HOLYLAND CATHOLIC SCHOOL

N9290 County Road W Malone, WI 53049

920-795-4222

2026-2027

3 Year Old Preschool - 8th Grade

Parent-Student Handbook

Holyland Catholic School provides a foundation of faith, respect, and lifelong learning through Catholic formation, academic excellence, and continuous improvement.

This parent-student handbook is an agreement between the parents of minor students and the school. It is in effect for one year or until reprinted. The handbook can be updated at any time.

The most updated version of the handbook is in the school newsletter.

8/7/2026

Dear Holyland Catholic School Parents and Students,

Welcome to Holyland Catholic School! It is truly a wonderful place for children to learn, grow, and be a part of our faith-filled "family."

Holyland Catholic School provides an atmosphere to educate and nurture the whole child by caring faculty, staff, parish members, and volunteers. Our focus is on Catholic formation, service, and academic growth and excellence.

The dedicated staff, volunteers, students, families, and community members help make this school a safe and great place to work, learn, and grow. May the Holy Spirit guide us to academic excellence, Catholic formation, and continuous improvement.

Please read and discuss the information in this handbook with your family. Please keep in mind that the handbook can be revised at any time and the most current version can be found on the school website.

Following Milwaukee Archdiocesan policy, the parish pastor and school principal will strive to apply these policies with justice and fundamental fairness. The policies set forth in this handbook are meant to be guidelines and, as such, all decisions regarding application of these policies will ultimately be left to the sound discretion of the parish pastor and school principal, who will take into account any other circumstances they deem relevant.

May the school year be filled with faith, enjoyment, and a lot of growth!

Sincerely,

Mrs. Nicole Klein

Mrs. Nicole Klein
Principal

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HOLYLAND CATHOLIC SCHOOL PERSONNEL AND RESOURCES

School: 920-795-4222
Email: office@holylandcatholicschool.org

Pastor: Father Paul Koenig, OFM Cap…….frpaul@ourladyoftheholyland.org

Principal: Mrs. Nicole Klein……nklein@holylandcatholicschool.org

Administrative Assistant: Mrs. Kris Will……...……....office@holylandcatholicschool.org

STAFF:

Mrs. Ann Secord ~ 3 Year Old Preschool ……..….asecord@holylandcatholicschool.org
Ms. Anna Jacobs ~ 4K ……...…..……...…ajacobs@holylandcatholicschool.org
Ms. Jennifer Lefeber-Krenn ~ 5K……jlefeber-krenn@holylandcatholicschool.org
Mrs. Kallie Greuel ~ 1st Grade……..….kgreuel@holylandcatholicschool.org
Mrs. Jodi Oye ~ 2nd Grade ……..…….....joye@holylandcatholicschool.org
Mr. Nick Zeleske ~ 3rd - 8th Grade ELA/Social Studies/Religion…..…..…nzeleske@holylandcatholicschool.org
Mrs. Mary Jo Rammer ~ 3rd - 8th Grade Math/Religion……...……mrammer@holylandcatholicschool.org
Mr. Joseph Hinshaw ~ 3rd-8th Grade Science/Social Studies/Religion…...jhinshaw@holylandcatholicschool.org
Ms. Kelly Lamb ~ Preschool – 8th Grade Art ……..…..….klamb@holylandcatholicschool.org
Ms. Kaela DuBose ~ Preschool - 8th Grade Music ……..…kdubose@holylandcatholicschool.org
Mrs. Tammi Burkart ~ Learning Support ……...……...tburkart@holylandcatholicschool.org

Instructional Aides:
Mrs. Rose Marie Mashock
Mrs. Jodi Steffen

Extended School Care:
Mrs. Carol Thome
Mrs. Kris Will

Custodial Staff:
Mrs. Kris Will
Mr. Joseph Wertschnig



2026-2027 COMMITTEES

Advancement Committee

Home and School Committee

School Advisory Committee

School Finance Committee

The Advancement Committee focuses on maintaining and improving the school through fundraisers and marketing.

Home and School organizes and helps with socials and events, teacher gifts, and various tasks at school.The Home and School Committee is directly and only responsible to the principal. All other committees report to the School Advisory Council as a whole.

The School Finance Committee oversees the accounting and budgeting of the school.

The School Advisory Commission/Committee (2103.1) is a group of elected or discerned parishioners who, along with the pastor/parish director/administrator, director of religious education and principal, are dedicated to the promotion and welfare of Catholic education. The School Advisory Commission is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal. The purpose of the School Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.
- Members need to be fully committed to Catholic education and supporting the school through 8th grade.

MISSION STATEMENT/PHILOSOPHY AND GOALS OF HOLYLAND CATHOLIC SCHOOL

Approved by school advisory committee on 5/20/24

MISSION STATEMENT

Holyland Catholic School provides a foundation of faith, respect, and lifelong learning through Catholic formation, academic excellence, and continuous improvement.

PHILOSOPHY

As a school community based on the Gospel message, our teaching efforts and concerns focus on the spiritual, moral and intellectual growth as well as the welfare of each student. We consider it our responsibility to assist parents in developing the whole child for Christian living.

Students are unique individuals. We promote an atmosphere conducive to inspiring the students to recognize and attain their goals through the development of their God given talents and abilities. We also promote an atmosphere in which the students respect the talents and abilities of others.

We need parental and community cooperation and support in our spiritual and educational endeavors.

GOALS

1. To nurture the child in the Catholic faith and to promote a deeper reverence for the Liturgy and Sacraments through participation and prayer based on the Gospel message

2. To instruct in a manner that reflects continuity between religious and academic areas in order to develop the whole child

3. To promote and incorporate religion, mutual respect and personal responsibility into everyone's daily interactions with students, family and community

4. To establish a curriculum that allows for differences in our instructional procedures and methods of evaluation to accommodate students' needs

5. To provide a safe and caring environment, physically and emotionally, for children to grow and be creative

6. To build up and live the faith community with our students through the cooperation and support of our families and parish communities

ACCREDITATION

Holyland Catholic School participates in a planning and accreditation process. We are accredited through WRISA (Wisconsin Religious and Independent Schools Accreditation).

HOLYLAND CATHOLIC SCHOOL OBJECTIVES

RELIGIOUS:

We will present the teaching of the Catholic Church in daily religion classes for each grade by teaching religious truths connected with other subjects.

We will encourage prayerful participation in Mass and Sacramental Programs.

Both faculty and students will foster Christian attitudes by praying together, by treating one another with charity and by seeking actively to help those in need.

INTELLECTUAL:

We will challenge each pupil to develop to his/her expected level of achievement or beyond through group instruction and individual work.

We will provide instruction in order to enable students to enter high school and function there satisfactorily.

SOCIAL:

We will develop in our students a commitment to community and the appropriate social skills and virtues through playing together, by group work, worship in common, and our example.

We will make concerted efforts to instill in the children a respect for personal dignity and appreciation of individual differences.

PHYSICAL:

We will offer an opportunity for physical improvement through classroom instruction in elementary human physiology and sound health practices.

There will be regular participation in the physical conditioning program and supervised play. Contacts with the County Nurse and several basic health tests will be made.

PERSONAL:

We will support the development of a positive self-concept by helping the child to set realistic expectations of himself/herself with an emphasis on his/her potential in accord with his/her talents.

GENERAL SCHOOL SCHEDULE

Being present and on time daily contributes to the continuity of each child's education and that of the whole class.

ARRIVAL AND DISMISSAL

7:35/7:40 Arrival and First Bell
7:50 Tardy Bell: Students need to be in classrooms.
11:15 3K and 4K Morning Dismissal
3:00 3K-8th Grade Dismissal

Students are expected to leave the school property immediately after dismissal according to the dismissal procedures except when involved in an adult supervised extra-curricular activity or after school care program.

MORNING RECESS

9:45-10:00 (3K through 8th Grade)

LUNCH RECESS AND LUNCH

11:30-11:45 Recess (3K through 8th Grade)
11:45-12:10 Lunch (3K through 8th Grade)

AFTERNOON RECESS

1:45-2:00 (3K - 6th Grade)

SPECIALS

Library -
Music -
Art -
Phy. Ed. -

EXTENDED CARE

Morning care is available from 6:30-7:40 am for 3K through 8th grade on regularly scheduled school days. The cost is $4.00 per day per child. Before 6:30 AM, the cost is $4.00 per 15 minute increments.
After school care is available from 3:00-5:45 for 3K through 8th grade on regularly scheduled school days. The cost is $4.00 per hour per child ($4.00 minimum per child after school), after the first hour, billed in 15 minute increments.
Any 3K and 4K students attending school (7:45 AM-3:00 PM) on his/her non-scheduled days will be charged $4.00 per hour.

LITURGICAL WORSHIP

Students attend Mass weekly on Wednesdays at 8:30 as well as participate in seasonal religious observations and other Masses throughout the year.

SCHOOL POLICIES AND PROCEDURES

ARCHDIOCESAN POLICIES AND PROCEDURE MANUAL

The policies and regulations of the Archdiocese of Milwaukee are kept in the office of the principal. These documents provide the policy, regulation, law or directive of Governmental Agencies and Cannon Law to be followed by any school of the Archdiocese of Milwaukee. The documents refer to community relations, administration, business and non-instructional operations, personnel, students, instruction and new construction.

NON-DISCRIMINATION POLICY

Holyland Catholic School respects the dignity of the student and his/her right to an education. No race, nationality, sex, or ethnic origin is to prevent a student from being accepted in this school, activities, or funding.

RIGHTS AND RESPONSIBILITIES OF PARENTS

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. (Archdiocesan Policy 1312).

ADMISSION AND REGISTRATION OF PUPILS

Registration notice will be in the school newsletter as well as parish bulletins.
State law (Wis. Stats. 118.4(1)(a)) specifies that children are eligible for kindergarten based on their age. Age of eligibility for admission is as follows:

- For 3 year old preschool, it is recommended the child is 3 years old on or before September 1 in the year he or she proposes to enter school. Exceptions can be made at the discretion of the principal. The child must be potty trained.
- No child may be admitted to 4 year old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school. The child must be potty trained.
- No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5 year old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.
- New students will be on a one year probationary period. During this time, students can be asked to leave for any reason.
- The enrollment policy for Holyland Catholic School is as follows:
  1. Current School Families
  2. Parishioners of Our Lady of the Holyland
  3. Non-Parishioners/general public

Registrations will be available on a first come/first serve basis in the order listed above. A waiting list will be initiated when enrollment reaches capacity. Enrollment capacity is at the discretion of the principal.
Registration will be complete when the registration form is completed & a copy of the birth certificate is presented.

CLASS SIZE POLICY

Holyland Catholic School is committed to maintaining class sizes that support academic excellence, student engagement, individualized instruction, and the spiritual development of every child. Class size decisions shall consider the educational needs of students, available staffing, classroom space, budgetary considerations, and overall school enrollment. Research and Catholic school best practices support smaller class sizes to foster strong teacher-student relationships and a faith-filled learning environment.

General Guidelines

The following class size targets and maximums serve as guidelines for Holyland Catholic School:

Grade Level	Target Class Size	Maximum Class Size
Preschool/4K	14-16	18
Kindergarten – Grade 2	16-20	22
Grades 3 – 5	18-22	24
Grades 6 – 8	20-24	26
Multi-Grade/Classroom Combinations	16-20	22

Factors Considered

The administration may consider the following when determining class placement and size:

- Academic, behavioral, and social-emotional needs of students
- Number of students requiring academic accommodations or support services
- Classroom space and safety
- Availability of instructional aides or support staff
- Financial sustainability and staffing resources
- Enrollment trends and retention

Combination Classes

Holyland Catholic School may utilize multi-grade or combination classrooms when enrollment numbers, staffing, or scheduling needs require flexibility. Combination classrooms are designed to provide strong academic instruction while promoting leadership, collaboration, and differentiated learning opportunities.

Administrative Authority

The principal, in consultation with the pastor and school leadership, reserves the right to make adjustments to class sizes, staffing assignments, and classroom configurations when deemed educationally appropriate or financially necessary.

Enrollment Considerations

Enrollment may be capped in certain grade levels when class sizes exceed established maximums. Holyland Catholic School may establish waitlists or consider additional staffing/support if enrollment demands warrant expansion.

Annual Review

This policy shall be reviewed annually by the administration and School Advisory Committee to ensure alignment with the mission, resources, and educational goals of Holyland Catholic School.

ABSENCES AND TARDINESS

Regular attendance at school is very crucial to the entire learning experience. Any absence will affect the student's ability to get the most of the classroom instruction.

Per Wisconsin State Statute 118.15 (3) (9c), a student may have up to **ten** (10) excused absences per year (5 per semester). Once a student has exceeded ten (10) absences, the principal may request a medical excuse for each additional absence. Students absent for 3 consecutive days or longer must provide a written excuse from their child's doctor when returning to school.

Tardiness disrupts the classroom routine and environment. All pupils are required to be in the classroom at 7:50 am. Any pupil arriving after 7:50 will be marked tardy. Excessive tardies will not be tolerated.

The principal and teachers will request a conference with parents if the number of absences/tardies seem to be seriously harming the student's progress.

At times students must be absent due to illness or other emergencies. ***Parents are expected to call between 7:30 and 8:30 a.m. to notify the classroom teacher that the child will not be in school***. After 9:30 a.m. the school secretary will call any parents who have not notified the school regarding their child's absence. A written doctor's excuse will be required for absences of more than three days.

All appointments of a non-emergency nature should be made outside of school hours. If a child must leave school for an appointment a note must be written to the teacher. It is more beneficial to the student to return to school after morning appointments, rather than taking the whole day off.
Medical/Dental matters that require more than one appointment should be set at different times whenever possible, one time in the morning & one time in the afternoon. Students who are to be excused for all or part of a day must present a written excuse beforehand. A note or appointment card stating date/time of appointment should be presented to the teacher upon returning to class.

VACATIONS/SCHEDULED ABSENCES

It is the discretion of each individual teacher to give assignments before scheduled absences, such as family vacations. If assignments are given before the scheduled absence, the work must be completed upon the child's return to school. If the work is not completed, the child will be given an incomplete.

If work wasn't requested or given before vacation, for each day a student is absent, the student will be given an equal number of days to complete all necessary work, including tests.

LONG-TERM MEDICAL ABSENCES

Situations do arise when a child is out of school due to a medical necessity. Upon the approval of the principal, a learning plan may be put into place.

ACCIDENT AND ILLNESS PROCEDURES

All injuries and illnesses of the students shall be treated according to accepted methods of first aid. If a child suffers any type of head injury, the parents will immediately be notified. A basic concussion protocol will be administered. If first aid is administered, the attending adult will fill out an accident report, which is kept on file in the school office. The parent/legal guardian will be contacted and told of the accident if the situation warrants it. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified (in case a student must be transported to the hospital).

When a student becomes ill in the classroom, the teacher needs to assess the degree of illness and whether the illness warrants that the student be sent to the office. If the teacher sends the child to the office, it is required that a note be sent with the child indicating why he/she is being sent to the office, whether a call is to be made to the parent to come to get the child, or whether the child is to rest for a while, etc. The teacher needs to notify the office personnel as to what is to be done. If it is felt this "illness" might be an attention seeking moment, the teacher will try to get the child involved in classroom activities, etc. before sending a child to the office.

CARE OF MATERIALS/PROPERTY

We expect all children to handle property with great care. Any student who damages any furniture, books or equipment will be disciplined according to the severity of his/her actions and the students/parents may be asked to pay for such damage.

DRESS CODE AND GROOMING

Personal appearance is considered to be a reflection of a student's attitude toward the school and self. Therefore, students at Holyland Catholic School should be neat and clean in appearance during school hours. Proper and age appropriate dress encourages proper behavior.

All students, 3K-8th grade, are expected to wear approved** HCS uniforms the entire day on Mass days and special, designated occasions. Black collared polo, quarter zip, or dress/jumper must have the school logo on it.

- **Black** collared polo, **black** collared quarter zip, or **black** collared dress/jumper (for girls)
- Nice looking, with no holes, **solid colored pants**, khaki pants preferred (no holes, no athletic pants, no sweatpants). Girls may wear **solid** colored skirts or skorts.
- May 1- October 31 dress shorts may be worn (no holes, no denim, no athletic shorts)
- Nice looking shoes, foam style (such as Crocs) or slipper style shoes may not be worn.
- **Solid** colored leggings may be worn under jumpers/dresses.
- **Solid** colored shirts (no hoods) may be worn under polos or quarter zips.

All students should always wear proper attire for a Catholic School.

1. Students are expected to dress modestly (discretion of the principal).
2. Clothes that are unusually short, low-cut, tight, showing the midriff or are offensive to others are not considered proper school attire. Spandex and short shorts may not be worn. Shorts should be no shorter than mid-thigh to be acceptable and is at the discretion of the principal.
3. Frayed clothing or clothing with holes are not acceptable school attire. Pajama bottoms or tops are not acceptable school attire. Tank tops and spaghetti straps are not acceptable.

4. From May 1 through October 31, shorts may be worn by students. On other days, if the temperature reaches 70 degrees, shorts may be worn by students. On days when students attend Mass students may wear dress shorts. Denim and athletic shorts are not acceptable.
5. T-shirts or sweatshirts, which advertise tobacco, alcohol, unchristian behavior, or have an insulting nature, may not be worn.
6. Females may wear skirts, skorts, and dresses. Skirts, skorts, and dresses should be no shorter than mid-thigh to be acceptable. It is recommended that shorts or leggings are worn underneath skirts and dresses.
7. Leggings/shorts should be worn under a skirt, dress, or longer shirt.
8. Students may not wear any shoes that are unsafe in school. All shoes need to have a backing around the heel. When playing outside, shoes need to be secure and tied. Shoes need to be worn at all times. Slippers may not be worn as shoes.
9. Makeup is not permitted to be worn at school.
10. No sprays (such as hair spray, body spray or perfume) are allowed in school or on the bus due to health reasons (allergies, asthma, etc.) of students.
11. Hair needs to be neatly combed and cannot be colored/dyed.
12. Hair needs to be neatly cut.
13. Hats may be worn only on special days only as deemed by the school. Hoods and scarves on head are not to be worn inside the school.
14. Headbands or other accessories with animal ears or other costume elements are not allowed.
15. All students, 3K-8th grade, are expected to wear approved HCS uniforms the entire day (and not covered with other clothing) on Mass days and special occasions. Please see Mass attire above.
16. Phy-ed clothes need to follow the same requirements as listed above. For physical education classes all students must have socks and tied or velcro tennis shoes. These shoes can be kept at school.

GENDER IDENTITY

Holyland Catholic School will follow the Archdiocese of Milwaukee Gender Identity Policy. All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun". Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

PARENTS' CONCERNS/COMPLAINTS

Conflict occurs most frequently when there is difficulty in communication. As a Christian community, we are committed to a more cooperative, mutual style of communication.

Level One: Verbal Appeal

Any parent who has a concern must discuss the matter with the teacher, principal, aide, secretary, or other employee of Holyland Catholic School with whom they have the concern, as soon as possible. The parent should clarify the concern and present a possible solution; if the matter is resolved to the satisfaction of both parties the process ends. If a resolution is not reached, the parent may continue the process to Level Two.

Level Two: Written Appeal to the Supervisor

The parent shall promptly submit in writing to the supervisor a letter including the following:

- the nature of the concern/problem
- the employee with whom the concern/problem exists

- any factual data, as understood by the parent other than hearsay, which the parent deems appropriate
- recommendations for appropriate resolution of the concern/problem

The supervisor shall meet with the parties in an attempt to reach a consensus resolution of the matter. If there is no resolution, the parent may continue the process to Level Three.

Level Three: Written Appeal to the Pastor
The parent shall promptly submit a copy of the letter describing the concern to the Pastor.

Once the letter is received by the Pastor, he may attempt to resolve the situation in one of the following manners:

a. The Pastor will convene the parties and attempt to reach a mutual agreement. (Disputes in which the Pastor is the immediate supervisor begin here.)

b. The Pastor may direct the Holyland Catholic School Grievance Committee (Level 4) to proceed with a review of all details of the concern and submit their recommendation of the resolution to him.

If one or several of the above procedures have not resulted in a resolution of the problem, the parent may continue the process to Level Four.

Level Four: Appeal to Holyland Catholic School Grievance Committee
Parental concern may be heard by the Holyland Catholic School Grievance Committee when steps #1, #2 or #3 have been unsuccessful in resolving the dispute. The committee will meet promptly with all parties to the dispute and issue recommendations for resolution to the Pastor. The Pastor will issue the final decision to both parties.

Level Five: Appeal to Archdiocesan Conciliation Committee
The request for a hearing with the Conciliation Committee of the Office for Schools, Child and Youth Ministries shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Office for Schools, Child and Youth Ministries shall maintain a list of people to serve on the Conciliation Committee. The parties concerned shall nominate five candidates from which the Director/Superintendent of Schools/Designee shall select an Ad Hoc Committee of three.

Upon receipt of the written statement, the Conciliation Committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The Conciliation Committee will submit its recommendations to the Director/Superintendent/Designee as soon as possible after the hearing. Upon receipt of the Conciliation Committee's recommendations the Director/Superintendent Designee will submit a final written decision to the parties concerned.

STUDENT INFORMATION CHANGES

Please inform the school immediately if there is a change in your name, address, phone number, place of employment, employer's phone number, marital status, or emergency contact person or phone number. Also, if your child is withdrawing, please notify the school administration in advance so that records can be transferred. A written exit form must be completed upon termination of student's enrollment. Official records will be mailed directly to the school of your choice when leaving Holyland Catholic School.

CONFIDENTIALITY

Holyland Catholic School staff is committed to upholding high standards for maintaining confidentiality. All requests for student records and transfers will be handled through the school office. These records are all kept confidential.

EMERGENCY INFORMATION/STUDENT RELEASE FROM SCHOOL

No child is ever sent home for illness or any other reason unless the school has personally contacted the parents in order to determine the proper procedure for such a dismissal. Emergency contacts will be contacted when parents are not available. An emergency information sheet is to be completed. It is absolutely essential that, whenever there is a change of work, home address, phone number, etc. this information be given to the school to keep records current. Such changes of information should be sent to the office in writing.

The school is responsible for the safety of your child during the school hours. Therefore the students are not permitted to leave the premises during the school hours. If a child is to be dismissed early for some reason, written notification must be sent to the school.

If a child becomes ill or is injured at school he/she may not leave the building without reporting to the teacher who will notify the parents. If a child is to be picked up by another adult other than the parent/legal guardian or is riding the bus, the parent/legal guardian must send a note to school with the child informing the teacher as to who is picking up the student. If said note is not provided, we cannot allow the student to be released to another person's custody.

COLLECTION OF MONEY

All payments brought to school should be in a sealed labeled envelope with the student's name and what the money is being sent for.

MILK PROGRAM

Milk is available for the lunch period. 3K and 4K half day students may purchase milk for snack time. Payment will be made on a yearly basis. Milk fees must be paid by the end of the first week of school. Please write a separate check to Holyland Catholic School for the milk. There is a special account for the milk program.

HOT LUNCH PROGRAM

Hot lunch will be provided by Shakey Joe's and Jet's Pizza on Tuesdays, Wednesday, and Thursdays. An order form for each child/person needs to be filled out and returned with payment by the 15th of the previous month. For example, orders for the month of December need to be returned to the office with cash or check payment by November 15th. If your child (or staff member) is absent from school on a day hot lunch was ordered, there will not be a refund or credit given. Order sheets will be distributed by the school via email or hard copy. Please call the school office if you have any questions or want to make sure your child's order has been received.

SNACK

Students will be provided a snack time designated by the classroom teacher. We encourage nutritious snacks. Individual snacks in first through eighth grade need to be brought from home. 3K - 5K group snacks are provided by parents on a rotating basis.

PUBLICITY/PICTURE POLICY

Holyland Catholic School is proud of its traditions, teachers and students. We are eager to share our success with the greater parish and neighborhood community. Publicizing the activities, achievements and events of our school community demonstrates our commitment to excellence. It provides Holyland Catholic School an opportunity to generate positive publicity for our school. It also fosters a sense of school pride while providing our students with educational experiences involving the media. This philosophy helps attract new students and increases support from community and business leaders. It is possible that your child's picture will be used in our publications or on our websites.

Holyland Catholic School will work to generate media coverage of various school events and activities as well as promote Catholic education within the Archdiocese of Milwaukee. This promotion is implemented under the direction of the Advancement Sub-Committee of the School Committee and the school principal.Media access to the school may be granted by the school principal and could involve students being videotaped or photographed participating in school, classroom and/or extra-curricular activities. Because of the immediacy of media coverage, there is not always time to give parents prior notification. If you do not want your child's/children's picture(s) used for these purposes, please state this in writing and submit it to the office by the end of the first full week of school.

VOLUNTEER PREPARATION

All school volunteers are required to complete the Safeguarding All of God's Children Training Session and to submit the signature page from the Archdiocesan Code of Ethics and the Mandatory Reporting Responsibilities to the parish coordinator. The parish requires all parents to do the same. Volunteers complete and sign a standard volunteer application. The parish conducts criminal background checks on all volunteers. The Safeguarding All of God's Children registration can be done at www.archmil.com.

ENTRANCES/VISITORS/VOLUNTEERS

Parents are encouraged and welcome to visit their child's classrooms. **For safety reasons, all parents/visitors must report to the office before going to a classroom.** This is a precautionary practice for you, your children, and the teacher, as well as keeping classroom disturbances to a minimum. If a student from another school wishes to visit a Holyland Catholic School classroom, arrangements need to be made with the principal and teacher prior to the visit. All visitors must enter the building via door #1.

EXTENDED CARE

Extended day services are available for all Holyland Catholic School families. Contracts have to be signed by parents using after school care on a regular basis. If an emergency arises and you find the need to use an extended school day program, please phone the school office and request an extended school day for your child. This service is offered as a convenience to all parents of students in 3K through grade 8. Payment will be billed at the end of the month. Please see page 9 for costs. Hours are morning 6:30 a.m – 7:45 a.m. and 3:00 p.m. – 5:45 p.m.

CHILD CUSTODY

When Holyland Catholic School is informed that a student is the subject of a court decree, a request shall be given to the parent with whom the child lives to submit a copy of the court decree about the student.If the parent with whom the child does ***not*** live requests student information, a copy of the student's progress report shall be issued in conformity with Wisconsin Statute 118.125(2), (a) ***unless*** the parent with whom the child does not live has been denied periods of physical placement with the child by the Court and Wisconsin Statute 767.25(4), in

which case, ***no*** student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2), (m).

When there is shared custody of the child/children, the school needs to know when the child/children are with each parent. Please send a written schedule to the school telling which days/weeks the child/children will be with which parent. If there is a custody issue, Holyland Catholic School needs a written (by the court) statement notifying the school if there are any court restrictions regarding either parent. A copy of a court order/divorce decree needs to be submitted to the school.

CHILD ABUSE

According to Wisconsin State Law, Sec. 48.981, Stats., any pastoral or school principal, teacher, counselor, or related professional who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours), by telephone or personal visit to Fond du Lac County Social Services at 929-3400; or County Sheriff's Office at 929-3391. The teacher will also notify the Principal.
Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services (5140.1). Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

ARTICLES PROHIBITED IN SCHOOL

- All items that can be considered a weapon and books, magazines and pictures of questionable nature will be confiscated and parents will be contacted.
- Cell phones brought to school must be kept in the student's backpack and silenced during school hours. Any cell phones found outside of a backpack will be confiscated and returned at the end of the day or picked up by a parent/guardian.
- Electronic equipment devices (tablets, hand held video games, smart watches, etc.) are not allowed on school property, buses or field trips. Inappropriate use at after school activities, on parish or school grounds, or at any school function is prohibited. The first offense will be that the item is confiscated by the teacher and returned at the end of the day. The second offense will mean the item will be confiscated and the parent will need to come to school to pick it up.
- Student backpacks and desks: The principal and staff members specifically delegated by the principal shall inspect the students' backpacks and desks and any items in the backpacks and desks periodically. Periodic general inspections may be conducted without the student's consent and without notice.

POLICE QUESTIONING/APPREHENSION

(5145) Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.
A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation

SEARCH

(5145.2) Parishes/schools reserve the right to search anything brought onto parish/school property.
Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies.
When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.
Illegal or contraband materials found during a search shall be turned over to law enforcement officials.
Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

ACADEMIC EXPECTATIONS

Through interdisciplinary curricula, Holyland Catholic School teaches students to become problem solvers, critical thinkers and expand their awareness of topic areas of study. Through age-appropriate lessons and activities, our students learn how to integrate their core academic knowledge and faith into their everyday lives.

CURRICULUM

We follow the curriculum that is set up by the Archdiocese and the Wisconsin DPI. In addition to the daily religion program, the basic subjects of reading, mathematics, language arts, social studies, science, art, music, computer education, and physical education are taught. Since each child is considered important, he/she is taught the basic subjects of reading and mathematics through individual and/or group instruction. Curriculum guides are available on the school website.

Holyland Catholic School uses the state academic standards as a guide for developing our grade by grade level curriculum. The academic curriculum meets the requirements of the Wisconsin DPI and the Milwaukee Archdiocese Office of Education. Evaluation of the curriculum is an ongoing process that provides for continual updating. Holyland Catholic School is accredited by WRISA..

CHRISTIAN VALUES CURRICULUM

Holyland Catholic School recognizes the fact that parents are the primary teachers of their children in these matters and that the Archdiocesan policy requires schools to provide this instruction. The series are chosen to help parents educate their children in the spirit of Christian values and Catholic faith. It is recognized that some parents may choose to educate their children at home.

Holyland Catholic School in accordance with the accreditation rules will provide a Family Life and Circle of Grace Program in conjunction with the religion program. The parent/guardian has the choice to remove their child/children from said programs. Please contact the principal to opt out of either/both programs. If the parent/legal guardian exercises this right, the student will be placed in another area of the school during this class.

CHURCH-LITURGICAL PARTICIPATION

Religious services are essential to Catholic education. Students are expected to attend and participate fully in the liturgy. Mindful of the presence of the Blessed Sacrament, students are expected to maintain a quiet and a reverent attitude in church at all times. All students are expected to dress in Mass approved attire.

DRUG/TOBACCO/ALCOHOL/ACE

Holyland Catholic School feels that the education of the student in the prevention of Drug and Alcohol abuse is very important. All students receive instruction in their Science/Health curriculum.

GRADING PRACTICES

Effective grading practices are necessary for improved teaching and learning. Standards based grading will be implemented according to the Archdiocese of Milwaukee. More information on standards based grading can be found on the school website or by contacting the principal. Click here for parent guide..

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers and schools.

- Grading should support a growth mindset.
- Grading should reflect student achievement.
- Retest or other options will be at the discretion of the teacher so the students can show mastery.

REPORT CARDS/ GRADES

5K through 8th grade report cards are issued quarterly. At the end of the first and second quarter, report cards are emailed before conferences. At the end of the third and fourth quarter, report cards are emailed home. 3K and 4K report cards are issued by semester.

If a parent has concerns at any time, they are encouraged to contact the teacher immediately.

ASSESSMENT OF STUDENT LEARNING

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student. The IOWA Basic Academic Skills test will be given to Grades 2, 3, 4, 5, 6 & 7. Additional testing, using different methods and at the discretion of the teacher and/or principal, may be given to students to determine their level of proficiency.

- Ongoing summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent schoolwide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessments direct ongoing school improvement.

HOMEWORK EXPECTATIONS

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Homework, properly planned and purposeful in nature, should:

1. Deepen students' understanding and skills relative to content that has been initially presented to them.
2. Prepare students for new content or have them elaborate on content that has been introduced.
3. Help students develop good study habits and organizational skills.
4. Foster positive attitudes toward school.
5. Communicate to students that learning takes work at home as well as at school.
6. Communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated.
7. All homework shall be graded and evaluated.

The following should guide teachers in the use of homework:

1. The amount of daily homework assigned to students should be different depending on the grade level.

Level	Time
3K – 4K	0-15 minutes
1st Grade	15-30 minutes
2nd-3rd Grade	30-60 minutes
4th-8th Grade	60-90 minutes

MISSED WORK, ABSENCES, VACATIONS

When a child has been absent, he/she is responsible for completing the work missed. Students will be given one day for homework catch-up for each day of illness.

Family vacations are discouraged during the school year. The teacher should be notified in advance if a child will be missing school due to a family trip. Teachers are not required to give homework to students leaving on vacation. Homework will be provided when a student returns. It is the discretion of each individual teacher to give assignments before scheduled absences, such as family vacations. If assignments are given before the scheduled absence, the work must be completed upon the child's return to school. If the work is not completed, the child will be given an incomplete. If work was not given before vacation, for each day a student is absent, the student will be given an equal number of days to complete all necessary work, including tests.

MOVIE/VIDEO RATINGS

When movies/videos are shown to students in class, the following guidelines are to be followed:

Students in Preschool - Gr. 3: "G" (General) rating;
Students in 4 and 8: "PG" (Parental Guidance) rating

When parents send videos to school for students to view, they are required to follow these same guidelines. Exceptions to the above policy may be made with the approval of the principal.

AUDIO VISUAL MATERIALS

Our school has a collection of audio-visual and other multimedia equipment. Proper care and security of this equipment is essential. Students are not allowed to operate or be in possession of audio-visual equipment without authorization. Use of the equipment is restricted to school activities.

STUDENT CONFERENCES

Required attendance conferences are scheduled two times during the school year. Holyland Catholic School invites the student to attend this conference, as he/she should take responsibility for the work and behavior required. The student can be excused from the conference at the request of the teacher or the parent /legal guardian. If a student does not attend the conference, he/she will be marked absent, as conferences are counted as a school day.

Teachers will contact individual parents if additional conferences are necessary. **Parents are free to make an appointment with a teacher or the principal any time for the well-being of the child**.

ACADEMIC DIFFICULTY

If students are experiencing academic difficulty, various measures may be taken:

1. Participation in remedial programs.
2. Participation in the services available through Holyland Catholic School Supportive Consultant Team.
3. Participation in the testing services available through the Public School System. (See Remedial and Supportive Program)
4. Retention - to be discussed with the parents.

REMEDIAL AND SUPPORTIVE PROGRAMS

In compliance with P.L. 94-142, a Multi-Disciplinary Team (M-Team) evaluation will be provided by the public school system for all students referred from Holyland Catholic School.

The students of Holyland Catholic School are entitled to all programs that a student in the public school system has.

1. Parents are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.

2. Holyland Catholic School will request the appropriate forms from the public school district where the student resides.

3. All completed forms are returned to the public school in accordance with the policy of the public school district.

4. The public school has 90 days to take action once they have all the forms.

5. Once the testing of a student has taken place, a meeting between the public school, principal of Holyland Catholic School, teacher/s, and the parents are called to discuss the evaluations of the reports.

If the parents elect not to follow through on the recommendation of the M-Team, Holyland Catholic School will determine whether the student's needs can be met and whether continued enrollment in Holyland Catholic School is in the best interests of the student.

SNSP - Special Needs Scholarship Program

Holyland Catholic participates in SNSP. Please contact the office for more information.

ADVANCED LEARNERS

Differentiation for the advanced learner starts in the classroom!

When accelerated or enrichment placement by subject or grade is considered, it must first be determined that options for enrichment through differentiated instruction have been thoroughly explored and documented.

Enrichment is defined as staying with a theme, subject, or skill and developing it in depth; by expanding the study of basic curriculum subjects with a wider context, relating learning to new ideas or context, and/or providing a wider breadth of instruction by providing learning experiences outside the regular curriculum.

Acceleration is defined as the advancement of students in subjects at a rate that places them ahead where they would be in the regular school curriculum. Acceleration can be in one or more subject areas or by grade level.

The principal and classroom teacher will work together to determine if any flexible grouping is necessary to meet the needs of students.

ACADEMIC DISHONESTY

Cheating is defined as intentionally obtaining a grade on an assignment or test by trickery or deception. Cheating, in any form, is a serious violation of Holyland Catholic School philosophy, goals and objectives and will not be tolerated. Cheating includes plagiarism, copying another student's work, use of teacher texts, use of ill obtained test/answer keys, forgery, or submitting the same or similar work in more than one class. Consequences of the first offense for cheating will include the following:

1. Parent/guardian will be notified..
2. No credit and a grade of incomplete may be given to all who willingly and knowingly take part in the offense.

In addition to the above, for a second offense, violators will receive a consequence via the principal's discretion which may result in two days of in school suspension during which time they will be responsible for all daily classroom work.

PROMOTION POLICY

Promotion Policy: Grade 3 to Grade 4

The policy is adopted to comply with 2023 Wisconsin Act 20 and is effective September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on theMAP test or Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the MAP test or Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)
- Is a pupil who has an individual education plan (IEP) or individual learning plan (ILP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI.
- Is a pupil who has an individual education plan (IEP) or individual learning plan (ILP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading or more than 2 years if the pupil continues to demonstrate deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Adopted and approved by Advisory Committee and the Pastor: May 12, 2025

FIELD TRIPS

All students are expected to participate in the activity and interact with each other. If the student has not fulfilled the responsibilities of classwork, homework, and behavior, he/she may be denied the opportunity to attend the field trip.

Scheduled field trips are for Holyland Catholic School students, teachers and designated chaperones. Teachers will determine if chaperones are needed. Parent's responsibilities as chaperones last for the entire field trip. All chaperones **must** have been certified for the Safeguarding God's Children program. Trips will be organized so that chaperones know exactly what their duties are. Parents, acting as chaperones, carry the same authority as teachers. Students are expected to stay together, keep on schedule, be courteous, and use proper language.

Fees for field trips may not be refundable. If parents have financial concerns, they should bring this to the attention of the principal.

Spirit wear is the typical attire to be worn by students and chaperones unless otherwise instructed. The type of attire will be determined by the nature of the activity. All students shall be transported via bus or school authorized vehicles to and from field trips.

DISCIPLINE AND STUDENT BEHAVIOR

The staff and administration of Holyland Catholic School work to create a warm and consistent atmosphere conducive to nurturing a Catholic learning community. Within this context, the Gospel values of respect, responsibility, and right relationships are expected and developed. Each year students will grow in self-discipline. Upper elementary and middle school students especially are expected to demonstrate increasing maturity and self-control. Christian justice expects that any discipline policy equally protects the rights of the child, his/her parents, other students, teachers and the school administration.

BEHAVIOR RULES

Students are expected to comply with these rules:

1. Behave in a respectful manner toward all.
2. Use helpful communication skills and non-violent means to settle disputes.
3. Accept others kindly with all their God-given uniqueness.
4. Act safely and ensure the safety of others.
5. Exert effort to study and learn well.
6. Follow directions promptly.
7. Come to class prepared with completed assignments and all required materials.
8. Be truthful and honest.

Disruption of the learning environment will not be tolerated. Logical consequences for choices of non-compliance will be exercised. For example, depending upon the nature of the inappropriate behavior, students will be asked to recall what they should be doing and will be reminded of what is expected. Perhaps they might be kept out of some class activity to reflect on their inappropriate choice and be helped to understand an alternative. If unacceptable behavior continues, the teacher will confer with the student's parents to devise a mutually agreed upon plan to support a behavior change in the student.The principal will be informed about such contacts. Continued non-compliance will require a conference with the student, parents, teachers, and administrators to refine the student's behavior plan and redefine consequences. Regular communication with parents about each child's progress or lack thereof will occur.

Parents are always encouraged to contact teachers with any questions or concerns they may have.

GENERAL DISCIPLINARY POLICY

*NOTE: Preschool student disciplinary policy is in the Holyland Catholic Preschool Parent Handbook.

The goal of all discipline procedures in a school is the cultivation of self-discipline in the students. Since this is a goal and not a reality, we need a system of rules, a way to give a pat on the back to those who follow the rules and consequences when these rules are not followed. ***Students have a right to an environment that is conducive to learning and teachers have the right to be able to teach.***

All students are expected to act with **respect** toward students, teachers, volunteers and visitors. The following ***will not*** be allowed:

1. Any violation of Wisconsin Criminal Statutes
2. The use of profanity
3. Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
4. Stealing/theft

5. Spitting
6. Destruction of School, Parish, or Personal Property
7. Unchristian acts or attitudes toward another person
8. Threats of bodily harm to teachers, staff or students.
9. Inappropriate use of computers
10. Cheating, altering grades, plagiarism
11. Possessing, using, purchasing, selling or distributing illegal drugs, drug paraphernalia, or alcohol
12. Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
13. Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
14. Possession on school or parish premises of printed or written material deemed inappropriate or obscene.
15. Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
16. Disrespect of school authority
17. A pattern of behavior (e.g. neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available
18. Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidation messages.
19. Any other inappropriate behavior/action deemed by teacher or supervisor

Each classroom teacher will provide a listing of the rules of conduct for his/her class. These will be posted and sent home to the parent/legal guardian to go over with the students at home and also in the school office. If there are any discipline problems, the classroom teacher can use the following procedures:

1. A teacher speaks individually with the student.
2. Teacher contacts parents by discipline slip, phone, email, or in person.
3. Conference with the teacher, parents, and the student.
4. Conference with the principal, teacher, parents, and student.
5. Consequences will be determined by the principal and staff.

BULLYING

Everyone at Holyland Catholic School is committed to making our school a safe and positive Catholic learning environment for all students. We will treat each other with respect, the way Jesus treated others. We will refuse to tolerate bullying or harassment in any form at our school. All individuals at our school have the right to an education that is free of bullying and harassment.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, intimidating, or leaving someone out to be hurtful.

EXAMPLES OF BULLYING:

- Hurting someone physically. Some examples are: hitting, kicking, tripping, and pushing, and so on.
- Leaving someone out to be hurtful or trying to get other students not to play with someone.
- Ganging up on someone.
- Teasing someone in a hurtful way.

- Using put-downs, such as insulting someone's race, ethnicity, appearance, or making fun of someone for being a boy or a girl.
- Taunting or name calling.
- Spreading rumors about someone.
- Harassing electronically. Some examples are using the phone, e-mail, or social media in order to hurt someone.
- Touching or showing private body parts.
- Stealing or damaging another person's things.

STAFF AND VOLUNTEER RESPONSIBILITIES

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Steps to Respect Response Process and coaching models.
- Take family concerns seriously about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Model positive behavior by treating everyone respectfully.

STUDENT RESPONSIBILITIES

- Treat everyone with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to laugh or join in when someone else is being bullied.
- Try to include everyone in play, especially those who may often be left out.
- Report bullying to an adult at school and an adult at home.
- Live by these rules at the school, at school-sponsored activities, and on the school bus

HARASSMENT

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school maintains a learning and working environment free of any form of harassment or intimidation toward students.

Harassment is defined as a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following:

1. Threatening behavior
2. Racial insults
3. Derogatory ethnic slurs
4. Unwelcome sexual advances or touching
5. Sexual comments, jokes or gestures
6. Physical or mental abuse
7. Negative comments about a persons' appearance, clothing, abilities, behavior or personality
8. Generally unacceptable comments about an individual
9. Denial of participation in recess activities due to "talent"

Any student who feels she/he has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the principal. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the director of the Archdiocesan Response to Sexual Abuse (414-769-3436). An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion
- Probation/Termination

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

PROBATION, SUSPENSION, EXPULSION

Whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others; actions may be taken to restrict his/her privileges and rights of school attendance. Such action may be:

Probation: A conditional enrollment during a trial period. Responsibility for placing a student on probation resides with the principal.

Suspension: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. State law allows a maximum of three day suspension.

Expulsion: A termination of enrollment permanently or for an extended period. Expulsions are exercised only through the procedures designated by the Archdiocesan Department of Education.

PLAYGROUND POLICIES

Playground Policies

1. Students need to play safely and respectfully.
2. Because students are expected to go outside for recess periods, they should be dressed appropriately for the weather. Must have coats, pants and boots for those occasions. When the temperature is below 50 degrees outside, the students are to wear a coat, jacket, hoodie/sweatshirt.
3. On rainy or cold days (below 10 degrees), students will remain indoors in their classroom or common area.
4. When the grass area is wet or muddy, the students will remain on the blacktop outside. The outside supervisors will make the decision.

5. Students are expected to show a Christian attitude at play, show respect for others and property, take turns, and use appropriate language.
6. Students are to respect and obey the playground supervisor.
7. Safety rules are to be observed during play.
8. Students are to allow others to participate in games regardless of ability.
9. Students are not to leave the playground area without express permission of a teacher.
10. Playground equipment is school property and is to be returned to its proper place after use.
11. To avoid breaking windows, students may not kick any balls on the blacktop around school, church, or cars. For the same reason, no baseballs or regular footballs may be used in these areas. Balls and other equipment must be used according to the sports' rules for which they are intended.
12. Balls/Equipment need to stay out of the creek and off the roof. No kicking the ball/throwing equipment towards these areas.
13. Students are not allowed to cross streets to get playground balls, etc. The supervisor on duty will do it.
14. Toys from home are not to be brought to school.
15. Students are forbidden to engage on the playground in any game or sport that involves tackling or other dangerous activities.
16. There are times, like after a prolonged illness, when a doctor advises that the student remain inside for recess for a few days. A note must accompany the student in order to stay inside. In most other circumstances it is best for the students to go outside.
17. Students may not throw snow/ice at or towards another person, and they may not slide on ice.
18. Students may not go into or around the creek.
19. Students must stay inside the area bound by the metal fence.
20. Students should not return to the building unless permission from an outside supervisor is obtained.
21. Students should not have food or gum during recess.
22. If a student is injured or any situation occurs which may need attention, contact the playground supervisor and, if needed, send a student into the building to get another adult.
23. When the bell rings at the end of the recess, students stop playing and walk to door 2 entrance to line up with their class and wait for the teacher to let them enter the building. Students are to remove their caps/hats or hoods when entering the building.

Outside:

Children are allowed to play on the South and West sides of the school building

1. Playground Equipment
   a. Feet first on their bottoms, down the slide
   b. Do not climb on top of the structures, monkey bars, railings, or fences
   c. Jump feet first
   d. Feet first down the pole
2. Swings
   a. One person on a swing
   b. Sit on the swing
   c. No jumping off a moving swing
   d. No climbing on swingset
3. Merry Go Round
   a. Sit on your bottom and hang on
   b. Get on and off safely

Winter:

1. To "sled," go down center of the hill, come back up on the sides. <u>They can only sled sitting down no standing</u>.

The guidelines for "Playground Disciplinary Policy" will be followed during a recess period. If a student chooses to disregard the instructions of the playground supervisor, it is the responsibility of the playground supervisor to report the student and the incident to the classroom teacher immediately.

Step One: Talk to the student with an explanation.
Step Two: Student loses a portion of that recess period, notify classroom teacher
Step Three: Student loses a portion of the next recess, notify classroom teacher
Step Four: Parents are requested to be part of the conference with the student, teacher, and principal

LUNCHTIME RULES

1. Students must stay seated during lunch, unless a spill, emergency or permission by lunchroom supervisor is given.
2. Students should use QUIET, INSIDE voices
3. Students can use the restroom with permission from the lunchroom supervisor.

Consequences: 1. Give warning
2. Talk to the classroom teacher for appropriate consequences.

BUS RIDERS

Students in 4K through 8th grade that reside in the New Holstein School District may take the bus to and from school. Parents need to fill out the bus form to be put on the route. The students are expected to follow the rules set down by the bus company. The bus company has the right to refuse transportation to any student who repeatedly breaks the rules or puts the safety of his/her fellow passengers in jeopardy. Written permission by the parents is necessary for any student on the New Holstein bus route to get off at a different stop. Students not on the bus route cannot ride the bus to someone else's house. Permission slips are needed to ride the bus for field trips and other special activities.

There is no bus transportation home for 4K students at 11:15 a.m. Parents will have to provide transportation. Those parents are eligible to contract with New Holstein Transportation for mileage reimbursement. If you want to contract with the New Holstein School district, please call the Holyland Catholic School office at 795-4222, to speak with the school secretary who will further direct you in this matter.

NON-BUS RIDERS

Students who ride their bikes to school must have a parent permission slip on file at the school office. Bikes must be secured with a lock during school time.

Non-Bus riders should not leave before being dismissed by the teacher (no playing on playground equipment until buses are gone). Students need to be picked up by door two.

COMMUNICATIONS

Education is a cooperative teacher-child-parent effort. Our goal is to maintain open, positive communication with parents through conferences, calls, notes, report cards, and participation in events throughout the year.

TELEPHONE

Students may use the school phone only in cases of necessity, with permission from the teacher. Calls by parents to the children should be limited to emergencies.
Since school phones are available for student use during the school day, cell phones are not permitted to be used during school hours. **Cell phones must be kept in backpacks and silenced** during the day.

EMERGENCY CLOSING OF SCHOOL

Any emergency announcements concerning the closing of schools or the cancellation of buses are made by the Administrator of Holyland Catholic School or the New Holstein Public School District. If the New Holstein Public Schools are closed because of weather or need to close early; so will Holyland Catholic School. Students from other school districts will be the responsibility of the parent/legal guardian.

Holyland Catholic School will send out an electronic alert through Option C when needed.

PARENT-TEACHER CONFERENCES

Education is a parent-child-teacher endeavor. Holyland Catholic School wants to provide a time and place for mutual sharing regarding the growth of each child and the use of his/her potential. Conferences have been planned for two times in the year, November and February.

We encourage parent interest in student progress throughout the year. Parents or teachers may request a conference in addition to those that are scheduled. Please call your child's teacher to arrange for an additional conference.

SCHOOL-TO-HOME COMMUNICATIONS

The principal's newsletter, Holyland Catholic School Highlights, will be emailed to all families. All newsletters will be posted on the school website or Facebook page. There will be no paper copies distributed. The purpose of this weekly letter is to communicate pertinent school and parish information to each family. It should not include solicitations from outside organizations without the principal's approval. Additionally, it is NOT intended to be used as a forum for personal, entrepreneurial, or political opinions. Any other communication will be distributed at the classroom level.

Materials to be included in these communications, or distributed to the classroom, must be approved by the principal and must be in the school office by noon on Friday of the week prior to dissemination or distribution.

SCHOOL WEBSITE

Holyland Catholic School employs a website and a newsletter as our school's primary methods of communication with parents. Email and phone calls will continue to be an important communication link between the teachers and the parents.
https://www.holylandcatholicschool.org/

FACEBOOK

Follow Holyland Catholic School on Facebook for additional information.

OPTION C

Option C is a communication tool used for grading and alerts (such as school closings).

OPEN RECORDS LAW AND OUR SCHOOL

Holyland Catholic School is a private school and is not a governmental body or an "authority" as defined under Wisconsin's Public Records Law (Wis. Stat. ch. 19, subch. II). Unlike public school districts, which are generally required to make many of their records available for public inspection upon request, Holyland Catholic School is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personnel matters, and other institutional documents, except where disclosure is otherwise required by a specific statute, regulation, court order, or the terms of a program in which the school participates (such as certain reporting obligations under parental choice programs).

This means that records such as staff personnel files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under 2025 Wisconsin Act 57, Holyland Catholic School, like all Wisconsin schools, is required to provide same-day notification to parents/guardians in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school's status under the open records law.

HEALTH AND SAFETY

ASBESTOS INFORMATION

Holyland Catholic School complies with the Asbestos Hazard Emergency Response Aid and the EPA.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs–4 yrs)	4 DTP/DTaP/DT[2]		3 Polio	3 Hep B	1 MMR[5]	1 Var[6]
Grades K–2	4 DTP/DTaP/DT/Td[1]		4 Polio[4]	3 Hep B	2 MMR[5]	2 Var[6]
Grades 3–5	4 DTP/DTaP/DT/Td[2]		4 Polio[4]	3 Hep B	2 MMR[5]	1 Var[6]
Grades 6–8	4 TP/DTaP/DT/Td[2]	1 Tdap[3]	4 Polio[4]	3 Hep B	2 MMR[5]	2 Var[6]
Grades 9–11	4 TP/DTaP/DT/Td[2]	1 Tdap[3]	4 Polio[4]	3 Hep B	2 MMR[5]	1 Var[6]
Grade 12	4 TP/DTaP/DT/Td[2]	1 Tdap[3]	4 Polio[4]	3 Hep B	2 MMR[5]	2 Var[6]

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

WELLNESS POLICY

STUDENTS

Welfare, Health and Safety School Wellness Policy

School Nutrition Guidelines

Nutrition influences a child's development, health, well-being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of our school is to:

1. **Provide a positive environment and appropriate knowledge regarding food.**
    a. Ensure that all students have access to healthy food choices during school and at school functions.
    b. Provide a pleasant eating environment for students and staff.
    c. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
    d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate. (While being cautious of student allergies)
4. Reduce student access to foods at minimal nutritional value.
    a. Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
    b. Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:
        - Reducing access to non-nutritional foods
        - Educating students about healthy foods

ADMINISTRATION OF MEDICINE

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication can be given to a student by any employee of Holyland Catholic School. Medications will be administered to the student by the school secretary/and or certified Holyland Catholic School teacher and the following are delivered to the individual administering the medication

1. Written instruction from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.

2. A written statement from the parent/legal guardian:
   a. Authorizing school personnel to give the medication in the dosage prescribed by the physician and,
   b. Authorizing school personnel to contact the physician directly.

School personnel may provide non-aspirin or other non-prescribed medicine to students with the written authorization from the student's physician and/or parents. (This includes cough drops) These non-prescribed medications need to be given to the teachers at the beginning of the school day. Students may not take non-prescribed meds without a written note from parents to the teacher. Asthma inhalers will be permitted with a written approval from a physician. Epi pens must be kept by the classroom teacher and administered as directed by written instructions from a physician.

FOOD ALLERGIES

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan. The health care plan will be kept on file in the office. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.
The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products.

ANIMALS/PETS IN SCHOOL

For health and safety reasons, family/household pets are not allowed in the school building or on school property. This does not include classroom/school animals.
The school principal, for special educational events such as St. Francis Blessing of the animals, High Interest/Career Day, or "Care for Critters," may grant exceptions.

FIRE DRILL/EMERGENCY PROCEDURES

In accordance with Wisconsin Law, the Assistant Principal will hold monthly fire drills and submit a report of these drills to the School Office at the end of the school year. There will be a tornado drill at the beginning of the school year and once a month from March-June. The Assistant Principal will submit a report of these drills to the Department of Public Instruction (the Industrial Safety and Buildings Division), and the local Fire Chief and retain a copy of the report in the school file. The report must be sent prior to June 30th of each year.

Signs will be posted in each room for fire drill evacuation. These will be reviewed with the students by the classroom teacher as well as the designated assembly areas.
The one discovering a fire which cannot be fought with available hand extinguishers should immediately do the following:

1. Sound internal fire alarm
2. Call the fire department
3. Notify the principal office what is on fire and where
4. In the absence of other instructions, evacuate to the pre-designated assembly area
5. Recall or dismiss evacuated personnel in the assembly area, as appropriate

Should evacuation of the buildings be necessary, the location of student assembly will be announced.

TUITION, FEES, AND FINANCIAL AID

STUDENT FEES

While each family of Holyland Catholic School is encouraged to support the school by being an active member of the parish, a yearly registration fee, in addition to tuition, is charged to cover the book rental, workbooks, testing program, Archdiocesan assessment, weekly periodicals, technology supplies, and special supplies. A form for paying the bill is sent home to each family (included on the registration form).

TUITION

In order to meet the financial obligations for the upcoming school year, 2025-2026, the Finance Committee and School Advisory Committee have implemented a financial contract for the payment of student tuition. Please review the payment options as outlined below, select your payment option, sign and return the agreement to Holyland Catholic School. Any 3K and 4K students attending school (7:45 AM-3:00 PM) on his/her non-scheduled days will be charged $4.00 per hour.

Yearly Tuition:

Student Fees (K5-8th Grade):	**3K and 4K:** **(7:45-11:15 a.m.)**	**3K and 4K:** **(11:15-3:00-extended day)**
$2,950 1st Student	$1,650 2 days a week	$1,150 2 days a week
$2,750 2nd Student	$1,850 3 days a week	$1,650 3 days a week
$2,550 3rd Student	$2,150 4-5 days a week	$2,150 4 days/$2,650 5 days

Payment is due by December 31, 2026, unless discussed with the principal. We encourage you to pay your full amount as soon as possible.

FINANCIAL AID/REDUCED TUITION OPPORTUNITIES

- Holyland Catholic School participates in the Wisconsin Parental School Choice Program.
- HCS participates in RaiseRight. It is a gift card program. It does not cost you any extra money. 75% of your earnings will go towards your tuition or extended care. 25% of your earnings will go towards the school's operating costs and scholarship fund. Your family and friends can also participate and put their 75% of earnings towards your account.
- For tuition assistance and scholarship opportunities, please contact the office.

SCHOOL CHOICE

Holyland Catholic School is part of School Choice. Please contact the office for more information.
https://dpi.wi.gov/families-students/programs-initiatives/school-choice

MILK PROGRAM

Payment will be made on a yearly basis. Milk fees must be paid by the end of the first week of school. Please write a separate check to Holyland Catholic School for the milk. There is a special account for the milk program. 3K and 4K, according to DPI, need to choose white milk. 3K and 4K students will have milk with their lunch. 3K and 4K students who are half day will have milk with their snack. 5K through 8th grade will get their milk at lunch. The school milk proposal is contracted with Kaemmer Food Service, Inc.

HOT LUNCH PROGRAM

Hot lunch will be provided by Shakey Joe's and Jet's Pizza on Tuesdays, Wednesday, and Thursdays. An order form for each child/person needs to be filled out and returned with payment by the 15th of the previous month. For example, orders for the month of December need to be returned to the office with cash or check payment by November 15th. If your child (or staff member) is absent from school on a day hot lunch was ordered, there will not be a refund or credit given. Order sheets will be distributed by the school via email or hard copy. Please call the school office if you have any questions or want to make sure your child's order has been received.

COLLECTION OF MONEY

All payments brought to school should be in a sealed labeled envelope with the student's name and what the money is being sent for.

HOLYLAND CATHOLIC SCHOOL
Acceptable Use Policy
For the Use of
COMPUTERS AND TELECOMMUNICATIONS
for
Archdiocese of Milwaukee

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the school are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of those resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of those 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.

List servers and news groups may be used to gain access to current information on local, state, national, and world events.

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

Transmission of any material in violation of any U.S. or State Law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material, material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law I prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for transmission of illegal material.

The use for financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail, or chain letters 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.

All intellectual data & projects during fulfillment of employment will remain the property of the Holyland Catholic School.

The creation, propagation, and/or use of computer viruses are prohibited.

The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.

Deleting, examining, copying, or modifying files and/or data belonging to other users are 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 school operator from intercepting and stopping Email messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's computer resources.

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is 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, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via Email.

The school reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or lie to law enforcement authorities.

Any information contained on the school's computer's hard drive or computer disks, which are purchased by the school, are considered the property of the Holyland Catholic School .

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the 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 decision of the principal regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Archdiocese of Milwaukee

Holyland Catholic School
Student Network Responsibility Contract

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before network access is given. All students will be informed by the staff of their rights and responsibilities as users of the school's network.

Holyland Catholic School computer network provides access to the Internet. The Internet is an electronic information and communications "highway" connecting millions of computers all over the world and millions of individual people.

Internet Rules:
Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. **Access is a privilege, not a right.** Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school standards and will honor the agreements they have signed.

Network storage areas will be treated like school lockers. Network administrators may review file and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially media.

The following are not permitted:
Sending or displaying offensive messages or pictures
Using obscene language
Harassing, insulting or attacking others
Violating copyright laws
Damaging, computers, computer systems or computer networks
Using others' passwords
Trespassing in others' folders work or files
Intentionally wasting limited resources
Employing the network for commercial purposes

Sanctions
1. Violations may result in a loss of access.
2. Inappropriate language or behavior may result in additional disciplinary action.
3. When applicable, law enforcement agencies may be involved.

HOLYLAND CATHOLIC SCHOOL

I, _____, acknowledge that I have received and read the Holyland Catholic School Parent-Student Handbook. I understand that it is my responsibility to make sure my child(ren) understands the rules and policies. I understand the handbook can be updated at any time. This handbook applies to the 2026-2027 school year.

_____

Parent Name

_____ _____

Parent's Signature Date