue parking lot (Lot B). Please obey all NO PARKING signs.

PARTIES

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

Parents are periodically asked to donate food and supplies for school events, parties, and/or field trips. Such events are at the discretion of the classroom teacher.

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.

RECESS

Students are expected to obey recess monitors. Any problems that arise on the playground should be taken to one of the monitors immediately and individual situations will be handled at the discretion of staff. 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 monitors.

For the safety of our students the following procedures are enforced:

- Students should always ask an adult for permission to leave the recess area
- Students are not allowed to head the ball
- Students are not allowed to retrieve balls that leave the recess area
- Students should return balls, jump ropes, skip-its and chalk to their bag 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
- 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
- Slides – Students should go down the slide on their bottom, feet first and one at a time.
- Students may not climb up slides
- Swings – One at a time, swing safely
- Gym – No kicking basketballs or volleyballs
- All recess equipment will be provided by the school, personal toys are not allowed

REGISTRATION

Registration occurs annually in the January/February timeframe for all students Preschool through Eighth grade. A registration fee will be assessed for each family. Registration fees are non-refundable except when a family is not admitted to the school due to lack of availability.

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.

Other requirements are:

- A birth certificate for students entering Holy Redeemer School for the first time
- All certificates of sacramental 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 K-8

REPORT CARDS

Students' 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 each quarter.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships are made available to Holy Redeemer Day School and PSR students. These scholarships are sponsored by various organizations and they have their own criteria and application processes.

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.

Members of the board should be active parishioners. Employees of the school may not be members of the board. School employees are represented by the principal.

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. Board meetings will 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. Concerns should be reported to the building principal before contacting a school board member. All board meetings, except executive sessions, are open to all parishioners of Holy Redeemer, and minutes of the meeting shall be available to parishioners upon request. 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.

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 or principal at least one week in advance and 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 at the Open Forum.

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.

- No more than fifteen (15) 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
- 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. A response shall be in writing or verbally given within a reasonable amount of time

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

School will remain open whenever possible. The decision to close school due to inclement weather will be announced as follows: KSDK-TV Channel 5, KTVI-TV Channel 2, and Flock Notes. When a late start is in effect, everything will start an hour later (Before Care at 8:00 a.m. and the tardy time at 9:10 a.m. unless announced differently).

SNACKS

All snacks and lunches brought into the building must be nut-free. All students in preschool-5th grade have a daily snack. An approved snack list is available under “links” on Fast Direct. This list is to be adhered to for both daily snacks and class parties.

STAYING AFTER SCHOOL

Parents should notify homeroom teachers if their child(ren) will be staying after school for extracurricular activities or clubs. If a student is required to stay after school, parents will be notified and will be responsible for arrangements for pick-up.

For our students’ safety, no child should be left without adult supervision after school.

TARDINESS

Students may be dropped off starting at 7:45 a.m. Instructional time starts promptly at 8:10 A.M. – students should be in their classrooms and ready for their day when the 8:10 bell rings. Students will be marked 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. Students are encouraged to be at school by 8:00 a.m. to prepare for the school day.

TEACHER AVAILABILITY

If you wish to discuss a matter with a teacher, you may contact the teacher through email or by calling the school office. The teacher will respond as soon as possible. The teacher may not have the opportunity to respond to email until that evening or the next day. As parents and teachers work together for the benefit of students, please schedule meetings in advance through email. Informal conferencing in the presence of other parents at the end of the day is discouraged.

TEXTBOOKS & LIBRARY BOOKS

Student textbooks are rented. It is expected that they are kept neat, clean, covered, and identified with the student’s name. Students will be charged for damaged or misplaced textbooks or library

books. New hardbound books can cost up to \$125, workbooks \$20-30. 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 can be renewed or returned after two weeks. 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 the family name so it can be returned if lost. If a student needs to be out of uniform for any reason, parents should write a note of explanation to the homeroom teacher and principal. Any serious disturbance to the learning atmosphere caused by appearance or apparel will be handled at the discretion of the principal.

VACATION DURING SCHOOL TIME

Families are asked 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. **It is not feasible to do early lesson planning and premature copy work because of vacation during school time.** Decisions will be made on an individual basis between the specific teachers and parents regarding make up work. If the teacher is unable to prepare work in advance, it will be made available upon the student's return.

VISITORS

Upon entering the building, parents and all other visitors are required to check-in and receive a visitor's pass at the office. Upon completion of your visit, please return your badge and sign out. All visitors are required to complete Prevent and Protect STL.

VOLUNTEER & ROOM PARENT EXPECTATIONS

All volunteers must have completed all the necessary paperwork and attended the Prevent and Protect STL course prior to working in the school. Upon arrival at school, all volunteers must sign in at the office and receive a visitor's badge before proceeding to their destination. Volunteers must sign out prior to leaving.

Room parent responsibilities include organizing class parties, assisting classroom teachers 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.

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 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 the 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 \$300.