

Holy Family Catholic School Handbook 2018-2019



3005 W. Kathleen Ave.
Coeur d'Alene, ID 83815

Main Office: (208) 765-4327

Fax: (208) 664-2903

Website: www.hfcs-cda.org

Email: info@hfcs.net

HOLY FAMILY CATHOLIC SCHOOL - KEY INFORMATION

**3005 W. Kathleen Ave.
Coeur d'Alene, ID 83815**

Main Office: (208) 765-4327

Fax: (208) 664-2903

Website: www.hfcs-cda.org

Email: info@hfcs.net

School Hours

Preschool: 8:00 A.M.–11:25 A.M.
M, F
Pre Kindergarten: 8:00 A.M. – 11:25 A.M.
TU, W, TH
Grades K – 8th: 8:00 A.M. – 3:00 P.M.
M – TH
Grades K – 8th: 8:00 A.M. – 2:00 P.M.
FRIDAYS ONLY

Extended Daycare Hours

Morning Care: 7:00 A.M.—7:50 A.M. (208) 765-4327 Ext. 200
Extended Care: 11:30 A.M.— 3:00 P.M. (208) 765-4327 Ext. 219
After school Care: 3:00 P.M.— 5:30 P.M. (208) 765-4327 Ext. 230

Lunch & Recess Hours

Morning Recess (Grades PS-1): 10:00-10:15 A.M.
Morning Recess (Grades 2-4): 10:15-10:30 A.M.
Lunch & Recess: 11:25 A.M.-12:25 P.M.
Afternoon Recess: (Extended Care-1st): 2:00-2:15 P.M.
(Volunteer commitment: 10 minutes before & after)
(Visit school website for schedule)

Snow Days & Emergency Closure Information

(208) 667-0784 (recorded message) or listen to KVNI local TV
(Follow School District 271 or phone tree [instituted in HFCS-only related incident])
We will also post closures on our Facebook page and send out AP Notify alerts.

Development Contacts

AUCTION: auction@hfcs.net
SUCCESS: success@hfcs.net
Lee Lamb, Development Director: llamb@hfcs.net

Principal's Welcome

September 2018

Dear Holy Family Community,

Welcome back! I'm excited to embark upon the adventures that a new school year brings.

In our mission statement, Holy Family Catholic School pledges to “promote excellence in education—both spiritually and academically—for the whole person, thereby nourishing the gifts uniquely given to each by God. This mission will be fulfilled through a covenant with the whole faith community.” To fulfill a part of this covenant, HFCS publishes an annual handbook. This handbook is a guide—for parents, for students, and for staff—to ensure that we are working together in the best interests of the students throughout the school year.

By no means do we address every possible situation in this handbook. It is meant to be a guide that provides handy and useful information about frequently asked questions and situations that occur regularly. It is a living document; in other words, we reserve the right to edit and/or amend the handbook as necessary. We also encourage the community to bring ideas and suggestions forward for our handbook. Please take the time to peruse this handbook and to share its contents with your child(ren). Then, we will have shared expectations of behavior, consequences, and opportunities.

Working together, we will all promote the best possible academic and spiritual environment for the students at Holy Family Catholic School. If you have any questions, comments, or concerns about the guidelines outlined in this handbook, please don't hesitate to contact me.

Again, welcome back! It's going to be a great year at Holy Family Catholic School.

In the Peace of Christ,



Bridgit Arkoosh
Principal
barkoosh@hfcs.net
208-765-4327

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MISSION, VISION, PHILOSOPHY, AND HISTORY

Mission -The mission of our Roman Catholic school is to promote excellence in education – spiritually and academically – for the whole person, thereby nourishing the gifts uniquely given to each by God.

Vision –

✠ Holy Family Catholic School is:

- a regional, faith-based Roman Catholic school dedicated to academic excellence;
- a place of spiritual and inspirational learning that develops God-given gifts and recognizes the uniqueness of each child;
- a learning community where students, faculty, staff and families work in unity to fulfill the covenant relationship with Christ, the church, and each other; and
- a servant community drawn together by gospel values as lived in the Roman Catholic tradition.

Philosophy of Education - Holy Family Catholic School exists to assist families in their responsibility as the primary educators of their children and to establish a partnership with all participating families. This partnership is designed to strengthen the relationship between the family, the school, and the Catholic Church or any other faith community to which the family belongs. This partnership is to be the heart of the Holy Family Catholic School Parental Covenant, as it is the life of our whole school. We believe each person to be a child of God and that it is our responsibility to help each one discover a deeper personal relationship with God and with his or her faith community. We strive to educate in a manner that values Christian conduct and consideration for others...in essence, living out Gospel values taught within the Catholic tradition.

History - Holy Family Catholic School's history did not begin at the opening of its doors in 1996. It was, in fact, in 1994 when a small group of parents sat around a kitchen table and reminisced about the Catholic schools that graced our area from 1903-1971. It was in this conversation that the "vision" of Holy Family Catholic School originated. These parents became the founders of HFCS, and it was their desire and resolve to bring back the gift of a Catholic school education for their children and the children of this community that is the foundation of our school.

The founders, along with the local pastors, made the following commitments to create Holy Family Catholic School as a Diocesan school: (1) the first year's operating budget be in hand prior to opening its doors, (2) the school would remain "forward funded," and (3) the school would be self-supporting, with no direct financial subsidy from the local parishes or the Diocese. These commitments, while seen as challenges years ago, have made Holy Family Catholic School a strong, financially viable school. It is this funding approach and the school's Parental Covenant that makes HFCS an Idaho "model" Catholic school.

As Holy Family grew through the months and years, the need for a permanent home became apparent. After years of fundraising and a capital campaign by October 2003, the school raised enough money to break ground on its new school. On September 7, 2004, Holy Family Catholic School opened in its new 34,000 square foot state-of-the-art school building. Today approximately 230 Preschool through 8th grade students are enrolled in our region's only Roman Catholic School.

Statement of Non-Discrimination - In the Gospel message, we are taught that Jesus came to teach all people and that God wills all to be saved and come to the knowledge of the truth. Holy Family Catholic School strives to proclaim and live this message. With this in mind, Holy Family will admit children regardless of religion, race, color, sex, national and ethnic origin, or financial status.

SCHOOL ADMINISTRATION

Listed below are the roles of school leadership:

Parish Priests - The Pastors are responsible to the Bishop for the administration of the total parish, including the school. With the assistance of the Superintendent of Catholic Schools, the pastors hire, supervise, and evaluate the principal. In addition, the pastors are responsible for the supervision of religious education programs within the school.

Principal - The principal functions as the chief administrator of the school, and is a member of the Diocesan staff. The principal is responsible for the operation of the school program. This responsibility includes the employment, supervision, and evaluation of faculty and staff; establishment and assessment of the educational programming; evaluation and management of student behavior; and development of the school's annual budget.

School Advisory Council - The HFCS Advisory School Council welcomes all community members to its meetings. Our advisory council meets monthly, generally on the 3rd Wednesday of the month. Our school year calendar lists specific meeting dates. The family packet will also send out a reminder for community members on the Tuesday prior to the meeting. Attending advisory council meetings is a wonderful way to learn about what is happening in our school community. Advisory council notes are available through the HFCS office, on the community bulletin board, or on the school website. Information on advisory council openings is communicated through the family and church bulletins as openings become available. All members of our parent community may either nominate someone or apply to serve on the advisory council through their parish membership; any parent of a current or future student may apply for the advisory council member-at-large position.

In accordance with Diocesan policies and regulations, our school advisory council is a consultative body, which gives advice and makes recommendations to the Principal and the Pastors of the school. It makes no decision on, of, or by its own authority. The advisory council's bylaws & constitution are available on the school's website at www.hfcs-cda.org.

The advisory council shall exercise general educational, policymaking and financial responsibility for HFCS, always in conformity with the policies and regulations of the Roman Catholic Diocese of Boise, and those of the parishes of St. Thomas the Apostle, Pope St. Pius X and St. George.

The Pastors may also consult the school advisory council, acting as a single body, as part of their process of annual review and evaluation of the Principal's leadership and administration.

The school advisory council has no responsibility to deal with personnel issues other than as mentioned above.

The HFCS advisory council consists of 13 members: the three pastors (St. Thomas, St. George, and Pope St. Pius X) and the principal in ex-officio (non-voting) roles, 3 members from each representative parish, and one member-at-large, who is a parent of a current or future HFCS student. The pastors through a nominating process appoint council members for a 3-year term

Advisory Council Standing Committees - In conjunction with the school's Strategic Plan, the HFCS advisory council created the following committees and/or liaisons to committees: Finance, Accreditation/Strategic Planning, Spiritual Growth/Parental Covenant, Development/Public Awareness, Technology, Facilities, After School Programs/Athletics, Nominating, Parents In Education (PIE), and Wellness. Parents should visit the school's website for current team leader information, or should express interest for one of these committees via their volunteer form at the time of registration.

Development Team – The Development Team executes the HFCS Development Plan that is approved by leadership, and directs the continual, long-term relational efforts of HFCS by meaningfully involving staff, students, past students, parishioners, parents and community members in the mission and vision of HFCS. This is accomplished, in part, by cultivating relationships and motivating people to be involved and support the school through time, talent and treasure; directing the coordination and implementation of the contributed income programs on behalf of HFCS goals and objectives to maximize potential, and increasing the base of support in terms of donors and volunteers; and assists the principal in her role as Public Relations agent.

Parents in Education (PIE) Association - The mission of the Holy Family Catholic School Parents In Education (PIE) Association is, through its activities, to support and enhance the Christian learning environment at Holy Family, complimenting Holy Family Catholic School's Mission Statement. PIE Bylaws & Constitution are available on the school's website at www.hfcs-cda.org

HOLY FAMILY CATHOLIC SCHOOL GUIDELINES FOR EFFECTIVE COMMUNICATION

Holy Family Catholic School Advisory Council provides the following information in order to facilitate effective communication between school administrators, the Advisory Council, and Holy Family Catholic School (HFCS) parents. HFCS promotes effective communication in three ways:

1. A school bulletin and a communication packet, sent out weekly, include useful information for parents (calendars, lunch menus, financial billings, etc.). The bulletin is distributed to families via e-mail, and the packet is sent home with the oldest child in each family.
2. Whitney Dudley and Tara Keith are available in the HFCS office at 208-765-4327 or by email at wdudley@hfcs.net or tkeith@hfcs.net for families with general questions.
3. In addition to the above communication guidelines, we would like to make note that all correspondence from HFCS parents intended for the use of communicating to their children's classmates or families needs approval from the office prior to being sent home.

Below are some basic guidelines for effective communication that may also be helpful.

Defining the Issue

Whether one intends to communicate something affirming or share a concern, it is important to have a clear understanding of the issue.

- Carefully review the facts, experiences, and circumstances of an issue.
- With an open mind, evaluate and consider every conceivable cause.
- Determine who may be involved in the issue.

With Whom to Communicate

The next step is to decide with whom communication is essential.

- Initial communication should be with those who are directly involved with the issue.
- If the issue is not resolved after the initial meeting or conference, please proceed using the HFCS Communication Flow Chart as a guide.

Verbal and Written Communication

A verbal "face-to-face" meeting is the most effective form of communication.

- This type of communication allows for a dynamic exchange and sharing of ideas.
- It allows for questions, clarification, and collaborative solutions.

Written communication is another way to initiate conversation regarding school issues.

- If you have specific concerns, please use written communication only as a means to begin the discussion process.
- All letters must be signed. Anonymous written communication will be given no consideration.

Guidelines for Conferences or Meetings with Teachers

There are two scheduled parent-teacher conferences each year—one at the end of first quarter and one at the end of third quarter. If you have specific concerns regarding your child, please contact his/her teacher directly and schedule an appointment.

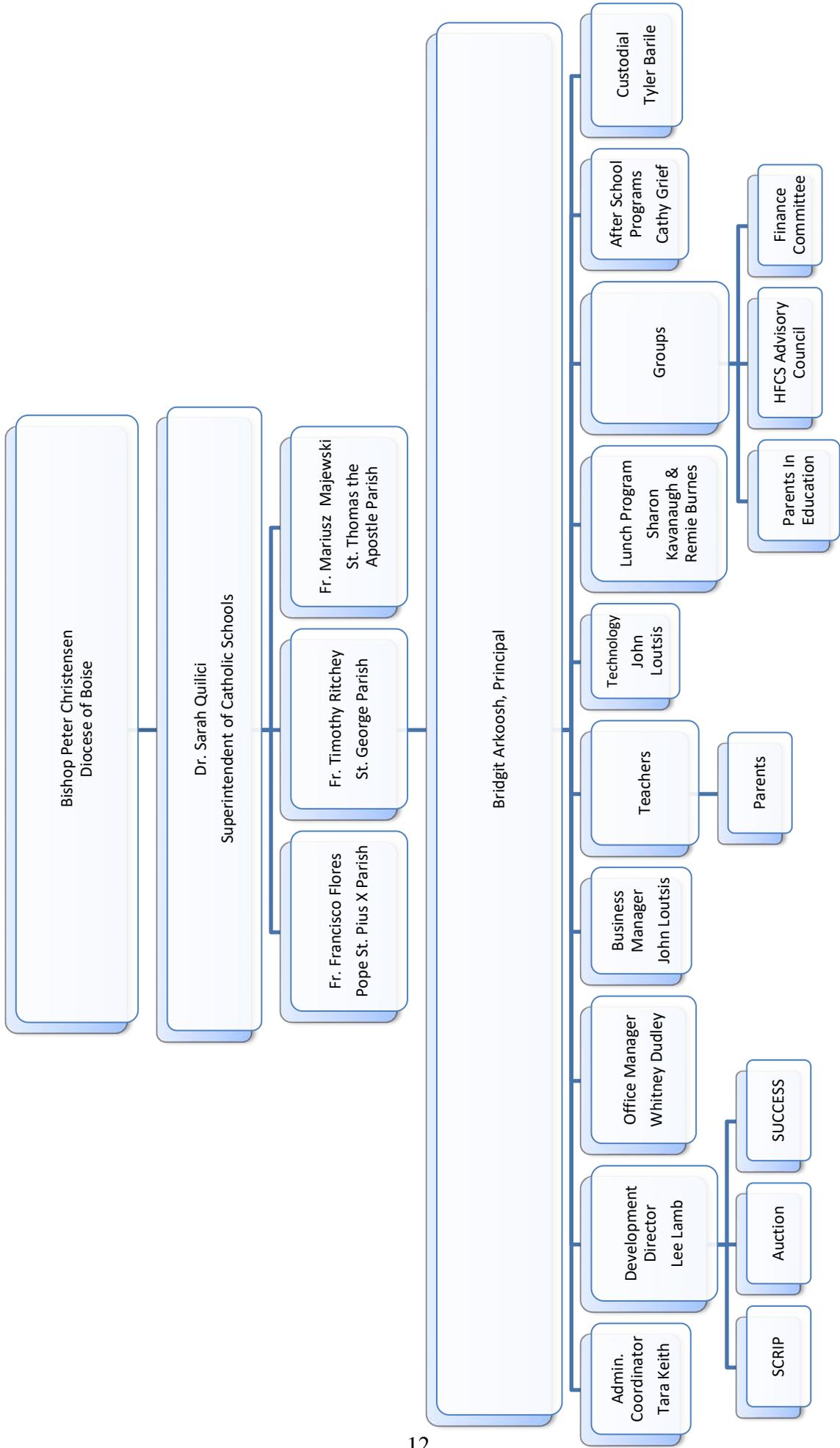
Boundaries/Confidentiality and Resolving Conflict

The effectiveness of our educational program and our continued growth and improvement are affected greatly by the morale of our staff, students, and parents.

- Effective communication can bolster school spirit and morale.
- Effective communication involves only those parties directly affected by the issue.
- Effective communication is initiated as soon as possible when an issue arises.
- Ineffective communication can be very destructive, especially when it involves non-affected parties or betrays the boundaries of confidentiality.
- Confidentiality is an essential element in fostering effective communication and respect.
- Maintaining confidentiality will encourage respect, cooperation, and will help to foster better resolutions.

We hope the communication chart on the following page encourages methods of communication that will support continued mutual respect between HFCS staff, the various groups, students, and families. Every member of our HFCS family is both blessed by and a blessing to our community. Thank you for being a role model of effective communication for all of our children!

2018-2019 HFCS Communication Chart



FACULTY AND STAFF

Bridgit Arkoosh (Principal)	barkoosh@hfcs.net
John Loutsis (Business Manager)	jloutsis@hfcs.net
Tara Keith (Administrative Coordinator)	tkeith@hfcs.net
Lee Lamb (Development Director)	llamb@hfcs.net
Whitney Dudley (Office Manager)	wdudley@hfcs.net
Jennifer Sather (PreK)	jsather@hfcs.net
Beverly Ward (PreK Teacher's Aide)	bward@hfcs.net
Cara Kendrick (Kindergarten)	ckendrick@hfcs.net
Emily Mauro (Kindergarten Aide)	emauro@hfcs.net
Maureen Randall (1 st grade)	mrandall@hfcs.net
Megan Barrett (1 st grade Aide)	mbarrett@hfcs.net
Erin Lenz (2 nd grade)	elenz@hfcs.net
Raquel Freedman (2 nd grade Aide)	rfreedman@hfcs.net
Michelle Grove (3 rd grade)	mgrove@hfcs.net
Cindy Budd (4 th grade)	cbudd@hfcs.net
Katie Snow (5 th grade)	ksnow@hfcs.net
Jana Holter (Aide)	jholter@hfcs.net
Chris Lyon (6 th grade; Middle School)	clyon@hfcs.net
Georgina Fuller (7 th grade; Middle School)	gfuller@hfcs.net
Kathy Sells (8 th grade; Middle School)	ksells@hfcs.net
Kathy Helbling-Title I	khelbling@hfcs.net
Laura Reese (Music/Band)	lreese@hfcs.net
Eric Kendra (PE, Character Education)	ekendra@hfcs.net
Joy Tweedy (Afterschool Care)	jtweedy@hfcs.net
Cathy Greif (Athletic Director)	cgreif@hfcs.net
Remy Burnes (Chef)	rburnes@hfcs.net
Tyler Barile (Custodian)	tbarile@hfcs.net
Fr. Timothy Ritchey (St. George Parish)	(208) 773-4715
Fr. Francisco Flores (Pope St. Pius X Parish)	(208) 765-5108
Fr. Mariusz Majewski (St. Thomas Parish)	(208) 664-9259
Dr. Sarah Quilici, Superintendent of Catholic Schools	(208) 342-1311

COMMUNICATION, Continued...

Holy Family Catholic School provides various means of communication for its families to interact with one another as well as the school staff. Parents are strongly encouraged to take advantage of and use these means of communication.

Family List - HFCS provides a family list, which includes family name, address, phone number, email address and students' names and grade levels, to each school family. Those requesting these items not be published have an opportunity to request this at the time of registration or by contacting the school office. The family list is published within the first month of school (usually by the end of September), with an updated list provided by the second semester of school (usually by the end of January).

Family Packet/Bulletin - HFCS sends a Family Packet home each week, normally on Tuesday. HFCS fills the family packet with important information on upcoming events, important dates, and other critical information. **Please read it carefully.** The oldest child in the family will bring it home. Families must return the packet envelope the following day with your child. With items not of an immediate nature, families are encouraged to use the Family Communication Form. Otherwise, we welcome you to email or phone the school office. Parents have the opportunity of placing school-related items in the Family Packet. The Family Bulletin will also be sent home every Tuesday; it is sent via email. HFCS must receive items for publishing in the Family Bulletin no later than 3:00 pm, the Friday morning before the week the school sends the information home in the packet—preferably in a Word document emailed to the school office. All notices or flyers must have the approval of the principal. We are happy to place flyers regarding youth community events in our foyer. Due to the large number of requests we receive, however, we only stuff flyers that are HFCS or parish-related events within the Family Packet.

Family Communication Form - As part of the Family Bulletin and Family Packet, the school provides parents with a *family communication form* which is a means for communicating with the school office. This form includes signups for various upcoming activities, as well as a means for families to request special prayer intentions. It also includes a Kudos section for special recognition of parents, students or staff members.

Voice and Email - All staff and faculty members have voice mail and email addresses. The school provides these addresses to families. Staff and faculty members regularly check their voice mails and email messages. To best support student learning, teachers will respond to voice and email messages only before or after the instructional day.

If a message requires an immediate response, the parent should call the office and leave a message with the office. The office will work with the teacher to get an immediate response.

Website - The school maintains a website at www.hfcs-cda.org. The school's website contains useful information, including contact information for the school's leadership, committees, and teams.

EXPECTATIONS FOR STUDENTS, PARENTS, FACULTY, AND STAFF

Our mission is to work as a faith filled community to support excellence in education. As a community, we are fortunate to hold many beliefs and interests in common. This is one of the unique benefits of a Catholic school. This common system of values and beliefs allows us to work together to better assist the education of every child (Adapted from St. Mark's Catholic School, Boise).

Expectations for Students

Respect the Dignity of the Human Person – Each person is created in the image and likeness of God

- speak and act kindly toward others—be friendly and polite
- include others in your activities—encourage their participation
- respect the differences of others
- talk out problems—forgive others
- appreciate yourself—and God's gifts to you
- pay attention to the opinions of others

Responsibility – Moral, legal and mental accountability—trustworthy and reliable behavior

- follow school rules and expectations
- take personal responsibility/accept consequences for your actions
- be on time and complete your work on time
- cooperate with the requests of those in authority
- report to school faculty or staff information that could be harmful to individuals or the school environment

Honesty – Fairness and straightforwardness of conduct

- tell the truth
- do your own work
- admit and correct mistakes
- keep your promises
- take proper care of others' property

Dignity of Work – All work is important and there is dignity in all human labor

- your school work is important—always do your best
- be prepared with your materials
- complete your work as assigned
- do your share of the work
- celebrate your best effort taking pride knowing you are using your abilities as God desires

Service – As part of Christ's gospel message, we are each called to a life of service to others

- willingly help others when they need assistance
- perform community service

Charity – The virtue in which we love God above all things and love our neighbor as ourselves

- act as a peacemaker in and out of the classroom
- show mercy in both easy and difficult situations
- take the information about the Gospel and joyfully put it into practice in your life

Expectations for Parents

Spiritual

- Model behavior that is respectful to all and exemplifies the mission and vision of Holy Family Catholic School.
- Participate actively in the life of your parish by attending Sunday Mass regularly and participating in parish programs and ministries.
- Work together as a family toward your Parental Covenant spiritual goals.
- Support the spiritual growth of your child by showing active interest in faith formation activities.
- Support your child in preparing for the sacraments. Upon receiving the sacraments, provide your child opportunities to partake in the sacraments on a regular basis.
- Assist with community service projects.
- Attend the Boise Diocese “Creating a Safe Environment” Workshop. ***This is mandatory for all parents and volunteers.**

Educational

- Be knowledgeable and supportive of HFCS’ educational program, school policies and classroom expectations.
- Communicate to your child the importance of the values and principles established in the Student Expectations for Holy Family Catholic School (listed above).
- Ensure child(ren) arrive at school on time prepared to put forth their best efforts.
- Monitor student homework. Assist child in developing time management skills to ensure on time homework completion and review homework to ensure it is reflective of child’s ability.
- Celebrate your child's learning by showing an active interest in your child’s daily accomplishments, schoolwork, and progress.
- Communicate regularly with the school. If you have questions or concerns about a school matter, follow HFCS Parental Concern Policy. Start by communicating directly to that staff member as soon as possible to ensure addressing of the situation in a timely manner.
- Work together with teachers to assist in developing plans to address your child’s individual needs. Provide consistent follow up in accordance with the agreed upon plan.

Parental Covenant

- Make your best effort to support your child's education by honoring your tuition commitment pledge and/or your stewardship commitment.
- Support HFCS development activities and the commitments outlined in the Parental Covenant by volunteering your time and talent to assist in meeting the needs of Holy Family Catholic School.
- For registered St. Pius, St. George, and St. Thomas parishioners, contribute to your Parish in some recognizable way via the Sunday collections.
- Be involved and supportive of the efforts of the HFCS school advisory board, PIE association, and school administration.
- Demonstrate respect and maintain confidentiality regarding all students, staff, and community members-especially regarding student abilities or discipline issues. Share your concerns in these matters directly to teacher or administration.
- Contribute to HF school community by being active in school events, student programs, and in promoting positive community relationships.

Expectations for Faculty and Staff Members

Spiritual

- Model professional behavior that is respectful to all and exemplifies the mission and vision of HFCS.
- Incorporate Gospel values and teachings into all subject areas as well as the classroom environment.
- Act with love, patience, and charity when interacting with students, colleagues, families, and all members of society.

Educational

- Be knowledgeable and supportive of HFCS school's policies and regulations.
- Prepare and follow grade level curriculum, individualizing as needed to meet the needs of all students.
- Provide meaningful instruction, using best educational practices, in a way that challenges and motivates student learning.
- Demonstrate consistency in classroom discipline and procedures that promote a productive learning environment.
- Support and implement the HAWKS school-wide discipline plan.
- Celebrate student success by recognizing students' accomplishments, schoolwork, and progress.
- Work as a team when needed to develop an individualized student plan with parents, student, and administration. Provide consistent follow up in accordance with the agreed upon plan.
- Communicate effectively and in a timely manner student progress and classroom behavior.
- Implement best practices in classroom instruction, management, discipline, and grading.

Community

- Demonstrate respect and maintain confidentiality regarding all students, staff, and parents-especially regarding student abilities or discipline issues.
- Be involved and supportive of the efforts of the school advisory council, our PIE association, and our school administration.
- Contribute to our HF school community by being active in school wide planning, student programs, and in promoting positive community relationships.

ADMISSIONS

Enrollment at HFCS

Families interested in joining the HFCS family should contact the school office regarding availability and are encouraged to make an appointment to receive a tour of the school. If an opening occurs in the desired grade level, families are encouraged to visit the school's website (www.hfcs-cda.org), click on "enrollment information," follow the registration link, and complete the online registration process.

Registration Information

- Holy Family Catholic School exists primarily to educate those children whose families are committed to Christ-centered education through the Catholic faith tradition.
- Holy Family welcomes children in grades Preschool through eight for whom we can provide a suitable educational program as class size permits and according to the registration priorities listed below. An waiting list will be established when classes are filled.
- Admission of a new student may involve a personal interview with the child, as well as a review of prior school records. In the case of home schooled students, an entrance assessment will be required prior to admission.
- A child entering kindergarten **must be five years of age on or before September 1** of that school year.
- A student entering first grade **must be six years of age on or before September 1 of that school year**. HFCS will make exceptions to first grade enrollment in line with Idaho state law.
- The principal may remove a child from enrollment at Holy Family if it is determined that the school program is unable to meet a child's educational or developmental needs or for disciplinary purposes.

Registration Considerations

First Year

- Siblings of current students
- Completed registration and fees paid by requested due date
- Commitment to HFCS and your child's education as expressed by you in your registration packet (through time, talent and treasure)
- Registered & Active Parishioners at St. George, Pope St. Pius X, or St. Thomas the Apostle parishes
- Date you first contacted HFCS

Subsequent Years

- Enrollment from previous school year
- Completed registration and fees paid by requested due date
- Fulfillment of promises made in the Parental Covenant (meeting stewardship commitment, volunteer hours, and fair share tuition).

Tuition Policies and Guidelines

Holy Family Catholic School bases tuition and fair share commitment on the estimated cost of educating a child for a school year. The total balance of our Parental Covenant commitments is utilized in determining our budget for the upcoming school year.

- Fair Share Tuition options include ten or twelve monthly installments before the 10th of each month, four quarterly payments, two semester payments, or one yearly payment. Families must set up an account with FACTS; tuition and incidental charges will be billed through this service.
- Each year HFCS families make a commitment to our school community in the Parental Covenant. Each family agrees to contribute through tuition, fundraising, and volunteering to support and sustain HFCS's financial and educational program costs.
- HFCS expects families to honor their commitment agreement as stated in their Parental Covenant agreement. HFCS recognizes that special circumstances may arise that may cause a family to be unable to meet its commitment as pledged. **HFCS is committed to supporting these families experiencing such hardship and has a procedure in place to allow a family to change the terms of their Parental Covenant commitment.** If at **any** time during the school year, your family is experiencing difficulty in meeting elements of the Parental Covenant such as ability to perform volunteer hours or payment of tuition or fees, contact the principal **as soon as possible** to discuss HFCS procedures to request a change in your Parental Covenant commitment. Families will be held to their commitment until the process is completed.
- If at the end of the school year, a family has not met the terms of their Parental Covenant Commitment, the family will be asked to develop a plan, which will be reviewed by our HFCS Stewardship Committee (consisting of a parish priest, the principal, finance manager, and an appointed parent). In such a case, the Stewardship committee will monitor the terms of the plan until the account is current. If necessary, a family may be scheduled a time to meet directly with the committee. **For returning families**, registration will not be complete unless the terms of the plan are completed. **For non-returning families, the entire balance of the family account must be settled prior to having their student(s) records (transcripts, report cards and recommendations) transferred.** As a final recourse, our HF school policy is to transfer uncollected accounts to the Coeur d'Alene Adjustment Bureau or pursue collection through small claims court to recover HFCS's cost incurred to educate the student for a school year.

Fair Share/ Stewardship

Through the process of Fair Share/Stewardship and our Scholarship Program, HFCS strives to provide a Catholic education to **all** families who desire it. HFCS bases the Fair Share Tuition/Stewardship program on the trust that families will make financial decisions through a process of prayerful discernment. Families requesting financial assistance will complete the Finance Assistance Application through FACTS. The Stewardship Committee (consisting of a priest, the principal, the finance manager and appointed parents) reviews all applications. HFCS notifies families of the amount of scholarship and stewardship that HFCS will offer. Families requesting tuition assistance are also expected to complete applications for all available programs for which they qualify to maximize the financial assistance for your family and to help cover as much of the cost of your child(ren)'s education as possible. HFCS holds all Fair Share/Stewardship and Scholarship documentation and meetings in strict confidence.

SCHEDULE AND ATTENDANCE

School Calendar – A hard copy of the annual school calendar is provided to all families via their first family packet in September and a digital copy is available on the school’s website. Updates to the school calendar are communicated via the family bulletin.

Daily Schedule - School hours are from 8:00 a.m. until 3:00 p.m. (Preschool and PreK release at 11:25 a.m.). Students arriving prior to 7:50 a.m. will be escorted to morning day care and the family will be charged the appropriate fees. Students may enter the building at 7:50 a.m. A “warning” bell will ring at 7:58 a.m. Morning prayer begins after the final bell rings at 8:00 a.m. Students arriving after this second bell should enter through the main door. The first dismissal bell rings at 2:55 pm and the final dismissal bell rings at 3:00 p.m. School staff will bring students not picked up by 3:15 p.m. to after-school care and HFCS will charge the family accordingly.

Before and After School Daycare – Holy Family offers staff supervision from 7:50 a.m. to 3:15 p.m. to alleviate congestion in drop off and pick up lines. Students arriving prior to 7:50 a.m. or still on campus after 3:15 p.m. will be taken to our childcare program. Parents will be billed in accordance with our childcare rates. Parents must sign children out of daycare. Parents requesting childcare should complete the application available in the school office.

Tardies – Morning Prayer is a very important start to our school day, which begins promptly at 8:00 a.m. Students arriving after the 8:00 a.m. bell will be marked tardy. If a student is tardy 4 times, a letter will be sent home to notify parents. After the 4th tardy, the student will serve a 10 minute recess detention. With each additional tardy, the student will serve additional recess detention time.

Attendance – HFCS asks parents to call or e-mail the school before 8:30 a.m. to report a child's absence. If a child is not at school and if the school has not received a call from home, the school will attempt to call the home to verify the absence.

Parents may request assignments when a student is ill. To allow teachers time to prepare assignments and gather student resources, these assignments will be available in the afternoon between 2:45 and 3:15 p.m. (1:45-2:15 p.m. on Fridays). Upon returning to school, students are given one school day for each absence day to complete assignments missed during an excused illness.

Upon returning to school after an absence, Holy Family requests a student to submit a written note to the school for each absence. The note must include the dates and reason for the absence.

If a student is absent from school the day of a school performance, field trip, night event, or sports game, he/she is not permitted to participate in any school activities that day.

If possible, families should make medical and dental appointments for students on non-school days, or before or after regular school hours.

Early Pickup - When picking up children during school hours, please check students out at the office. Children will report to the school office for dismissal. For safety reasons, HFCS does not permit students to wait at the front door or on the doorsteps for pick up.

HFCS will only release a student to the student's parents or their delegate as verified in writing. For security purposes, the school may still contact a parent before releasing the child when a child is being

picked up by a delegate with written authorization. Authorized delegates will be asked to show valid ID.

Illness, Trips, and Unexcused Absence - It is the student's responsibility to arrange for turning in make-up assignments in compliance with individual classroom rules. Students are responsible for contacting their teacher regarding missing assignments on the first day back to school following an absence. In the case of an unexcused absence, a student is required to make up the time of the absence and the work assigned students.

It is highly recommended that trips be planned for times when school is not in session for no amount of assigned work will make up for the loss of classroom instruction by a teacher. However, in extraordinary circumstances when a trip is planned, parents should contact the teacher to receive whatever student assignments the teacher has available in advance. **It is critical to the child's academic program that parents provide instruction and assistance to complete missed assignments. Make up assignments are expected to be completed according to classroom standards and will be graded accordingly. Assignments given in advance must be handed in on the day the student returns to maintain consistency in the student's academic program. Assignments not completed upon return will be graded according to classroom homework expectations. Tests given during the absence, as well as make up work that requires correcting, will be expected to be made up after school in our homework room.**

Research shows that school attendance is a critical factor in providing a learning environment for a student to achieve at their highest academic potential in any school program. Holy Family monitors student attendance closely throughout the year. If a student misses **more than 12 days of school** within the school year, a letter will be sent home to parents. If, at any time, during the school year, it is determined that student absences are seriously disrupting a student's academic program, a meeting will be required with the student, parents, teacher, and principal to develop a plan to ensure the student meets the necessary curriculum standards.

SCHOOL LIFE

Spiritual Outline - The Spiritual Outline helps a family to focus upon its continued growth in spirituality. All families desiring an education at HFCS are required to create a Spiritual Outline at the time of registration.

Parental Covenant - The Parental Covenant is the cornerstone to Holy Family Catholic School. The Covenant is each family's promise to fulfill certain obligations to the school by sharing of their time and talent through volunteerism. All families who attend Holy Family Catholic School are required to sign a Parental Covenant which:

- Strongly encourages parents/families to attend spiritual retreats and events offered throughout the school year;
- Requires families to procure one or two items with a FMV (fair market value) of \$120 or greater for the school's Annual Auction;
- Requires families to earn \$100 profit through purchase of SCRIP cards; and
- Requires families to fulfill 30 hours of volunteerism towards development activities such as SUCCESS, Auction, SCRIP, appreciation team, rummage sale, etc.; other activities that may count toward volunteer hours include: recess/lunch, library supervision, or HFCS Home and School committee leadership. Families may count one hour of field trip driving time per field trip to help offset this requirement.

In the event a family is unable to meet the volunteer requirements, then the family may make either a payment in lieu of hours in accordance with the annual registration process or an appointment to discuss other options with the principal. If a family does not procure auction items or fulfill the SCRIP requirement, the account will be charged double the outstanding amount. Families will receive SCRIP balances quarterly.

Student Council - The purpose of this organization shall be to promote good citizenship, to encourage a high standard of scholarship, to foster a spirit of pride within our school, to demonstrate the practical application of democracy, and contribute to the general welfare of the school and community.

The Holy Family Catholic School Middle School meets weekly. They plan and carry out student activities and give student input to administration. They elect a Board of Commissioners who works in community leadership to facilitate activities and special events for the benefit of the entire school. This board is responsible for gathering input from students in the other grades before making plans or decisions.

Access Control to School - The main door is locked between 7:00-7:50 a.m. The main doors will remain open from 7:50-8:15 a.m. After this time, visitors will need to push the buzzer to be allowed into the building.

Parent Visitors - Parents are welcome and encouraged to visit the school and to participate in planned school activities. When visiting the school, please check in at the office, pick up your "visitor" or "volunteer" badge, and sign in. The Office will **greet visitors for special events and assist with sign in and badge process. All Staff should greet anyone without a badge. Tell visitors of our policy and direct them to sign in at the office.**

- In order to minimize classroom disruptions and to help ensure student safety, we ask the parents' cooperation in not delivering items to students in the classrooms.
- When bringing siblings and other small children to the school, parents must keep them under their immediate supervision at all times.
- Parents must respect classroom teaching resources and not let younger siblings play with students.
- Parents must leave items requiring delivery to students in the office, unless staff request delivery directly to the classroom.

Student Visitors - The principal and classroom teacher must approve all student visitors prior to visiting the classroom. Student visitors must follow all HFCS student rules and must receive adult supervision throughout the visit.

Room Parents - Room parents play an important role at HFCS. At the time of registration, parents have the opportunity to sign up to be a room parent. Many times, the interest exceeds the number of room parent spots available. In such case, the Room Parent Coordinator makes every effort to ensure parents have an equal opportunity to represent their child's class. The duties of a room parent include (but may not be limited to) acting as coordinator of classroom parties (Halloween, Christmas, Valentines Day) and events, participating in the school-wide emergency phone tree, coordinating an effort to recognize the classroom teacher's birthday, assisting with the creation of classroom projects for the annual auction, attending and participating in PIE meetings, and at the discretion of the classroom teacher, assisting with other classroom activities.

Playground Supervision –Parents must check in at the Reception Desk and sign in and out after duty. Morning recess is from 10:00 a.m. to 10:30 a.m. Lunch recess & lunch is from 11:25 a.m. to 12:25 p.m.; parent volunteers will receive one hour of volunteer time for morning recess, and one hour for lunch/recess. If not signed up for recess, please call in advance to be sure we need your help. Volunteers that sign up for recess will receive the appropriate hours. To ensure we have supervision for the day, parents will receive periodic emails from the Recess Volunteer Coordinator. Parents may sign up and/or view the schedule available on the HFCS website.

School Pictures - HFCS takes student pictures during the school year. HFCS takes individual pictures in the fall and full class pictures in the spring. Students must be in their "Sunday Best" clothes or dress uniform for individual pictures and their dress uniform for the class picture.

At the beginning of the school year (or the family's first family packet), parents have the opportunity to sign an Authorization to Use Pictures for Publicity Purposes. This authorizes the Diocese of Boise and Holy Family Catholic School, and its constituent organizations, to use photographs taken of their children for publicity purposes in promoting Holy Family Catholic School and its activities. Parents may opt not to sign this document.

Birthday Parties - If parents wish to share a healthy snack with their child's class to celebrate his/her birthday, please consult with your child's teacher on rules for handling treats in their class. Please be aware of allergies in your child's classroom—especially nut allergies! To prevent hurt feelings, we request that parents refrain from handing out invitations for a party outside of school unless the **entire** class is invited.

Lost and Found – A lost and found is located near the recess check-in desk in the Commons Area. HFCS asks parents to go through the lost and found at the time of parent-teacher conferences and at the

end of the school year. HFCS donates any items unclaimed after parent-teacher conferences and at the end of the school year to charity or the Angel Rethreads gently used resale clothes.

ACADEMICS

Curriculum

Holy Family Catholic School is accredited through the WCEA (Western Catholic Education Association). HFCS aligns our curriculum with Idaho and Diocesan standards and purchases textbooks approved by the Idaho State Department and the Diocese of Boise. Holy Family also offers daily instruction in the Catholic faith. Our religion curriculum follows Boise Diocese curriculum requirements. HFCS selects textbooks from an approved Boise Diocese list. To learn more about each curriculum area, please visit our website at www.hfcs-cda.org.

Middle School Electives Block

Our middle school students have the opportunity to choose elective classes during the second semester of the school year. These electives allow students explore different academic, artistic, and technology disciplines. HFCS charges parents of middle school students a \$100 per student fee to help defray the additional cost of these programs.

Homework

Homework is for the purpose of enrichment, reinforcement, and application of concepts previously taught, as well as to foster good study practices. As study habits and ability vary from child to child, it is difficult to estimate the amount of homework time required for any one student. Average homework requirements for students are as follows:

Grades PreK, K & 1:	15 minutes	Grades 2-4:	30 minutes
Grade 5:	45 minutes	Grade 6:	60 minutes
Grade 7:	70 minutes`	Grade 8:	80 minutes

Homework can nurture self-discipline and independent study habits. Students in grades 4-8 use agenda planners. The agenda planner assists students in logging their daily tasks, taking responsibility for those tasks, and to help keep parents informed. When parents show interest and become involved, the homework accomplishments can become a common goal and a time to work together. This offers the student instruction not always available at school. Taking an active role lets your child know that you consider the work important.

The following tips should make homework rewarding for all:

- Help your child see homework as a necessary and valuable activity.
- Set up a comfortable and distraction-free place for your child to work.
- Establish a regular homework time. This will help your child recognize its importance.
- Reinforce the idea that homework is the student's responsibility.
- When your child asks for or needs help, give just enough to get him/her started.

Late Assignments

HFCS expects timely completion of homework. Teachers may use discretion in accepting and/or grading late assignments.

Illness/Injury & P.E./Recess

Unless a doctor excuses a student from participation, it is the expectation of HFCS that, if a student is well enough to be at school, he/she is well enough to participate in P.E. and go outside for recess.

Promotion/ Retention

Holy Family Catholic School's instructional program provides every student with the opportunities necessary for regular and uninterrupted progressions through grades PreK-8. However, certain circumstances may warrant student retention in the current grade level. When it becomes evident that a student is not progressing in a manner that will ensure promotion, HFCS may retain a student in accordance with the school's Student Retention Policy.

Progress Reports

Parents with students in Grades 4-8 may check their child's progress online. Please contact your classroom teacher for the links and passwords needed to view your child's progress. It is the parents' responsibility to log in frequently and monitor your child(ren)'s progress.

Parent-Teacher Conferences

HFCS schedules formal parent-teacher conferences for each student two times a year. These conferences take place as stated on the school calendar. The purpose of parent-teacher conferences is to provide up-to-date evaluation of the student's work, to give parents the opportunity to ask questions, and to discuss ways in which parents can assist their children.

Resource Services

Holy Family strives to meet all students' needs. Holy Family provides additional teacher support for students with special academic needs. In addition, our Holy Family staff teams up with parents and specialists in the public school system to develop individual student programs. HFCS may provide individual student programs or coordinate with programs at the local public school.

School Records - All parents, even non-custodial parents, have the right to access the educational records that a school keeps on a child. (Family Education Rights & Privacy Act of 1974) **Holy Family retains student records when a student transfers until the family account is current.**

- Procedure - Parents may request to view a student's educational records. The principal or designee is to be present during review of a student's file. HFCS cannot release records except in cases where parents have signed a release form for delivery of specific records to specific educational personnel.
- Non-Custodial Parent - The Family Education Rights & Privacy Act states that in the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the educational records of the child. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

After School Programs – HFCS may make certain after-school activities available to students during the school year. Some possible activities include, 5th-8th volleyball, 1st-8th cross country, 1st-5th basketball skills program, girls' and boys' basketball (middle school), and student band and choir.

These optional programs are available at an additional nominal fee to families. In order for students to participate in after school programs, the students must have attended school that day.

SPIRITUALITY

Weekly Mass

All students are expected to attend regularly scheduled school Masses. Uniform attire for school Masses consists of the full dress uniform. HFCS normally schedules a weekly school Mass at 9:30 a.m. on Wednesday mornings, with some exceptions. The full Mass calendar is available on the school's website or on the monthly calendar. The all-school Mass is open to all who wish to attend.

School-Parish Connection

An integral part of a student's faith formation involves a student's participation in activities at his/her own parish. Holy Family teaches all students the importance of being active in their parish, attending Sunday mass and participating in their parish youth education classes. Holy Family strongly encourages parents to be supportive of all aspects of their parish activities.

Sacramental Preparation

Second grade students at Holy Family receive preparation for the sacraments of Reconciliation and First Eucharist as part of our second grade religious curriculum. St. Thomas, St. George, and Pope St. Pius X require all second grade students that intend to receive the sacraments in their parish to complete their sacramental preparation classes. **Please be sure to enroll your second grader in sacramental preparation class at his/her home parish.** The local priests are the final determination in the administration and conferral of sacraments.

HEALTH AND SAFETY

Wellness Program

Holy Family is committed to promoting health and fitness in our students. In order to do so, we provide a nutritious hot lunch program and offer fitness activities to students in the form of physical fitness class, sports activities, and recess opportunities. We ask parents to support healthy eating by carefully selecting healthy snack foods and lunches. We also ask parents to consider healthy snacks for birthday celebrations and classroom parties. Please also be mindful of students with allergies—especially to nuts. We have a nut-free table in the lunchroom, but snacks that contain nuts should be carefully considered in a classroom environment. Teachers will use all caution to ensure that children with nut allergies are safe.

Lunch Program

Hot lunches are available five days a week. Milk is included in the hot lunch program. A separate milk-only purchase is available. Children bringing their own lunch should do so in a suitable lunch container that consists of items that are *easily opened* by the child and do not need to be heated or cooked in a microwave oven. Menu substitutions may be necessary. If your child does not have a lunch on a scheduled hot lunch day, HFCS will provide a lunch and will bill the family. The hot lunch program is nut free.

Illness/ Medications

The school cannot administer medication unless the office has received written permission from parents. If a student is on medication and must take medicine during the school day, students or parents must take properly labeled medicine to the school office to have it stored securely with the completed AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION form signed by the student's physician or dentist. Medicine **is not** to be kept in the classroom or in the student's possession, (this includes cough drops).

Please keep your child home if s/he is ill to avoid sharing the ailment. Children should not return to school until a fever has been absent for 24 hours. **Any child returning to school after an illness must be able to go out to recess.** Please allow your child an additional day at home if you do not want him/her to go outdoors. Recess is a very important part of the child's day, and children must be well enough to go outdoors if they are at school. Adequate supervision is not available for students to stay indoors while the rest of the students are outside during recess.

Influenza-Like illness: HF follows the CDC (Center for Disease Control) guidelines which state students, faculty, and staff who appear to have an influenza-like illness at arrival or become ill during the school day should be isolated promptly in a room separate from other students and sent home. If HFCS cannot reach a parent, HFCS will contact the person(s) provided to the office as contacts in case of emergency/illness. In addition, the CDC guidelines state that students, faculty, or staff with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days, even if symptoms resolve sooner.

Emergency School Closure

Holy Family will follow the Coeur d'Alene School District #271 regarding school closures due to inclement weather. NOTE: The TV and radio stations will NOT specifically mention Holy Family in the regular school closure announcements. PLEASE DO NOT CALL the radio and/or TV station. However, you may call the CDA School District Emergency Closure recording for their report of closure due to poor weather, by calling 208-667-0784. You can check our Facebook page for updated information and we will also send out information via AP Notify. If Coeur d'Alene schools close due to poor weather, HFCS will also close. If HFCS must close due to an emergency other than inclement weather, HFCS will make an announcement through KVNI/1080 AM. In case of an emergency early closure, the school office will notify parents through AP Notify. HFCS will not permit students to leave the school until arrangements are made to pick them up.

In the case of long-term school closures, HF will communicate through our email, Parent Portals, and AP Notify with families. It is our goal to provide an academic program via this communication network.

Emergency Situation Procedure

Holy Family has school wide planned responses to crises. Students and staff practice emergency procedures on a regular basis. **Our school wide emergency procedure plan is available near the exit door of each room.** In the event of a crisis, HFCS will contact parents with specific emergency information immediately through our family email system.

In the event of an emergency, the principal or designee will assume the leadership of the emergency procedures for the school. At all times, the prime concern is for the welfare and safety of students. During the emergency, HFCS will direct retention, transportation or release of students only after securing their safety.

During an emergency which results in a lockdown, children will remain under the supervision of school authorities until the principal or designee ascertains that the situation indicates that dismissal of students is safe. HF will communicate with families as quickly as possible—following all law enforcement instructions. Remember, during an emergency, staff will be busy ensuring your student's safety and may not be in a position to communicate quickly or frequently with parents.

Parking and Traffic Flow

HFCS provides a school parking/traffic flow plan at the beginning of the school year. **HFCS expects all parents to observe the guidelines of the plan and/or its amendments.** To help ensure the safety of all children and to permit an easy flow of traffic, HFCS expects parents to observe the following rules when bringing children to and picking them up from school:

- Observe school zone speed limits (5 mph in parking area)
- Follow traffic flow. DO NOT PARK at the curb to drop off or pick up students and DO NOT leave your vehicle.
- Once children are picked up, please keep them in the cars. For safety reasons, parents should not allow students to leave their vehicles once picked up.
- **Do not talk on cell phones in or near our parking areas.**
- Do not leave students in a car in the parking lot with the engine running or with keys in the car.
- Younger students who need to walk through the parking lot must be escorted by the hand.

- Only parents arrange carpools. **For convenience only**, HFCS keeps a copy of your carpool on file in the school office. It is, however, the parent's responsibility to let their child(ren) know who will be picking them up on any given afternoon. If there is a change in a child(ren)'s pickup, the classroom teacher should be notified in writing. This will eliminate any confusion for your child and the school staff at the end of the day.
- All after school plans should be made prior to and outside of school. Students are not to come to the office to phone home and make after school plans.

POLICIES AND PROCEDURES

Parental Concern Policy - Open and trusting communication between all Holy Family Catholic School faculty, staff, students and families is essential to fulfilling the school's mission.

When a parent finds that he/she have a concern or problem with a teacher, staff member, or parent-volunteer, the following procedure should be followed in order to resolve the issue:

- The parent should first discuss the matter with the person with whom he/she has a concern. The parent should conduct this discussion in a caring, forthright, and non-confrontational manner.
- If the parent is not satisfied with the response or does not believe the problem has been satisfactorily resolved, he/she should ask the Principal to investigate the matter. The Principal will then investigate, render a decision, and report to the parent and the HFCS employee or volunteer involved.
- If, after the Principal has investigated the matter, it is necessary for good communication and for closure to the situation, all parties (teacher or staff member, parents, principal and student) will meet to review the situation or problem.
- If the parent feels the concern has not been resolved to their satisfaction, the Principal will determine if further steps are necessary to resolve the matter. If not, the Principal will end the investigation and end his/her involvement in the process, allowing his/her final resolution to stand.
- If the parent still feels the concern has not been resolved to their satisfaction, the parent may choose to contact their Pastor or the local Pastor Superintendent. The local Pastor Superintendent has final determination in all matters concerning Holy Family Catholic School.

In all cases, HFCS will treat the resolution of concerns and problems brought forward by parents with confidentiality.

Field Trips/ Driver Requirements – HFCS requires the permission of the principal and classroom teachers for organization of all field trips. Diocesan policy requires the use of signed permission forms for each outing. Parents driving on field trips:

- Must have the required Diocesan Insurance Information Form completed, approved, and kept on file in the school office
- Must have attended the Diocese of Boise Safe Environment workshop and submitted to background check.
- Must drive directly to and from the field trip location and follow the field trip itinerary exactly.
- Ensure that students under the age of 12 do not ride in the front seat, especially if an air bag exists.
- HFCS requires that parents leave younger siblings at home when supervising field trips to ensure proper supervision of students entrusting to the supervisor's care.
- May report one volunteer hour on the volunteer form for each field trip driven.

Students must have the appropriate field trip permission slip form signed in order to attend field trips. This form is generally available by the classroom teacher for the specific field trip; however, the generic form is available on the school's website.

Safe Environment Policy – **All** staff and school volunteers that have contact with students and all field trip drivers and chaperones are required to attend the Diocese of Boise Safe Environment training and submit to a background check. Annual online renewals through cmgconnect.org are required by the Diocese.

Discipline - Holy Family Catholic School bases discipline on respect for God, self and others. It is a joint effort by home and school based on fundamental Christian principles of respect for the Person of Christ present in each individual and evidenced in the mutual respect of staff, parents and other students. The student discipline code extends to all school activities, including activities at school or activities related to school.

In the event of disciplinary problems, HFCS will notify parents and may request a conference be scheduled in order to assist the school in addressing the problem. In certain cases, HFCS may consider some behaviors sufficient cause for placing a student on probation, suspending a student, or expelling a student. Examples of such behavior are:

- Actions which show a continual lack of respect of others;
- Possession of any weapon or items that may be construed as a weapon (i.e. a toy gun or knife)- see Weapons Policy below;
- Behaviors or an attitude showing open, persistent defiance of school regulations and/or the authority of school staff and volunteers;
- Continual disruption of the learning environment;
- Habitual unexcused tardiness or absence;
- Use of vulgar or profane language;
- Willful damaging or defacing of school property or personal property;
- Actions which are detrimental to the health and/or safety of others;
- Failure to report incidents to a supervisor that may result in harmful or dangerous situations at school or a school-related activity;
- Possession and/or use of tobacco products, alcohol, drugs or narcotics;
- Other inappropriate behavior or conduct that may be unbecoming of a Christian student.

Electronics Policy – Students are prohibited from using and/or having electronic devices (including, but not limited to, headsets, cell phones, smart phones, or other messaging devices, CDs, or other music players, iPods, radios, electronic games, electronic cameras or video cameras, etc.) turned on during the school day whether on campus or during school sponsored activities, or in before/after school care. There are times when the use of technology is appropriate. A student who participates in the “Bring Your Own Device” program must follow the “Bring Your Own Device” use policy and must follow all teacher/staff instructions regarding technology use. Electronic devices brought to school should remain in the student's backpack and off.

- Devices or related peripherals that interfere with the instructional setting or that are used to harass, annoy, offend, or are used inappropriately on class work/tests are strictly prohibited.
- Devices with recording capability may not be used to record without the intended subject's knowledge and without permission to do so.

- Students are responsible for the safety and security of any electronic devices they bring to school.
- The principal, his/her designee, and/or the classroom instructor may prohibit or limit the use of any electronic device if being used in violation of this policy.
- Smart watches are prohibited.

Violations of Policy – Any electronic device used in violation of this policy will be confiscated by a teacher or other administrator and a parent/guardian will be required to attend a conference with the principal or administrator or his/her designee at which time the device will be returned. The teacher or administrator confiscating the device shall refer the matter to the principal or administrator. Confiscated communication devices will not be released to minor students except under extreme circumstances.

- Consequences for violating this policy beyond confiscation of the device, even on a first offense, may include, but are not limited to the possibility of suspension and/or expulsion or referral to law enforcement or other sanctions as deemed appropriate by the school principal or his/her designee. If an electronic device is determined by the school to have been used for cheating or plagiarism, the principal or his/her designee may take additional action as deemed appropriate, including, but not limited to, adjusting the grade for the questioned work, removing the student from class, and/or mandating a loss of credit in addition to any other sanctions.
- There is a zero tolerance policy for any form of cyber-bullying or harassment.
- Parents and students are reminded that in today's electronic age our virtual campus and community extends beyond the physical grounds of the school. Inappropriate behavior and cyber-bullying or other forms of harassment of students or other conduct on computers or electronic devices off campus which impacts students or the educational environment at Holy Family could be considered a violation of this policy and result in sanctions by the school.
- Nothing in this policy shall prohibit a person from using an electronic device when needed in an emergency, to report a crime, or to summon medical attention.

Computer/Internet Policy - HFCS expects students to exhibit good judgment, consistent with general school policies, when using the school's computers in the classrooms and in the computer lab. Failure to do so could result in loss of privileges or other disciplinary actions. All students and parents are required to sign a statement acknowledging that they understand the diocesan and school policy before HFCS allows students to use the internet.

Harassment - Harassment is a form of discrimination. Harassment is defined as any unwelcome comment or conduct that intimidates, demeans, or offends an individual. It includes behavior or comments that put down, insult or offend another person because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, family status or disability. Any form of harassment is not acceptable whether it is physical, verbal, by telephone, electronic, in writing or in person.

Bullying - Bullying behavior can be very subtle and many times students may not recognize their actions are a form of bullying. Bullying can take many forms including, physical, verbal, or psychological. Bullying may develop into a more willful form when one person uses power with the aim of hurting another individual repeatedly. Holy Family asks students to report bullying behavior they witness or incur to an adult so HFCS can address and resolve the behavior.

Specific examples of bullying:

- Hurting someone physically by hitting, kicking, tripping, pushing
- Stealing or damaging someone's belongings

- Teasing, putting others down or ganging up on someone
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get others not to play or associate with someone
- Verbal or written threats
- Teasing others about their appearance, possessions, clothing, etc.
- Intimidating phone calls, email or notes
- Gestures or body language meant to put others down or exclude them from a group.

Sexual Harassment - HFCS expects students to behave in respectful ways in all relationships with others. Open displays of affection are not appropriate. HFCS will not permit such displays during school hours. Sexual harassment can take many forms from silent body language to gestures to overt responses that are verbal and/or physical in nature. Reference to body parts, abusive and/or vulgar language directed toward another person as well as specific verbiage or action directed toward another person that has sexual overtones will not be accepted, condoned, nor tolerated. The principal will promptly address such behavior. Possible sanctions for such behavior include immediate dismissal from HFCS.

Weapons - In the HFCS community, as in any community, responsible behavior is an expectation in order to ensure the orderly operations of the school and the safety of the students, faculty, and staff. The need to safeguard the students is of paramount importance and requires that students and parents understand and adhere to school policy concerning what they bring onto the campus and into the classroom. In addition, students on school-sponsored field trips must conform to these policies.

Weapons are not permitted on the school property at any time, unless in the possession of law enforcement personnel. The term weapons includes but is not limited to pistols, rifles, air rifles, BB guns, pellet guns, knives, explosives, and martial arts instruments. This applies as well to all replicas or facsimiles of a weapon.

Any weapon brought onto school grounds for the purpose of display or use as a prop in a school activity must have prior approval by the Principal. In such a case, the weapon must be non-functioning or otherwise rendered harmless. When not being used in class, the student or parent must leave the approved instrument with a school official.

Any student who accidentally brings a weapon onto campus must turn it in to their teacher, an HFCS staff member, or to the Principal's Office immediately upon discovering it in his/her possession. The principal may discipline the student as deemed necessary.

HFCS expects all students to report any knowledge they have concerning another student who has brought a weapon onto school property. Failure to report such information may result in disciplinary action.

HFCS will severely discipline any student who knowingly brings a weapon onto campus or any student who fails to report his/her possession of a weapon. This discipline is at the discretion of the principal and may include a written warning to the student and parents; a suspension for a period deemed appropriate by the Principal; or expulsion. The principal may take other disciplinary actions as appropriate and necessary.

The Principal will make every effort to notify students, parents, priests, and board members when a serious violation of this policy results in disciplinary action. The Principal will comply with all rights of privacy that apply in these circumstances.

Search and Seizure - HFCS reserves the right, with reasonable suspicion, to examine any student's personal possessions. HFCS will seize any items pertaining to an infraction of its school policies. This includes, but is not limited to, clothing, backpacks and lockers.

Bicycles – HFCS expects students who ride bicycles to school to observe safety rules. Students should lock bicycles in the bicycle rack on the school grounds. HFCS prohibits riding of bicycles on school grounds.

Lockers - HFCS provides lockers for students in grades 5-8, assigned at the beginning of the school year. The care and condition of the locker is the student's responsibility, including any damage incurred. If the locker is damaged at the beginning of the year, it is the student's responsibility to inform the teacher or the school office. The school reserves the right to examine lockers at any time. Drawings or pictures which portray the names or symbols of any item or person of a violent or anti-Christian nature are not allowed to be displayed inside or outside the school lockers. HFCS requires all locker doors to be closed and locked to prevent injury and keep items safe.

School Phone Use - The school telephone is primarily for the use of the office and the transaction of school business. HFCS will not call students and teachers from class to the phone except in the case of emergency. HFCS allows students to use the telephone only with the permission of a teacher, the secretary, or the principal.

Uniform Policy - It is the policy of Holy Family Catholic School (HFCS) that its students wear uniforms. A separate document outlines the HFCS uniform policy. HFCS expects all students and parents to completely understand and adhere to the uniform policy.

If infractions are habitual, parents will be asked to meet with the Principal to create a plan for compliance.

Unwritten Regulations - This handbook is limited in content. We have placed emphasis on those things that are presently deemed most pertinent and beneficial to the students, parents, and personnel of Holy Family Catholic School. It would be impossible to anticipate all problems that may arise in the future. Yet each year a few distracting “fads” and circumstances show up on our school grounds. HFCS will hold unacceptable anything that distracts even though not explicitly set forth in this handbook. HFCS will deal with such situations in accordance with the principles implicit in our existing policies. The Principal has the right to amend this Handbook. If this occurs, HFCS will promptly give notice of changes to students and parents.

DEVELOPMENT

The HFCS Development Team exists to help create and nurture long-term relationships in order to realize the highest destiny of HFCS. HFCS exercises the concept of Christian stewardship in its development program. The HFCS Development Team supports this effort by providing adequate channels for community members to become involved in our school, to support it, and to live out their call to Christian stewardship. The following teams and efforts fall under the auspices of the Holy Family Catholic School Development Office.

The Prayer & Spirituality Team keeps prayer and spirituality at the forefront of the Holy Family Catholic School development efforts.

The Special Events & Public Awareness Team helps increase awareness of HFCS in the community through various school and community events such as attendance at local business fairs, networking opportunities, etc.

The Appreciation Team coordinates appropriate and timely recognition of all gifts of time, talent and treasure to HFCS for all funding programs in various ways.

The Alumni Team creates a long-term relationship with the HFCS alumni through events and communications.

The Promotions and Marketing Team promotes HFCS in the school community, the parish community and the community at large through a variety of media: brochures, newspaper releases, bulletin announcements, etc.

SUCCESS Annual Campaign

Standing Up for Continuing Catholic Education Serving Students (SUCCESS) is the major fall fundraiser for HFCS. Each year a brochure sharing the good news of HFCS is sent out with a pledge card to major benefactors, parishioners and school families. HFCS encourages all families to participate in SUCCESS, as they are able: monetarily and through volunteerism. The SUCCESS team can be reached by emailing success@hfcs.net.

Annual Auction

Our annual auction is held each winter, usually in March. The auction is a major fundraiser for HFCS. As part of the Parental Covenant, all families are required to procure **1 or more related items** with a total **FMV (fair market value) of \$120 or greater**. The auction team can be reached by emailing auction@hfcs.net.

SCRIP

SCRIP is a fundraiser whereby merchants (grocery stores, retailers, gas vendors, etc.) provide gift certificates to HFCS at a discounted rate, and HFCS sells them to families, parishioners and community members at face value, earning the school a profit. SCRIP is available at school, through the family packet, after masses at St. Pius and St. George parishes, and online. All families are expected to generate \$100 profit annually; families have the option to buy out of this expectation for \$200. Families receive quarterly statements detailing their generated profit. If a family does not generate \$100 in profit, the account will be charged double the outstanding balance at the end of the year. The SCRIP team can be reached by emailing llamb@hfcs.net.

Growing with God's Goodness: Pay off the Mortgage campaign

Holy Family Catholic School was able to build our new school building through the generosity of many of our school families, as well as, support from our local community through a capital campaign entitled God's Promise...God's Will. Currently, HF still has a sizeable loan on our new building. Current families have the opportunity to join in the campaign to accelerate the payoff of our current building debt in the ***Growing with God's Goodness*** campaign. More information is available by contacting the school's Development Office.

Endowments

Holy Family has created two endowment funds to assist with carrying out its mission: a scholarship endowment and a general endowment. As with all endowment funds, annual interest will be used to fund demonstrated needs. As these endowments grow, so will our ability to continue our mission without a strain on our annual budget.

Box Tops 4 Education and Fred Meyers (and other merchants) Rewards Programs

All families are encouraged to support the programs whereby HFCS receives cash and equipment to supplement its educational program. These programs costs families nothing but can contribute a lot to our school programs.

Other Fundraisers

Numerous other fundraisers are available throughout the school year to support Holy Family Catholic School's various school programs, such as Hawktoberfest, Jog-a-Thon, book fairs, and the PIE chocolate sale fundraiser, to name a few. All requests for fundraising activities must go through the school's Development Office for approval so that it can be placed on the school's development calendar. This allows our school to be responsible to its mission, and at the same time be sensitive to the number of fundraisers Holy Family holds.