

Holy Redeemer School Handbook

PHILOSOPHY

Holy Redeemer School, a part of the Catholic Diocesan School system, pledges itself to the education of the "whole person" by providing a Christian atmosphere where spiritual and moral standards are exemplified and stressed. It endeavors to give each student an understanding of the importance of intellectual, physical, emotional and spiritual growth within an atmosphere of warmth, friendliness and concern. Holy Redeemer School is one of the ways in which Holy Redeemer Parish fulfills the mission of the church "to teach all nations." Catholic values and beliefs are taken seriously at Holy Redeemer School. It is a school striving for a balanced life. Enrollment at Holy Redeemer is an indication of the readiness to comply with the rules and regulations contained in the parent/student handbook.

The following Mission Statement was adopted by the school as part of the Performance Based Accreditation process in 1994.

HOLY REDEEMER SCHOOL, WITH CHRIST AS ITS FOCUS, IS AN INTEGRAL PART OF THE PARISH COMMUNITY. ALL MEMBERS OF OUR COMMUNITY ARE COMMITTED TO CREATING A SAFE LEARNING ENVIRONMENT WHERE WE TREAT ALL WITH RESPECT AND DIGNITY, THUS ENABLING THE STUDENT TO DEVELOP SPIRITUALLY, MENTALLY, PHYSICALLY AND SOCIALLY. THROUGH THE CURRICULUM WE CHALLENGE EACH STUDENT TO STRIVE FOR ACADEMIC EXCELLENCE, DEVELOP A DESIRE FOR LIFE LONG LEARNING, AND PREPARE FOR A LIFE AS AN ACTIVE CHRISTIAN.

The following are statements on which we base our philosophy:

WE BELIEVE that:

ALL children can learn.

We are responsible for the education of any K-8 child from our parish who wants to attend a Catholic school.

We must support the efforts of parents to rear self- disciplined, responsible children.

Each of us must be a role model for others.

Each of us must respect authority.

We must encourage children to develop self-discipline in a fair and consistent manner.

All students have a right to a safe and orderly environment in which to learn.

The Ten Commandments and the Beatitudes are the model for an effective Christian life.

Positive consequences should result from positive, appropriate behavior. Inappropriate behavior should result in negative consequences or sanctions.

Each individual must be held responsible for his/her behavior.

We must utilize all available resources to provide the best education possible for each student.

It is only through open, mutually supportive communication and cooperation that we can achieve the above.

CURRICULUM

Holy Redeemer School, through the process of Performance Based Accreditation, is fully accredited by the Department of Education of the State of Indiana and is a member of the National Catholic Education Association. Holy Redeemer School follows the course of instruction issued by the Director of Schools of the Diocese of Evansville in accordance with the State of Indiana Course of Instruction and Proficiency Guide. Grades K-5 are taught in self-contained classrooms, grades 6-8 are departmentalized. Textbooks are updated according to the adoption cycle of the State of Indiana.

Following is a general outline of the curriculum. Specific questions concerning curriculum should be directed to the principal or teachers.

RELIGIOUS EDUCATION

The family has the primary responsibility for religious education of the child and, as a partner in this process, Holy Redeemer School supports the family with daily religious education. It is the firm belief of Holy Redeemer Parish that without regular Sunday worship, participation in parish life, and a Christian home life, the effectiveness of the religion program is greatly diminished.

Religious instruction is given formally or informally daily. Prayer is a frequent, daily part of the program. Each student in grades K-8 attends Mass once a week with his/her own age group. This allows the liturgy to be planned with the students which provides for a more meaningful experience for them. On special feasts, Holy Days and holidays, the entire student body of grades K-8 worship together. Penance services and other para-liturgical services are also held periodically throughout the school year. We invite parents to worship at any of these children's services at any time.

The instruction in Religion is provided for all grades. The Catholic doctrine is presented so that the student can assimilate the learning of his or her faith into a real life pattern. Lessons combine doctrine, scripture, and liturgy which is appropriate for each grade level. Much time is devoted to integrating the values of Christian doctrine with social and civics education.

The curriculum offers a Family Life program which educates students in the areas of the family, self-understanding, maturity and psycho-sexual development, the ability to relate to other people, and the Christian principles and values which cannot be sufficiently treated in other areas of the curriculum.

First reception of the sacraments are at the following grade levels:

Reconciliation & Eucharist - Grade 2

Confirmation - to be determined

Parent meetings are held at the beginning of sacramental catechesis for the students. All parents of the students receiving these sacraments are expected to attend these sessions.

ENROLLMENT

Students of any race, religion, color, sex, nationality, ethnic origin or handicap are admitted to all the rights and privileges, programs and activities generally accorded or made available to students at the school.

A child does not have to be a Catholic to attend Holy Redeemer School. Anyone who attends Holy Redeemer School is required to participate in the religion classes, prayers, special liturgies and the Mass.

Holy Redeemer School is open to all and offers the same privileges and regulations to all regardless of race, creed or color. The school is a part of the ministry of Holy Redeemer Parish. The beliefs and practices of the Roman Catholic Faith are an integral part of the entire program.

The general enrollment policy approved by the Holy Redeemer Education Commission is as follows:

CLASS SIZE:

Kindergarten Maximum for each room will be 24 students

If both classes have 22 enrolled, then a full time assistant would be utilized between the two rooms

--1st Grade Maximum for each room will be 24 students

If both classes have 22 enrolled, then a full time assistant would be utilized between the two rooms

--2nd - 5th Grade Maximum for each room will be 24 student

--6th - 8th Grade Maximum for each room will be 24 students. Classes will be departmentalized.

ENROLLMENT REGULATIONS:

1. Students presently enrolled in school will have first priority, with longevity in the parish also being a factor.
2. Siblings of students presently enrolled will have the next priority
3. Registered and contribution members of Holy Redeemer (consideration will be given to longevity of membership in parish.)
4. Students from other Catholic parishes.
5. Students from other Faiths.

If any situation arrives that is not covered by the above stated policy, the enrollment of the child will be at the discretion of the Parish Administration.

*ACTIVE FAMILY MEMBERSHIP is determined by:

1. registration and participation in parish life,
2. regular Mass attendance at Holy Redeemer,
3. stewardship of time, talent and treasure.

Stewardship of time and talent are given through volunteer service to parish projects, organizations, and fundraising projects.

Stewardship of treasure is 10% OF INCOME BACK TO GOD

To Parish: 5% - 8%

To Diocese: 1%

To Charities: 1% - 4%

School families are asked to make school ministry a large part of their "personal charities."

A. Stewardship of time and talent are given through:

1. participation in parish activities,
2. volunteer service to parish projects, parish organizations and/or parish fund raising projects.

B. Stewardship of treasure is given through regular tithing. Regular tithing is defined by the Parish Council and monitored by the Compliance Committee.

NON-CUSTODIAL PARENT POLICY

Upon request and unless prohibited by the court the school shall provide equal access to student records, notices, program announcements, etc., to both the mother and father and/or guardian of children whose parents are divorces. Copies of any restrictive court orders must be made available to the school before such access will be denied. Likewise, equal access to special school programs such as "school lunch" visitations and special "convocations" shall be made available to both parents unless specifically denied by order of the court. Forms for non-custodial parent request for information shall be developed and copies maintained by all parties concerned in order to avoid any unnecessary misunderstandings. Such forms shall name the student, the address and telephone number of the parent seeking access, and the specific access desired. Requests for information must be made annually. Direct access to the student during school hours shall remain at the discretion of the school officials. School officials stand in loco parents, which means they should consider as primary their responsibility to protect the welfare of the student.

Self-addressed stamped envelopes from requesting parties are necessary for materials to be mailed. Adopted 04-03-95

ATTENDANCE POLICY

Consistent daily school attendance is required for students to progress in sequential learning experiences and to maximize the benefits of class discussion, instruction and socialization experiences. There is an expectation of daily attendance and promptness in arrival. A student who misses more than 7 days of classes per semester will receive a grade of zero (0) in the classes missed. The grade will be used in computing the student's general average. Repeated or prolonged absences will require a parent conference and/or a written excuse from a physician. The absences may result in loss of credit for work missed during the absence. In cases of serious illness or rehabilitation following injuries the school staff will make every effort to work with the student and parent to keep the student up-to-date in their course work and to waive the attendance policy with documentation from a physician.

Absences will be excused and will not count toward the seven (7) day limit under the following circumstances provided that the absence has been arranged and cleared with the proper school staff:

death in immediate family

verified medical or dental appointment

court appearance ordered by subpoena

service as a page in Indiana Legislature

approved service in an election (grades 7-8)

approved school activity (prior permission must be obtained from the principal)

family vacation (prior approval must be obtained from the principal)

All absences will be reflected on the student's record, but the above absences will not count toward the seven (7) day total.

Vacations during school time are discouraged, but realizing that there are extenuating circumstances and family activities are always encouraged by Holy Redeemer School, these will be approved when written requests are made in advance and plans for make-up work and alternate assignments are prearranged.

REPORTING STUDENT ABSENCES:

Student absences must be reported by the parent/guardian before 9:00 am on the day of absence or, where circumstances require, a note on the following day.

MAKE-UP WORK:

Students have the responsibility to request missed class work or assignments upon return. This must occur on the first day back to school and teachers will set a reasonable deadline for when make-up work is due.

LEAVING SCHOOL EARLY:

Students who must leave school before the completion of the school day must receive the approval of the proper school authority, and must be signed out by a parent or guardian in the school office. A note stating the time the student is to leave should be sent to the office in the morning of any medical or dental appointment. The student will meet the parent in the office.

TARDY:

Students who are a few minutes tardy should report to their classroom as usual and the teacher will indicate the tardiness on the attendance sheet. If the attendance sheet has already been turned in to the office or the student is more than 10 minutes late, the student needs to report to the school office. The office will then record the student's tardiness and issue an admit slip to the student.

TRANSPORTATION CHANGES:

If your student needs to go home a different way than usual, a note must be sent to the homeroom/classroom teacher indicating the change in means of transportation.

DISCIPLINE POLICY

At Holy Redeemer School, pride is taken in the fact that our students are expected to behave in a Christian manner. Respect, good manners and good behavior are expected from our students at all times. Holy Redeemer School believes that students must be responsible for their actions. Discipline is a process in which the learner accepts responsibility for his/her actions and follows rules for the good of the group. Good discipline starts in the home because parents are the first and most important teachers. We recognize the fact that without the support of parents we have no effective discipline program in the school.

The school continues to expand and develop good behavior in an atmosphere that provides for maximum achievement for all students. Students are expected to respect the rights and property of others. They are expected to respect the authority of those responsible for their supervision. It is felt that, in order for our students to live a

truly Christian life, they must first learn to be honest, hard-working, polite, self-disciplined, and have an awareness of the needs of other people.

The purpose of discipline is to help the student accept responsibility for his/her actions in order to lay the very best foundation in preparation for a happy and successful life. Students will be held responsible for their behavior. Each teacher shall develop a discipline plan for the classroom and discuss it with students. Consequences and penalties are the result of a lack of self-discipline, poor choices, and mistakes. Teachers shall take appropriate action when misbehavior occurs. They will acknowledge the good behavior of students with positive reinforcement. Each student and parent will sign the Code of Christian Conduct.

JUNIOR HIGH DISCIPLINE/DETENTION PLAN

DETENTIONS:

AFTER-SCHOOL DETENTION is a 45 minute period to be served on an appointed day from 2:40 - 3:30 P.M. Parents will be notified of the detention and expected to be at school at 3:30 P.M. to pick up the child. After-School Detentions result from the accumulation of tardies, late assignments, or other inappropriate behavior.

1/2 DAY IN-SCHOOL SUSPENSION will result from the accumulation of a 4th after-school detention, i.e. the fourth earned after-school detention will be served as a 1/2 day in-school suspension. The student will be required to complete any work assigned for the periods missed. One-half day in-school suspension served under the detention policy shall be served from the end of period 4 (or approximately 10:45 a.m.) through the remainder of the day. Sanctions similar to those used for after-school detention may be used.

IN-SCHOOL SUSPENSION OR OUT-OF-SCHOOL SUSPENSION may also result from any serious infraction. The severity of the infraction will determine the severity of the consequence. The student will be required to complete any work assigned for the periods missed. Sanctions similar to those used for after-school detention may be used. Suspension may be used as a punishment for fighting or other serious offenses which would result in immediate disciplinary action. If a student is under suspension they may not participate in extra-curricular activities.

CONSIDERATION FOR EXPULSION will occur after a third suspension, or after serious behavioral problems.

DETENTION FORMS will be sent to notify parents of any detention. It will include the date the detention is to be served, the reason, the time the student is to be picked up, and must be returned to the teacher with a parent signature.

LATE ASSIGNMENT FORMS will be sent to notify parents of late assignments or incomplete work. Students are to complete the work and turn it in when the form, signed by the parent, is returned to the teacher. A maximum deduction of up to a letter grade per day may be deducted from the grade for a late assignment. Students are expected to complete all assignments. After 4 calendar days the grade will be entered as a 0, but the assignment must be completed and turned in.

ALL DETENTION NOTICES, AND LATE ASSIGNMENT FORMS AND THE LATE ASSIGNMENT ARE TO BE RETURNED WITH THE PARENT SIGNATURE ON THE NEXT SCHOOL DAY AFTER ISSUE.

SAMPLE REASONS FOR DETENTION: A detention is issued when a student does not behave in an acceptable manner. Detentions may be issued for:

Tardies

Late assignments

Dress code violation

Rude or disruptive behavior

Excessive talking

Inappropriate behavior

Gum and/or candy at unauthorized times

Behavior unacceptable to the teacher (after warning)

SANCTIONS TO BE CARRIED OUT DURING DETENTIONS may include:

cleaning chalkboards

washing, dusting, or straightening shelves or bookcases

collecting paper or trash from student desks

dusting or sweeping floors

cleaning chalkboard erasers (parents should notify teacher if the child has asthma or respiratory problem)

Washing desks, tables, chairs, walls or inside of windows

Picking up tire bits and paper on the playground

STUDENTS WILL BE OFFERED PROTECTIVE GLOVES FOR ANY TASK.

CLASSES OF UNACCEPTABLE BEHAVIOR

There are two areas under which unacceptable behavior will be classified:

academic and conduct.

ACADEMIC:

1. Incomplete assignments
2. Cheating of any kind or manner
3. Any other academic matter which a teacher feels warrants parental attention

CONDUCT:

1. Disrespect to another student or adult. This includes cursing, excessive teasing and excessive taunting or any form of harassment.
2. Televisions, radios, recorders, beepers, telephones, and/or other electronic devices are not to be brought to school without the permission of the individual homeroom teacher or principal..
3. Fighting.
4. Vandalism, damaging or abusing school property. This includes not only physically defacing books, lockers, walls, desks, etc., but also includes untidiness in rest rooms, halls, the playground and the cafeteria. The student will be expected to clean and/or pay for any damages for which he/she is responsible.
5. The stealing of another's property is considered a serious offense. Disciplinary action will consider the magnitude of the theft.
6. Leaving the school grounds without the written permission of the parent and the principal.
7. Possession of firecrackers or other fireworks in the building or parish grounds is a serious and dangerous offense.
8. Possession of tobacco products, drugs, alcohol or substances represented to be a controlled substance is not permitted at any time and will result in notification of the proper authorities and possible suspension or expulsion.
9. Possession of any type of weapon or other type of device which could potentially inflict bodily harm.
10. A student setting off a false fire alarm will be immediately suspended pending due process procedures for possible expulsion.
11. Loitering in the hallways, rest rooms or other areas at unauthorized times is not permitted.
12. Violating any rule which is well established by a staff member or the Education Commission, or exhibiting any behavior which interferes with the right of a teacher to teach or the right of a student to learn is unacceptable.

GROUNDS FOR EXPULSION OR SUSPENSION:

Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

Damage to or theft of school property. Intentionally damaging or stealing private property.

Intentionally causing or attempting to cause physical injury to any person.

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

Knowingly possessing, using, transmitting or being under the influence of any stimulant, depressant, counterfeit substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Engaging in the unlawful selling of narcotics.

Failing to comply with directions of teachers where such failure constitutes an interference with school purposes or an educational function.

Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function, traveling to or from school or a school activity, function, or event, or engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

A violation, or repeated violation, of any validly adopted school rule.

Excessive tardiness.

DRESS CODE

The Holy Redeemer dress code was devised by a committee consisting of parents, teachers and Education Commission members. The dress code allows for some choices and flexibility but these choices must remain within the guidelines established.

The enforcement of the dress code is a joint responsibility of parents, students, teachers, and administrator. Parents must see that their children leave the house properly attired. The teachers and administrator are to see that students follow the dress code at school. Parents will be called or notified if any student is not following the established code.

Kindergarten students are not required to follow the dress code. All other students must be in uniform on each school day except by special permission of the principal. This may be given when there is a scout meeting, speech meet, special free-dress day or other extenuating circumstances. Permission must be obtained prior to the event.

***Starred items must be purchased from a department store or mail order company that sells uniform type clothing--made of cotton and polyester fabric.**

SLACKS* Uniform slacks* must be solid navy blue, black, or khaki tan. they should be dressy, new looking, have a hem, and a tapered leg. The length of the slacks should not rise above the ankle bone when standing or be excessive in length. No jeans, corduroy, or sports pants are acceptable. slacks may not be pinned, rolled up, or have elastic hems. Items not acceptable for dress slacks are: exterior pockets, excessive exterior buttons, stitching and seams, any materials which appears to be denim, jeans, overalls, painter pants, grippes or rivets on slacks, stirrups, drawstring waists, or elastic hems.

SHORTS* Uniform walking shorts* may be solid navy blue or khaki tan polyester/cotton twill. The length is to be no more than (3) inches above the knee when measured from a kneeling position. Shorts may not be worn below the knee. Uniform shorts may be worn any day of the year with tights (for girls), crew socks, or knee socks(only).

BELTS Belts must be in good repair. The colors may be navy blue, black, or brown. Belts must be worn with slacks or shorts that have belt loops. Belts should clasp or buckle in front. Shirts must be tucked in so that the belt line can be seen. Suspenders are not a substitute for a belt.

SKIRT*/JUMPER* Girls may wear the uniform plaid skirt* or jumper* not more than (3) inches above the knee when measured from a kneeling position.

SHIRTS Shirts must be solid true red, white, or navy blue, long or short sleeved. They may be a knit polo with collar and 2 or 3 buttons (only), a full turtleneck (no mock), or a white oxford buttoned down style shirt. All shirts must be buttoned except for top button and must be tucked in so that the belt line can be seen. If a T-shirt or undershirt is worn underneath, it must be plain, solid white, and the sleeves of the T-shirt may not show. Absolutely no trim, monograms, insignias, logos, or designs are allowed except polos or other shirts with an approved Holy Redeemer logo ordered through Holy Redeemer School.

SHOES Tennis or dress shoes. Shoe laces must match the major color of the shoes, be laced up, and tied at all times. Sandals and platform heels (one inch or higher) or any shoe with heels one inch or higher are not permitted. All shoes must be closed toe and heel. Western boots are not allowed.

SOCKS Solid color true red, white, or navy blue. Socks must be crew or knee style. No athletic-type socks may be worn. Girls may wear white, true red, navy blue tights with shorts, jumpers or skirts. Nylons or footies are not considered part of the uniform. socks (or tights for girls) must always be worn, and only one pair of socks or tights may be worn at any one time. Socks should have absolutely no trim, monograms, insignias, logos, or designs.

SWEATERS Plain, solid true red, white, or navy blue. Necklines may be crew, V-neck, or cardigan. an approved uniform shirt or a full turtleneck (with collar exposed) must be worn under the sweatshirt. Sloppy/oversize sweatshirts (those which hang lower than hip length) are not allowed.

JEWELRY Jewelry must be tasteful, appropriate, minimal, and never call attention to the wearer. Girls in K through sixth grades may wear two pair of small post earrings, lower lobe only. Girls in grades seven and eight may two pair of small post earrings or earrings with a no more than a 1 inch drop, lower lobe only. Boys may not wear earrings to school. Earrings must be removed for physical education classes. No other body piercing jewelry is allowed.

GROOMING/

MAKE-UP Girls in grades 6-8 may wear moderate eyeshadow and blush. Girls may wear only clear lip gloss. Hair coloring that calls attention to the person is not acceptable for school. Proper grooming and styling of hair is required. Hair must not obstruct vision; boys hair may not be longer than collar length and must be cut above the ear. Hairstyles bordering on extreme (e.g. designs cut into the hair) are not appropriate. All hair adornment for girls must be tasteful, appropriate, minimal, and never call attention to the wearer.

PLEASE NOTE

1. Solid color means one color on the entire item. No contrasting color or stripes on body, sleeves, or collar.
2. Coats or jackets are not to be worn in the classroom.
3. Male or female students are not permitted to wear hats inside the school building during school hours or during after-school detention. Other special school activities may also require the removal of hats.
4. Styles or colors inappropriate for a school environment are not permitted.
5. All clothes must be well-fitted, clean, neat, and appropriately sized.
6. Scout uniforms may be worn on the day of the Scout meeting, but only official Scout uniforms as approved by the National Scout office will be permitted.

7. Gym shoes (gym uniforms for grades 6 - 8) must be worn during physical education classes.

We consider proper dress and grooming to be a part of the learning process. These guidelines are subject to some interpretation. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness. Considering that styles change and fads do tend to creep into student dress from time to time, every effort will be made to adhere to the standards and intent of this dress code. The principal will be the final authority in decisions regarding appropriate dress or appearance. Uniform policy applies during the school day and at after school detentions. Other special school activities may also require the application of the dress code.

FREE DRESS/DRESS -

The first Friday of each month, unless announced differently, will be a FREE DRESS DAY for students. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. Sloppy clothes, styles that do not adequately cover the body or have advertising are never appropriate attire. Sweatshirts, sweatpants, or any short that is of similar length to the uniform short and neat in appearance will be acceptable. Free dress does NOT include the following: biker shorts, mini skirts, short shorts, tops with bare midriffs, tank tops, sundresses, net shirts, torn frayed jeans, and/or tight leggings.

DRESS-UP DAY (e.g. for picture-taking day) should be 'dress-up' not athletic or play clothes.

JUNIOR HIGH PHYSICAL EDUCATION UNIFORM DRESS

All junior high students, those in grades 6, 7, and 8, must purchase and wear a designated uniform to all physical education classes. The uniform consists of a T-shirt and shorts/or plain black, fleece sweatpants. The uniform items are to be ordered from a standard form obtained at school. The uniforms will be given to students on registration day before the opening of school.

PLAYGROUND

Playground supervisors/teachers will discuss with students appropriate behavior on the playground.

SEARCH POLICY

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

EXTRA-CURRICULAR ACTIVITIES

Many opportunities for participation in extra-curricular activities are available to the students. The school and Athletic Club sponsor activities such as wrestling, basketball, soccer, softball, baseball, track, cheerleading and volleyball. Students may also participate in activities such as: school sponsored dances, clubs, academic teams and competitions, and musical experiences. It is important that students learn to regulate and balance their time when participating in extra-curricular activities. The following policy is enforced in the school for eligibility in school or Athletic Club extra-curricular activities.

1. Holy Redeemer operates a school for the total Christian education of children of the parish. Academic achievement must be held in the highest priority, therefore, each student is required to maintain a "C" average with no grade of "F" in order to be eligible to participate in extra-curricular activities.

2. Holy Redeemer School believes in proper Christian training of the whole person. Therefore, a student whose behavior which is not consistent with this aim will not be eligible to participate in extra-curricular activities. This is indicated if the student receives three "Ns" or one "U" in conduct or effort.

Any failure to meet the academic or conduct expectations of the school may result in suspension from extra-curricular activities at any time. Suspensions, becoming effective upon the issuance of the report card, remain in effect for three weeks. At the end of the three week period grades are checked. All students who have improved academically or behaviorally to meet the eligibility guidelines will be declared eligible. The suspension remains in effect for those who have not met the guidelines until such time that they become eligible. At the end of the initial three week period, a weekly check will be made to determine eligibility through the end of the grading period. Students who have joined a team; speech, athletic, etc., have made a commitment to practice with that team and to support the team. While they have broken one commitment to remain eligible for participation, the school believes that the student should be allowed, with parental permission, to continue to practice. The student will not be allowed to participate in meets or games of any kind. The student may attend the athletic contest and sit behind or beside the team dressed in school attire. They will not be allowed to dress in a team uniform or participate in any manner until they are determined to be academically and conduct eligible. It is the responsibility of each ineligible student to obtain the report forms necessary to be released from ineligible status. These will be made available in the office. Check the Evansville Area Diocesan Athletic Guidelines for Elementary/Middle Schools for detailed information detailed information on athletics.

STUDENT EVALUATION

Holy Redeemer School administers the state mandated Indiana State Test of Educational Progress (ISTEP+). Grade levels not involved in the ISTEP+ program may receive other forms of standardized testing when mandated by the Holy Redeemer Education Commission. Test results will be shared with parents or guardians. High School placement tests are administered by Mater Dei and Memorial High Schools to the eighth grade students in January.

Kindergarten students are administered the Boehm Test of Basic Concepts when they enter school in the fall.

Evaluation for special education is available at Holy Redeemer School through the psychological services division of the Evansville-Vanderburgh County Schools.

Daily student evaluation is the responsibility of the classroom teacher. Each teacher must develop a grading procedure for the class. Questions concerning individual classroom evaluations should be addressed to the appropriate teacher.

REPORTING SYSTEM

Report cards are issued every six weeks. They are to be signed by parents and returned to the student's homeroom teacher within a week. All subjects receiving a letter grade will be included when calculating grade point average and honor roll. Grades will be calculated on a 4.0 scale. The teacher may add a + or - to the grade for information purposes for the student, but points will not be used for + or - in calculating a grade point average. Students in grades 6-8 who excel each grading period achieve the honor roll. Criteria are as follows:

High Honors - 3.5 -4.0 average

Honors - a minimum of a 3.0 average with no Ds or Fs.

Holy Redeemer's Grading Scale is as follows:

100 - A+

95-99 - A Outstanding

93-94 - B+

88-92 - B Above Average

86-87 - C+

78-85 - C Average

76-77 - D+

70-75 - D Below Average

0-69 - F Failure

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PROMOTED/RETAINED/ASSIGNED

Whether a child is promoted, retained or assigned depends upon several areas of consideration:

Social and emotional maturity of the student

Potential aptitude

Academic progress

Excessive absenteeism affecting one of the above

All of these areas are considered and decisions are based on the best alternative for each individual. The decision is made by the principal after consultation with teachers and parents.

Promotion means that a student has met all curriculum requirements for that grade and moves on to the next.

Assignment means that the student has not mastered all curriculum requirements and that significant deficiencies exist. However, it appears to be in the best interest of the student to move to the next grade. Assignment should be seen as a "red flag" and a notice that parents, teacher and student must create a plan to remediate the deficiencies.

Retention means that the student has not achieved the basic curriculum and will repeat the same grade. A decision to retain a child is made only after other remediation techniques have failed, and it is seen to be in the best interest of the child. The teacher will be expected to develop a remediation plan for a retained student after consultation with other teachers.

If a teacher is considering the retention of a child, the parents and the principal are to be consulted no later than the end of the fourth grading period. Close contact with all involved will result in a decision in the best interest of the child.