

# **Holy Family Catholic School Parent-Student Handbook 2021-2022**



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Principal, HFCS  
Affiliated Parishes:  
Pope St. Pius X, CDA  
St. George, Post Falls  
St. Thomas the Apostle, CDA

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## **Forward**

This Handbook has been prepared to provide parents and students with basic information about Holy Family Catholic School, Coeur d'Alene. Careful reading and faithful adherence to its content are vital to the smooth operation of the school. Understanding the policies and practices will aid in developing cooperation between home and school and lay the foundation for a successful realization of our mutual goal of a quality faith filled education for the students.

By application to and acceptance into the school, it is assumed that you are in agreement with the basic philosophy permeating all the teachings and activities operative in Holy Family Catholic School.

May God be with us as we embark on a new school year.

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**Main Office: (208) 765-4327**  
**Website: [www.hfcs-cda.org](http://www.hfcs-cda.org)**

**Fax: (208) 664-2903**  
**Email: [info@hfcs-cda.org](mailto:info@hfcs-cda.org)**

**School Hours**

\*Preschool: Tuesdays and Thursdays 8:00 A.M.–11:25 A.M.

\*Pre-Kindergarten: Mondays, Wednesdays 8:00 A.M. – 3:00 P.M.  
Fridays 8:00 A.M. - 2:00 P.M.

Grades K – 8<sup>th</sup>: Mondays thru Thursdays 8:00 A.M. – 3:00 P.M.  
Fridays 8:00 A.M. - 2:00 P.M.

\*Optional extended programs available by registration only.

**Before and After School Care Hours—by registration only!**

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

**Morning Recess/Break Schedule  
2021 - 2022**

<b>Mon, Tue, Th, Fr</b>	<b>Grade</b>	<b>Wednesdays*</b>
9:30 - 9:45	Preschool - 1	10:15 - 10:30*
9:50 - 10:05	2 - 5	10:15 - 10:30*
10:05 - 10:20	6-7-8th	10:15 - 10:30*

*\* recess right after mass*

**Lunch Recess Schedule 2021 - 2022**

<b>Time</b>	<b>Grade</b>
10:55 - 11:15	PreK - K - 1
11:20 - 11:40	2-3
11:45 - 12:05	4-5th
12:15 - 12:35	6-7-8th

**Lunch Schedule 2021 - 2022**

	Q1		Q2		Q3		Q4	
Time	<b>Commo ns</b>	<b>Classroo m</b>	<b>Commo ns</b>	<b>Classroo m</b>	<b>Commo ns</b>	<b>Classroo m</b>	<b>Commo ns</b>	<b>Classroom</b>
11:20 - 11:40	PreK	K-1	K	PreK-1	1	PreK - K	PreK	K-1
11:45 - 12:05	2	3	3	2	2	3	3	2
12:10 - 12:30	4	5	5	4	4	5	5	4
12:35 - 12:55	8	6-7	7	6-8	6	7-8	8	6-7

**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.



## **MISSION, VISION, PHILOSOPHY, AND SCHOOL-WIDE LEARNING EXPECTATIONS**

### **MISSION**

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

### **VISION**

- Holy Family Catholic School is committed to unveiling an authentic Roman Catholic ethos, rooted in Tradition and sacrament where students are formed for society and adulthood.
- Holy Family Catholic School exists to educate children to encounter Jesus Christ and to form disciples. Promoting excellence in education, both spiritually and academically.

### **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 their parish. This partnership is the heart of the Holy Family Catholic School Parental Covenant. We believe each person to be a child of God and that it is our responsibility to help each child to 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 Church.

### **SCHOOL-WIDE LEARNING EXPECTATIONS (SLE'S) & SCHOOL PLEDGE**

**We live, we follow, we love like Jesus**

**with our hearts, minds, and bodies.**

**We speak, we listen, we learn like Jesus**

**with our hearts, minds, and bodies.**

**We serve, we respect, we act with courage**

**with our hearts, minds, and bodies.**

**We represent Holy Family Catholic School**

**with our hearts, minds, and bodies.**

## **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

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 220 Preschool through 8th grade students are enrolled in North Idaho's only Diocesan Roman Catholic School.

## **LEADERSHIP**

Fr. Len MacMillan (Pope St. Pius X)  
Fr. John Mosier (St. Thomas the Apostle)  
Fr. Sleeva Raju Madanu (St. George)  
Sue Styren (Principal, HFCS)

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## **ADMINISTRATIVE STAFF**

John Loutsis (Business Manager)  
Marino Metcalf (Director of Instructional Technology)  
Tara Keith (Administrative Coordinator)  
Lee Lamb (Advancement Director)  
Whitney Dudley (Office Manager)

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## **FACULTY & SUPPORT STAFF**

Jennifer Sather (Preschool and PreK)  
Paige Buccola (Preschool Teacher's Aide)  
Jana Holter (Kindergarten/Title I)  
Allie Garcia Garcia (Primary Support/After Care)  
Maureen Randall (1<sup>st</sup> grade)  
Tineke Murphy (2<sup>nd</sup> grade)  
Elizabeth McAllister (3<sup>rd</sup> Grade)  
Teresa Sanchez (4<sup>th</sup> Grade)  
Cindy Budd (Math Resource)  
Hanna Wilcox (5<sup>th</sup> grade)  
Danell Harrison (6<sup>th</sup> grade; Middle School)  
Kimberly Johnson (7<sup>th</sup> grade; Middle School)  
Kevin Haler (8<sup>th</sup> grade; Middle School)  
Chris Lyon (6<sup>th</sup> grade Math)  
Joy Tweedy (Title I Aide/Before & After School Care)  
Terri Bukowski (Music)  
Eric Kendra (PE, Counseling)  
Jolie Bazler (Art)  
Sharon Kavanaugh (Kitchen Manager)  
Lisa Kovarik (Kitchen)  
Tyler Barile (Maintenance/Custodian)  
Emily Steele (Office Secretary)  
Nancy Fallon (After School Care Director)

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## **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.

## **OFFICE HOURS**

The school office is open from 7:50 a.m. to 3:30 p.m. on regular school days. On minimum days it remains open 30 minutes after dismissal.

## **VISITORS**

During regular school hours, all visitors to Holy Family Catholic School (including parents, family, friends and alumni) must check in at the school office and receive a visitor's pass.

## **DELIVERIES**

Deliveries are to be made through the school office. Information, forgotten lunches and books, etc. will be forwarded to the classroom.

## **HOME – SCHOOL COMMUNICATION**

Holy Family Catholic School utilizes a weekly Family Envelope system for communication between school and parents/guardians and a weekly emailed newsletter. Each Tuesday the Family Envelope is sent home with the oldest or only student in each family. Your cooperation is needed to ensure that information in your envelope gets home, is reviewed, and the envelope returned to school the following day.

Parents are directed to initially contact a specific teacher to discuss any concerns regarding their children. If results are unsatisfactory, parents may then request a conference with both the teacher and principal. Teachers can be contacted via email using first initial, followed by their last name, followed by @hfcs-cda.org. (Example: [sstyren@hfcs-cda.org](mailto:sstyren@hfcs-cda.org))

The HFCS website, <http://www.hfcs-cda.org>, is the central communication hub for the school. Families can access school forms on this web site. Teachers post pertinent classroom information, classroom calendars, homework assignments, worksheets, and resources on this site and the individual Google Classroom sites, for more information, reach out to your child's teacher(s)..

## **SCHOOL PICTURES**

A professional photographer takes individual and class pictures in the fall, individual pictures in the spring, and 8<sup>th</sup> grade graduation (individual and composites) in January. These are optional programs.

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.

## **STUDENT INVITATIONS & PRESENTS**

Students are asked not to distribute party invitations and/or presents to other students while on campus unless the entire class is included. During COVID, families are asked NOT to bring homemade food items to share. Due to allergies and health concerns, we ask that birthday treats be suspended.

## **LOST & FOUND**

Items turned in to the Lost and Found may be in the bins adjacent to the Commons. Teachers may have their own Lost and Found areas within their classrooms. Families are encouraged to avail themselves of these locations when searching for lost items. Items left in the Lost and Found will be donated to Angel Rethreads and/or St. Vincent DePaul at the end of the school year.

### **TELEPHONE**

In cases of an emergency only, students may use the office/classroom telephone with permission from the homeroom teacher, the school secretary, or the principal. Forgotten homework and lunches are not emergencies.

Please do not call the teachers or staff members at home regarding school business. All telephone messages may be left at the school office. The teacher or staff member will return your call as soon as possible.

## ADMISSIONS

Holy Family Catholic School in the Diocese of Boise, mindful of its primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at all schools. Holy Family Catholic School in the Diocese of Boise does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, Holy Family Catholic School in the Diocese of Boise does not discriminate against any application for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

The following is our priority for enrollment:

1. Families with siblings currently enrolled;
2. Families who are registered, active parishioners at Pope St. Pius X, St. George, St. Thomas the Apostle or neighboring Catholic parishes;
3. Catholic students transferring from another Catholic school;
4. Non-Catholic families.

Students applying for transfer into the school will be tested/assessed (prior to admittance in the school) to ensure appropriate placement in the instructional program and to ensure that the school can meet the potential student's learning needs. All new students will be admitted on probationary status for one year from the date of enrollment to ensure proper adjustment to our school environment and curriculum.

Acceptance into Catholic school is dependent upon the ability of the Catholic school to meet the educational needs of the child. A Catholic school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate these needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

A child who is 3 years of age on or before September 1 of the current year may apply for preschool. A child 4 years of age on or before September 1<sup>st</sup> of the current year may apply for pre-kindergarten; a child who is 5 years of age on or before September 1<sup>st</sup> of the current school year may apply for Kindergarten; a child who is 6 years of age on or before September 1<sup>st</sup> of the current school year may apply for 1<sup>st</sup> grade.

## **REGISTRATION**

Registration is held each year in the spring. Students who leave the school will not be given priority if they decide to return later. Final acceptance is determined by the pastors and school administration.

To register their children parents must:

1. Pay in full all prior tuition and charges due, and have their Parent Involvement Hours completed if a returning HFCS family.
2. Furnish to the school information concerning the child in regard to prior education and health, emergency notification, and other required documents and/or information deemed necessary by the school for the educational services provided including birth certificate and social security number.
3. Furnish all prior testing results from other schools (MAP, Star, Intervention, etc.).
4. Pay the prescribed non-refundable registration fee \$375.00 per child returning students, \$475.00 per child – new students.

## **ADDITIONAL FEES**

1. Parents of 8th grade graduates are required to pay an additional graduation fee.
2. Milk Fees – Milk is available for Grades Preschool through 8 for an annual fee. Students exercising this option will receive milk every lunch period for the full school year.

## **BAPTISMAL CERTIFICATES**

Catholic children must have evidence of their date of Baptism on our school record card. Baptismal certificates should be presented at the time of registration so the required information can be verified. Certificates will be returned immediately. Scanned copies may be provided on the registration site.

## **HEALTH IMMUNIZATION REQUIREMENTS**

All children entering school for the first time need a complete health check-up. Verification of this checkup, along with an up-to-date record of the child's immunizations, must be on file with the office prior to the first day of school.

## **EMERGENCY CONSENT FORM**

A medical emergency consent form is required for each child. The form contains necessary information in case of an emergency or illness. Please notify the office immediately if there is any change in any of your contact information, especially a daytime phone number and other adults authorized to take your child from school if you cannot be contacted.

## **SAFE ENVIRONMENT TRAINING & BACKGROUND CHECK**

All HFCS parents are required to have attend Diocesan Safe Environment Training and Background Check if they will volunteer on campus or attend field trips.. Please be advised that this clearance must be on file in the school office at the beginning of the school year. You will not be allowed to participate in any on campus activities or field trips until your Safe Environment Training and Background Check has been done.

## PARENT INVOLVEMENT

### HOLY FAMILY CATHOLIC SCHOOL ADVISORY COUNCIL

Sharing responsibility with the Bishop, the pastors of Pope St. Pius X, St. George, and St. Thomas the Apostle establish the Advisory Council as the policy recommending body in matters of Catholic school education. The Council is organized and functions under the Canons of the Roman Catholic Church and the policies and procedures of the Catholic School Department of the Roman Catholic Dioceses of Boise for religious, educational, and charitable purposes. The Board shall be responsible to the Pastors and Principal for achieving diocesan and parish goals for Catholic education. A function of the Board is to advise the administration in fulfilling the school's philosophy and to evaluate its own effectiveness in achieving Board goals. The Board shall establish the necessary means and instruments to communicate Board policies and direction to the school and parish communities. In accordance with Diocesan policies and regulations, the 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 HFCS advisory council consists of 13 members: the three pastors/priests (Pope St. Pius X, St. George, and St. Thomas the Apostle) 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.

The Advisory Board meets on the third Tuesday of the month at 4:00 p.m. in the Library. Meetings are open. Topics for discussion must be presented to the Board President or the principal seven days before the scheduled meeting so that it will appear on the agenda. The 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.

### 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.

### MISSION ADVANCEMENT TEAM

The Mission Advancement Team executes the HFCS Mission Advancement 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) CLUB

Parents' Clubs serve an essential role in Catholic Schools. The Catholic School Department of the Diocese of Boise directs Parents' Clubs to fulfill the following tasks in this order of importance: PIE Bylaws & Constitution are available on the school's website at [www.hfcs-cda.org](http://www.hfcs-cda.org)



- To promote open communication among the parents, faculty, and administration to aid in all aspects of education, growth, and development
- To build community and cooperation among the parents, faculty, staff, administration, Advisory Board, and the parishes of Holy Family Catholic School
- To direct and coordinate parental support to Holy Family Catholic School through assistance activities, social functions, and fundraisers.

The HFCS Parents' Club, PIE, meets on the second Thursday of each month at 7:00 p.m. in the Commons. The agenda for these meetings includes reports from the principal, the Advisory Board, and fund-raising chairpersons or event coordinators. Tuition does not cover the full cost of educating your child; therefore, all families are asked to support these fundraisers as the revenue raised benefits all families. The major fundraisers are the:

- Scrip Program
- Hawktober Fest
- Chocolate Sales
- Auction, Dinner and Raffle

### **SCRIP**

Scrip has the potential to generate in excess of \$100,000 each year in profit. Here's how:

- Scrip is a gift certificate used instead of cash or check to purchase merchandise at most grocery stores, restaurants, specialty shops, gasoline stations, home improvement and department stores, and to pay on charge accounts at certain department stores.
- The stores sell the Scrip to the school at a discount. By selling it to you at face value, Scrip costs you no additional money yet the school makes \$2-20 on every \$100 you purchase.

Scrip is sold during the school year via the family envelope system, at the office, during parent/teacher conferences in the, and at all weekend Masses. During the summer, Scrip is sold before and after all weekend Masses and in the school office on Tuesdays.

An alternative to the plastic or paper scrip gift cards described above is the RaiseRight Scrip app which allows you to reload funds onto gift cards you already purchased at HFCS or to purchase scrip using your mobile device. For more details please see the Scrip page on the school's website or contact Advancement, llamb@hfcs-cda.org.

### **PARENT SERVICE – PARENT INVOLVEMENT HOUR SYSTEM**

In order for the PIE to meet its financial obligation to the school, each family must earn 30 hours in the Parent Involvement Hour Program for the period May 1 through April 30. Only School or PIE sanctioned events/ functions will earn credit toward the volunteer hours. Hours may be earned by volunteering for a variety of published programs throughout the year. Parents are encouraged to sign up for events early so as to avoid falling behind. Children will not be registered for the following year if the commitments agreed to in the Tuition/Parent Involvement Program Contract for the current year are not fulfilled.

### **PARENT ATTIRE**

Parents when working on campus are asked to follow the guidelines for dress that their children follow. We need to model what we teach. Modesty is appreciated and requested.

## **PARENTAL COVENANT—OUR PARTNERSHIP WITH PARENTS**

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 \$150 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.

Holy Family Catholic School (HFCS) has developed this Covenant to establish a defined partnership between the school and families. This partnership is designed to strengthen the relationship between the family, the school, and the Catholic Church. By agreeing to this Covenant, the school strives to uphold the vision and mission statements by providing a strong, Catholic, faith-based education that promotes and supports spiritual growth and faith development. In turn, the family recognizes the importance of a Catholic-based education and agrees to support the school (HFCS) as described in this Covenant.

As Christians, we recognize our duty to God and to the children to whom He has placed in our care. To educate in the ways of God's teachings through Scripture and the Roman Catholic Church's teachings. As disciples of Christ, we act on our relationship with our Creator by living out Gospel values in community. We commit our time, talent, and treasure to practical school needs for the successful operation of the school.

The school recognizes the parents as the primary educators. The Covenant assists each family in accountability to those elements of faith formation and academic development. For Catholic families, this faith development is embodied in Christian living, sacramental preparation, and receiving the sacraments. For all families, the Spiritual Outline identifies how the family will actively develop spiritual and family values on a yearly basis.

This Covenant is committed to supporting the values on which HFCS is established and will lead to a community of faith-filled people actively striving to grow both spiritually and academically.

The Parental Covenant and Spiritual Outline are at the very heart of Holy Family Catholic School. Parental involvement is an integral part of our school philosophy. Thus, we ask all parents to commit to being involved members of our community. The signed Parental Covenant affirms the parental choice of HFCS for their child(ren) and that each family promises to fulfill certain responsibilities to the school. The following pages outline those responsibilities and are part of the Parental Covenant. Failure to fulfill the terms of this covenant may be cause for discontinuing your child(ren)'s enrollment at Holy Family Catholic School.

## GIFTS OF TIME, TALENT, AND TREASURE

*"Remember, where your treasure is, there is your heart also." Matthew 6:19-21*

### Your Gift of Time and Talent:

1. Each family is **strongly encouraged** to be actively **involved at the church** of their choice through contribution of time, talent, and treasure. Our service to others is life-giving to our parishes, to our community-at-large, and to those in need.
2. Spirituality is the cornerstone of Holy Family. Parents are expected to be involved in a variety of spiritual activities offered throughout the school year.
3. HFCS values parental involvement. Each family will volunteer a minimum of:
  - **Thirty (30) hours** per school year towards development efforts for the school. **Volunteer hours should primarily be devoted to the SUCCESS annual fund drive, SCRIP, and the annual auction, but may also include other activities at the discretion of the school.**
  - At the end of the school year, families will be billed at the rate of \$25 per hour for all unfulfilled volunteer hours.

### Your Gift of Treasure:

1. Holy Family Catholic School is a financially self-supporting, diocesan-approved, tri-parish Catholic school. HFCS is NOT directly subsidized by the Diocese of Boise or by the local Catholic parishes. This school is established in faith that, through God's grace, the people who value Catholic education will continue to support the school financially.
2. An important part of HFCS's mission is a commitment to providing a quality Catholic school education to all who seek it, regardless of financial capabilities. Holy Family Catholic School has a **Fair Share/Stewardship tuition program** which is an opportunity for families to share their time and talents in order to meet their child(ren)'s tuition. HFCS believes that this commitment supports the following principles of the HFCS Fair Share/Stewardship tuition program: (1) to make it possible for all children to attend HFCS regardless of ability to pay, (2) to keep tuition for all families at an affordable rate, and (3) to share the cost of education among all HFCS families in an equitable way. Tuition assistance is available based on demonstrable financial need.
3. Each family will procure items for the annual auction as specified in the Auction Procurement Policy. Failure to procure will result in a charge to your account.
4. Each family will commit to earn \$150 in profit through the SCRIP program from June 1, 2021 through May 31, 2022. Families who would like to opt out of this commitment will be provided the opportunity to do so by paying \$300. Those families who don't meet the responsibility of their \$150 SCRIP profit will subsequently be billed twice what they lack.
5. Families will monetarily support Holy Family's major fundraisers **to the best of their abilities.**
6. Family financial statements are provided monthly. **If, at any time during the school year, your financial condition changes and you are unable to meet your commitment, you must schedule an appointment with the principal.** At the end of the school year, the Stewardship Committee (consisting of the parish priests, appointed members of the school community, and the principal) will review and evaluate each family's fulfillment of their Parental Covenant commitments. **All families are held accountable for any outstanding charges and unfulfilled volunteer hours. Student records are held until monetary obligations are satisfied. In addition to school records being held, HFCS will seek help from a collections agency to pursue delinquent accounts.**
7. The financial obligations to the school are a joint liability between parents; in other words, each individual signing this agreement is liable up to the full amount of the financial obligation. If one signing parent fails to make his or her share of the payment, the other parent is obligated to make sure the school is fully paid.

### 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.

## THE SPIRITUAL OUTLINE: LIVING THE FAITH

Preparation of the Spiritual Outline is a prayerful time for your family to come together and discuss ways you live out your faith and seek opportunities for spiritual growth within your family. **We encourage you to meet with your Pastor (or spiritual leader) to unite your efforts of spiritual formation to your faith community.** This provides your family an opportunity to discuss your outline and/or ask for any needed guidance. HFCS requires that this form includes a **written reflection** as well as signatures.

**Some guidance from our Pastors:** This is a time to come together as a family and discuss the ways that you have lived the tenets of the Catholic faith. In large part, the spiritual component of the school is to support and build up what the children are learning at home about the Catholic faith and how to put it into practice. According to the *Catechism of the Catholic Church*, in order to live a moral life geared towards growth of God and neighbor, a Christian must at a minimum follow the five precepts of the faith which are: attending Mass on Sundays and holy days of obligation, receiving the sacrament of Reconciliation (Confession) at least once a year, receiving the Eucharist at least once a year, observing the days of fasting and abstinence as prescribed by the Church, and contributing to the material needs of the Church. Take time to see how you have observed these precepts, along with other spiritual goods such as regular prayer, sacrifices, acts of charity, and how you will continue to grow in your faith. Consider in concrete terms how you have lived these precepts and the steps you will take to faithfully live the Christian life in the coming year.

FAMILY NAME: \_\_\_\_\_

Have you registered at your parish?       Yes       No

Please select the parish at which you are registered (if applicable):

\_\_\_ St. Thomas, \_\_\_ Pope St. Pius X, \_\_\_ St. George, \_\_\_ St. Stanislaus, \_\_\_ St. Joseph,  
\_\_\_ St. Joan of Arc, \_\_\_ Other: \_\_\_\_\_

We choose HFCS for our child(ren)'s education and, by signing below, we commit to this Covenant, which defines the partnership between our family and Holy Family Catholic School.

Prayerfully submitted,

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Parent Signature/Date

## FINANCES

HFCS uses the FACTS Management Company to manage tuition as well as incidental items such as After or Before School Care, field trips, graduation, registration and athletic fees. You have the option to set up monthly, semi-annual or annual tuition payments. For incidentals the fees will be posted to your online account and are due ten days after they are posted. FACTS charges the families a fee for this service. The annual fee is \$15 for annual and semi-annual tuition payments or \$40 for monthly payments.

## REGISTRATION

Student registration fees are \$375.00 per returning child, per year and \$475 per new child.

## TUITION PAYMENTS

There are two options for payment of tuition:

- **Monthly Automatic Withdrawal** - your tuition will automatically be deducted from your checking or savings account or charged to a credit card (with a 2.75% convenience fee paid by you) on a monthly basis beginning in June and ending in May. You can choose to have your tuition payment taken out either via a 10 month or 12 month program on the 1st<sup>st</sup> or 15th<sup>th</sup> of the month. Any automatic withdrawal that is returned unpayable will result in a \$30 fee payable to FACTS.
- **Annual or Semi-annual Check Payments** - you have the same options as monthly payments plus the option to receive an invoice that you can then pay by various methods including sending a check to FACTS, using your own bank's online bill pay or paying your account online. The annual payment is due on June 12. The semi-annual payments are due by July 1 and December 1. Any check that is returned unpayable will result in a \$30 fee payable to FACTS.

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

## RATES

HFCS Advisory Board in concert with the pastors and principal establishes the tuition. Tuition rates are based on the following definitions:

- **Discounted Rate:** This rate applies to a family who has been a registered parishioner at one of our three community parishes for one full year prior to the start date of that child at Holy Family Catholic School. This family is also regularly attending Mass at their perspective parish and utilizing the parish envelope system.
- **Standard Rate:** This rate applies to a family who does not meet the criteria for the discounted rate.

## TUITION ASSISTANCE

Scholarship money is available to help out those school families who are parishioners, who have been enrolled at HFCS for a minimum of one year and who demonstrate financial need. Application needs to be completed by May 1<sup>st</sup> by signing into your FACTS account. Once your application is complete with all requested documentation submitted, you will be contacted by the bookkeeper to set up a meeting with the principal. Once all meetings have been held and assistance determined you will be notified as to the amount you will receive. The amount will then be applied to your FACTS tuition account.

## ENDOWMENT FUND

The Catholic Education Ministry of our parish elementary school is vital to the growth and development of our Christian community. The significance of Catholic education and the positive effect it has had on the lifestyle and practice of faith by our students and community families is immeasurable. Our Endowment Fund provides our school with the opportunity to receive many different forms of gifts

beyond those received through traditional fund-raising. The gifts we receive are held in trust. The interest income generated will be used to provide assistance to needy students and families. For more information, contact the principal or pastors.

You can help us continue to build a sound financial base for our parish school by making a charitable contribution. Gifts can be donated in many forms such as yearly or monthly cash gifts, bequests in wills, trusts, memorials in honor of weddings, graduation, or simply for the spirit of giving. If you desire to make a contribution to the Endowment Fund, please contact the school office for assistance.

## **ATTENDANCE**

Regular attendance is necessary for a child to experience success in school. Therefore, attendance is monitored to assure the health, safety, and well-being of the students.

### **TARDY**

A student is considered late when he/she arrives after attendance has been taken. A student arriving after this time must check in at the school office and pick up a pass before proceeding to class. Parent/guardian must sign in all tardy students at the office. Any child unaccompanied by an adult will remain in the office until parent/guardian returns to sign in student. If you know in advance that your child(ren) will arrive late to school, please call the office before 8:30 a.m.

Any student who arrives at school before 7:50 a.m. or remains on campus 15 minutes after dismissal, without parent supervision, will be placed in the Before or After School Care Program and the parent will incur appropriate fees. Students will stay in the areas designated by the staff until they are dismissed.

### **ABSENCE**

Parents should notify the school office by 8:30 a.m. if a student will be absent from school. If a student arrives after 10:00 a.m. he/she is marked absent half a day. Students leaving school between 10:00 a.m. and noon will also be marked absent half a day. In addition, your child will be considered absent if he/she leaves before 10:00 a.m. Please do not request schoolwork for short absences of one or two days. These occasions generally require medication and rest for the child, and he/she should not be pressured with the burden of school assignments. A child absent from school will not be allowed to participate in any extra-curricular activity on that day.

### **EARLY RELEASE OF STUDENTS**

A written request or permission slip from the parent should be submitted the day a student is to leave the premises during regular school hours. For early dismissal of a student, the parent/ designated emergency person must come to the school office to sign the student out. Parents are strongly encouraged to make medical appointments after school or during vacation periods.

### **PHYSICAL EDUCATION EXEMPTION**

If your child is not to participate in physical education class, the student must present a signed note from the physician or parent stating the injury/reason and the number of days the student is exempt from PE by the first day of exemption.

### **VACATIONS**

If a student is absent due to travel with parents, make-up work will be assigned upon the student's return to school. It is the student's responsibility to schedule an appointment with his teachers to obtain missed assignments. A student will be given one day for each day missed to turn in work. Parents are strongly urged to schedule vacations during vacation time.

### **STUDENT ILLNESS – COVID YEAR**

Please see Return to School Policy and [Panhandle Health District Advisories](#) for complete and up-to-date details.

### **STUDENT ILLNESS (NON-COVID YEAR POLICY)**

Parents are to notify the school whenever a student has a communicable disease. A student who has been absent from school because of a reportable communicable disease must have a release from the Public Health Department, a physician, or a nurse before being re-admitted to school. A doctor's note may be required after 5 days of a consecutive absence or after repeated intermittent absences due to illness or injury. Parents are to send written information regarding any limitations following a prolonged absence.

- A student should be free of fever and signs of illness for 24 hours prior to returning to school.
- A student will be given two days for each day missed to turn in work.
- Parents/guardians are contacted when a student becomes ill or seriously injured during the school day.

### **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 and food 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. Preschoolers and PreKindergarteners will not have the option to choose chocolate milk this year, due to program restrictions.

### **ILLNESS**

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 72 hours. The same 72-hour rule should be applied to vomit/diarrhea symptoms. **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**

HFCS 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 14 days, even if symptoms resolve sooner. This applies to COVID-19 symptoms, as well (see Reopening Plan attached to this handbook).

### **MEDICATION**

Parents or guardians are requested to administer medication at home, if at all possible. However, if prescription medication is required during the school day the following procedure is to be followed:



Any student who is required to take prescription medication during the regular school day may be assisted by the school nurse or other designated school personnel if the school receives a parent or guardian's written statement indicating the desire that the school assists the pupil in the matters set forth in the physician's statement or their own personal instructions.

If a student takes prescription medication, even if not taken at school, the school should be notified in writing regarding the condition, the medication prescribed, and any adverse side effects.

School employees cannot dispense any over-the-counter medication such as cold medication or pain relievers without a written statement from the parent or doctor. This must be on file in the school office before any medication will be administered. A parent may come to the school and administer the medication. All medication must be supplied by a parent.

It is the student's responsibility to come to the office for medication. An inhaler must have the student's name and dosage on it. It will be kept in the school office or on the student's person. It cannot be kept in a book bag, desk, etc. A medical statement is to be on file in the school office for any inhaler. Students are reminded not to share their inhaler with anyone.

All medication supplied by parents will be kept in a locked cabinet in the school office. Excess medication will be released to the parents/guardians only. All medication that remains after the close of school at the end of June will be discarded.

Parents are responsible for clearly marking medication containers with the child's name, type of medication, dosage, and administration time. No medication, with the exception of an inhaler or cough drops, should ever be kept in the classroom or on the student's person.

Conjunctivitis (Pink Eye) is a highly contagious virus with a variety of symptoms including:

- Red, itchy, watery eyes
- Excessive discharge from eye; red, swollen eyelids; scratchy, sandy feeling
- Pimple or swelling on eyelid
- Severe eye pain, blurred vision, reddened eyeball
- Red spot on white of eye
- Dry, scratchy eyes

If your child is experiencing any of these symptoms, he/she will need to seek medical attention. Should the case be confirmed for pink eye, your child may return to school 24 hours after treatment has been started. A doctor's note is required for reentry into school.

### **ACCIDENT/INJURY**

In accordance with Diocesan Administrative guidelines, an accident report is filled out and a parent/guardian is notified each time there is a serious injury at school or any school sponsored activity. Additionally, it is standard procedure at HFCS to fill out an accident report any time there is a question to the severity of an injury. Accident reports remain on file in the school office for a minimum of two years and copies are available as needed.

When a less serious accident occurs at school and the student is referred to the school office, an entry is made in the Injury Log denoting the name of the student, date, time, and circumstance associated with the injury. The administrative staff, using their best judgment, determines the appropriate level of assistance to be provided. At this point, the student is either returned to the classroom or the parent/guardian is notified for information and instruction.

### **"SPARE THE AIR"**

The school receives email alerts from the AQMD whenever the air quality index reaches 101 (unsafe for special groups) or higher. Usually, the Coeur d'Alene area does not reach these levels until late in the afternoon. The school follows the recommendations of the AQMD for modifying student activity during the school day based on the air quality index.

For after school outdoor activities, students and parents may elect not to participate in games or practices without affecting their status on sports teams. Sports coaches must respect student and parent choices in this matter.

### **DISASTER PROCEDURES**

Students are regularly instructed in fire, earthquake, and lockdown safety. The school exercises monthly school-wide drills. In the event of an actual emergency, your child will not be sent home without parent notification.

### **ACADEMIC RECORDS**

Parents have the right to inspect the school records of their children. The administration reserves the right to ask for such a request in writing 24 hours in advance. Teachers who receive such a request from parents should direct these requests to the principal's office. Records must be reviewed in the administration office.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Thus, all separated and divorced parents should provide the school with a court-certified copy of the custody section of the appropriate decree. If a parent is to be denied access to a child's academic records, then that denial should be noted in this section. The custody section also should provide directions about the non-custodial parent's right of access to the child. Parents are responsible for updates to this document; the school administration will abide by the document on hand.

In the absence of any court order, the school will assume that both parents have custody and that the student may be released to either parent.

### **HEALTH RECORDS**

Each student enrolled at HFCS in grades K-8 must have on file:

1. The New Student Health Requirements
2. The Idaho School Immunization Record – all Kindergarten and first grade students must have these forms completed no later than ninety (90) days after the first day of school
3. Tuberculin Test – Prior to Kindergarten entry/child's first day of school, proof of a Tuberculin test (taken after March 1)
4. All students entering 7<sup>th</sup> and 8<sup>th</sup> grades will need proof of a Tdap booster shot before starting school.

Failure to provide necessary health information will result in exclusion from HFCS.

### **CHILD ABUSE REPORTING**

In accordance with diocesan policy and Idaho State Law, school faculty and staff, as well as all Idaho residents are obligated under penalty of law to report the reasonable suspicion of any physical or emotional abuse. This would include emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. In this very serious and legally narrow area, the school will not contact parents/guardians in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School faculty and staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **FAITH FORMATION AND RELIGIOUS INSTRUCTION**

### **RELIGIOUS EDUCATION**

The faculty and staff at Holy Family Catholic School assist the family in the development of the Catholic faith in each student. The Catholic faith is an academic subject in its own right; it is also integrated into other academic disciplines and school activities. Our strong, comprehensive program of religious education includes the following areas of study: sacramental/ liturgical life, scripture, experience in prayer, values formation in light of the Gospel, community service, historical, theological, and doctrinal study of the Catholic Church and its application to daily life.

### **CHRISTIAN SERVICE PROGRAMS**

In order to support the promotion of the Social Justice Principles of the Catholic Church, TK through 8<sup>th</sup> grade classrooms participate in classroom guided service projects. In addition, the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are required to perform community service hours. This service must be in direct contact with people and support the following:

- Life and dignity of the human person
- Call to family for community participation
- Christian rights and responsibilities
- Options for the poor and vulnerable
- Solidarity

The minimum hours required by each student are:

6 <sup>th</sup> Grade	1 hour per trimester, 3 hours total
7 <sup>th</sup> Grade	2 hours per trimester, 6 hours total
8 <sup>th</sup> Grade	3 hours per trimester, 9 hours total

These service hours are 20 percent of the student's Religion grade. A service contract and a brief questionnaire are due each term until the total hours are fulfilled. The service contract is to be signed by the adult supervisor at the location of service or a parent if the supervisor is not able to sign the contract. The service contract is due each trimester until the total hours are fulfilled. In addition, students in Grades 6-8 also participate in class service projects. These hours do not count toward their Christian Service commitment.

Students in Grades TK-5 will perform their community service projects as a class rather than on an individual basis.

### **LITURGY**

As part of their faith formation, students participate in the celebration of the Mass on Wednesdays. Students may serve as lectors, musicians, singers, or altar servers. Parents, guardians, family, and friends are welcome to celebrate with the school and parish community.

### **WEEKLY MASS**

All students are expected to attend regularly scheduled school Masses as well as Sunday 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. (During hybrid learning, Mass will be streamed to the classroom for all students. Mass Uniform is required).

### **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.

### SACRAMENTS

- First Eucharist and First Reconciliation are received in the second grade.
- Students in grades 2<sup>nd</sup> through 8<sup>th</sup> receive the Eucharist at weekly liturgical celebrations and participate in Reconciliation during the church seasons of Lent and Advent.
- Confirmation is received in high school, please be sure to check with your local parish regarding religious education protocols.

### ALTAR SERVERS

Students 4<sup>th</sup> grade and older are encouraged to serve the parish in this role.

## **ACADEMIC PROGRAM**

### **EXPECTATIONS**

*Today's students face many challenges. The need to be prepared to make good decisions is based upon academic knowledge and moral responsibility. It is our goal to provide a good foundation of critical thinking and problem solving skills so our students are ready for challenges today and in the future.*

*Fostering faith in action, a love of learning, responsible citizenship, and awareness of the intrinsic rewards of hard work are all important. Responsibility to community, environment, and self will be addressed through the cooperative effort of students, parents, and HFCS staff. Learning that is relevant, interesting, and enjoyable prepares adolescents to become well-educated people. HFCS students will be expected to confront challenges in school, at home, and in the community with a positive attitude.*

### **CURRICULUM**

Holy Family Catholic School's curriculum is based on the curriculum guidelines of the Catholic School Department of the Diocese of Boise and the Idaho State Department of Education. It encompasses the subject matter of the traditional academic disciplines as well as the truths, principles, and values of the Catholic faith.

Religion	Social Studies/History	Fine Arts
Mathematics	Science	Technology
Reading/Literature	Physical Education	
English	Spanish	

### **GRADING**

Students receive report cards on a quarterly basis. Refer to the yearly calendar for specific dates.

#### **Grading Scale**

A	100-95B	86-83	C	76-73	D	66-63	
A-	95-90	B-	82-80	C-	72-70	D-	62-60
B+	89-87	C+	79-77	D+	69-67	F	59-0

### **ONLINE GRADES AND HOMEWORK CORNER**

Grades for students in 1<sup>st</sup> through 8<sup>th</sup> are available online through the HFCS website. Parent/students are encouraged to monitor their grades and missed assignments.

The homework corner is provided as an online resource for parents and students in grades 1-8. Students are expected to keep their school planners updated daily. Google Classroom/Homework Corner is designed as a backup to the student's homework planner. Please do not use this as your primary source. If a teacher announces a homework assignment in class and it is different than the homework corner, the student is responsible for what the teacher announces in class. The homework corner may not change daily although lesson plans may change.

### **ACCEPTABLE USE POLICY FOR COMPUTING RESOURCES**

The purpose of providing access to electronic devices at school is to support classroom instruction and educational research. The use of Internet resources must be in support of teacher-directed activities and consistent with the adopted curriculum and educational objectives of Holy Family Catholic School.

Holy Family Catholic School actively monitors student use of technology. While we have established major parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

All HFCS families and students should read the *Acceptable Use Policy for Computing Resources* to ensure that they are aware of HFCS expectations regarding those who choose to publish or post to a web log, websites, or social networking sites (such as Instagram, Twitter, KIK, WhatsApp, tumblr.com,

Facebook, YouTube, Yahoo, MSN, etc.), newsgroups, e-mail lists and other forms of online communication. A copy of this policy is contained on the school website under forms.

The access to resources contained on HFCS network and the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of this privilege. The Principal will determine when a student has violated these provisions based upon recommendation from the teacher(s). Renewal of the privilege is the option of the Principal and the teacher. Holy Family Catholic School rules pertaining to suspension and expulsion will also apply to the use of school computing resources. Violations of these rules may result in disciplinary action including citations, detentions, and/or the loss of a user's privileges.

### **PARENT CONFERENCES**

Formal parent conferences are held twice a year, fall and spring. Any time a parent wishes a conference with the teacher, the teacher or the school office should be contacted so that a suitable time can be arranged. Parents are encouraged to communicate frequently with the teacher.

### **PROMOTION**

Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade. If, in the teacher's judgment, retention is probable, the principal shall be notified and arrangements shall be made for a conference with parent(s) no later than the end of the second trimester.

### **HOMEWORK**

The purposes of homework are to reinforce learning that has taken place at school and to foster habits of independent study. Homework is assigned to the students in Grades K through 8 on a regular basis.

The Diocesan handbook suggests the following average time allotment for homework, not including grade level time for reading development:

Grades 1 & 2	30 minutes
Grades 3 & 4	30 – 45 minutes
Grades 5 & 6	45 – 60 minutes
Grades 7 & 8	60 – 120 minutes

If a child seems to be spending more than the average time on a regular basis, please contact your child's teacher.

### **CLASSROOM ASSESSMENT**

Tests and quizzes are a regular part of each teacher's assessment program throughout the school year.

### **FIELD TRIPS**

Field trips are a part of the education process and an invaluable learning experience. They are also a privilege, not a right. The teacher may, for good cause and with the principal's approval, revoke a child's field trip privilege. Teachers will send home field trip information and provide all the details in advance. Signed parent consent forms are required.

#### **Driver/Vehicle eligibility requirements:**

1. The driver must have a current, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The driver must be 25 years of age or older.
3. Drivers must be fingerprinted. Fingerprint clearance from the Department of Justice must be on file in the school office. Fingerprint clearance is required for parents of all students new to HFCS.
4. Proof of current vehicle registration.

5. Proof of current automobile insurance. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 cumulative each loss or occurrence bodily injury; \$50,000 property damage; \$5,000 per person medical; and \$100,000 uninsured insurance.
6. Vehicle occupancy limit must be observed.
7. All passengers must wear seat belts at all times.
8. Drivers will start a car only after each student is wearing a seat belt.
9. Students may not eat or drink in cars.

All materials must be submitted prior to field trip date. Items are to be verified by the teacher before each field trip.

The teacher reserves the right to cancel the field trip if any of these conditions are not met.

Drivers must drive students directly to their destination and back to the school. They may not take detours or go to restaurants, etc. Drivers are responsible for the children assigned to their cars from the time they leave school until they return. Chaperones and or drivers may not bring siblings. Chaperones and/or drivers may not bring siblings.

### **HEALTH SCREENINGS**

Health screenings are conducted by qualified nurses. These individuals may be volunteer parents in our school community or professionally contracted if parents are unavailable.

- Vision Testing is offered each fall for grades 2,4,6, and 8.
- Scoliosis Testing is offered in the 7<sup>th</sup> grade, usually in the Spring.

### **MILK PROGRAM**

Milk is purchased on an annual basis. Information regarding cost is available in the school office.

### **LUNCH PROGRAM**

Each student should bring lunch from home or participate in the School Hot Lunch program. Hot Lunch is offered Monday through Friday which is directly ordered at school on the morning receiving hot lunch. See school web site for further information.

### **BEFORE AND AFTER SCHOOL CARE PROGRAM**

The school offers before and after school care to any student enrolled at Holy Family Catholic School. Complete information is available on the school web site..

## STUDENT PROGRAMS

### STUDENT COUNCIL

Holy Family Catholic School supports the activities of Student Council as the foundation for good citizenship. Students in grades 6-8 participate in 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 Student Council 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 before 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. We ask that visitors limit their visits to the school to help minimize exposure to COVID-19.

### SCHOOL SECURITY

For the safety of our students and staff, our school is monitored by 24-hour video surveillance. A subpoena is required to obtain access to video footage.

### 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 11:15 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. **Please refrain from using electronic devices while on playground supervision/recess duty!** 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.

### **BIRTHDAY PARTIES – DURING NON-COVID YEARS**

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! This year, we are asking that all treats be individually wrapped. 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.

### **BIRTHDAYS DURING COVID YEARS**

The school requests that homemade items and items not individually pre-packaged not be shared with classes for birthday celebrations.

### **SPORTS PROGRAM**

HFCS participates in the league sports programs. The leagues are an integral part of the educational system of the Catholic schools in the Diocese. The purpose of the sports leagues are to foster human and Christian development through exercise, example, and athletic competition. Currently, students in grades 1-8 have the opportunity to participate in this league. The sports program is an important part of the total educational process. Participation in the sports program develops student awareness of cooperation and self-control as well as fostering school spirit.

The following sports are offered: basketball, volleyball, and cross country. Parents provide transportation for all games and tournaments.

Before participating in any sport, students ***must*** provide a:

1. Parental Permission Slip with parent signature
2. Physician’s Statement
3. Student Contract

### **REMOVAL FROM STUDENT PROGRAMS**

All students are invited and encouraged to participate in extra-curricular activities as long as this participation does not affect their academics. A “C” overall average in core curriculum subjects must be maintained as well as a “Satisfactory” in conduct.

Children in grades Preschool through 8 must wear uniforms. The uniform has many functions including the fostering of school pride and such practical considerations as cost and serviceability. The following guidelines must be followed when purchasing school clothing. Uniforms are on display and available at Dennis Uniforms. When purchasing uniforms at stores other than Dennis Uniforms every effort should be made to ensure that the clothing is of a similar style, color and length. Clothing with logos other than HFCS is not allowed. The principal will make the final determination as to whether the clothing meets the implied intent of the school uniform code. Sports uniforms may not be worn to school on game days or for P.E/Spirit Days.

The school reserves the right to regulate unbecoming styles.

### **UNIFORM REQUIREMENTS & FREE DRESS POLICY**

Uniform policies for all grades and Free Dress Policy may be found on the school’s web site.

### **SPIRIT WEAR**

Friday is Spirit Day. Students are allowed to wear any one of the official spirit polo or T-shirts with the HFCS insignia. Additionally, special HFCS team/club/theatre/activities shirts may also be worn. These shirts can be worn with jeans, capris that are of a blue denim material, jean shorts with the appropriate length, or a jean skirt of the appropriate length. If the students wish, instead of jeans, they may wear one of the special shirts with their school skirts/jumpers, slacks, or shorts. During cold weather, the HFCS sweatshirt should be worn with spirit wear.

### **PHYSICAL EDUCATION UNIFORMS**

P.E. uniforms are required for all students, grades TK-8, and consist of the following: white/grey HFCS emblem P.E. T-shirt, plain blue sport shorts, and sturdy, athletic-type shoes. Warm-ups may be worn on cold days.

### **GROOMING**

It is expected that students will be neatly groomed and attired at all times, during school and school sponsored events. Habits of cleanliness and hygiene must be fostered at home as well as at school. All rules regarding jewelry, hair, and make-up pertain to school and any school-sponsored events.

### **HAIR**

Hair must be clean, combed, and styled neatly. Extraordinary, distracting hairstyles are not allowed at school including hair tipping, highlighting, streaking, coloring or extensions. Boy's hair length is not to extend below the top of the dress shirt collar in the back and must be above the eyebrow.

### **DARK GLASSES**

Dark glasses may not be worn except when prescribed by a doctor.

### **LABELING**

All clothing, because it is identical, should be clearly marked with the child's name and grade. This includes outerwear and lunch boxes, backpacks, water bottles, and hydro-flasks.

### **UNIFORM SOURCES**

DENNIS UNIFORMS, information may be found on the HFCS website.

## DISCIPLINE

A Catholic School must strive to reflect the ideals, values, and virtues which Christ taught His followers. In order to provide an environment in which these ideals, values, and virtues can be fostered, it is necessary to have a well-defined school-wide discipline program.

Discipline is defined as “training that corrects, molds, or perfects the mental faculties or moral character.”

Discipline also shares its root with *disciple*. So, discipline could be defined as “the way disciples act and think.”

## GENERAL SCHOOL RULES AND REGULATIONS

Students will:

1. **Be reverent** during prayer at all times. Be quiet and attentive in church during Mass, visits, prayer services, etc.
2. **Be respectful** towards others and ourselves as brothers and sisters in God’s family. (Refrain from gossip and name calling.)
3. **Be helpful** and caring toward classmates and teachers and all our school community.
4. **Be polite and courteous** toward everyone: students, teachers, and all adults who help or come to visit our school. Use *normal* voices in school buildings and breezeways.
5. **Be a model of good sportsmanship** and fair play during play periods and P.E.
6. **Be cooperative** and obedient when receiving directions, instructions, and/or corrections from a teacher or adult in charge.
7. **Be safe** by walking on the sidewalks, in the breezeway, and in school buildings. Report any unsafe places, broken/worn furniture, equipment, etc., to the teacher or the person in charge.
8. **Be supervised** by asking permission before leaving the classroom, eating area, or playground. Always remain in supervised areas where students can be seen and helped in case of need. (Students may not be inside the school building without adult supervision.)
9. **Be a good steward** by taking care of books, desks, and other school furniture and property.
10. **Be on time** to Morning Opening and get to class promptly when the bell rings.
11. **Be prepared** by completing class and homework assignments on time.
12. **Be dressed for success** by wearing proper uniforms at all times.

## LUNCH RULES

When dismissed for lunch, students will:

1. Pick up milk and hot lunch if they have ordered it.
2. Once a student is seated in the assigned eating area, he/she will not get up again.
3. Eat lunch.
4. Clean up eating area.
5. Wait to be dismissed.

Students will not leave the lunch area to use the washrooms during the 20 minute lunch period without permission from the supervising teacher. They may use the washrooms before and after they have been dismissed for recess. Food may not be taken into the restrooms.

Students are not permitted to leave the school grounds for lunch unless checked out by an authorized adult. If it is necessary to drop off a lunch for your child, please do so in the school office. Do not go to the classroom as this disrupts instruction.

## **RESTRICTIONS**

Students may not bring any of the following items to school:

1. Glass containers.
2. Any item that is harmful or unsafe (examples – knives, other sharp objects, matches, toxic substances, etc.).
3. Toys or games (including yo-yos); however, students may bring a ball that has been clearly labeled with their name.
4. Radios, handheld electronic games, tape players, iPods, pagers, CD players, etc.
5. Skateboards, scooters, roller skates or roller blades.
6. Chewing gum or seeds of any kind.

## **CELL PHONES**

Cell phones must be powered off and held in the office while on campus. Students must use the phone in the office for any calls. A detention will be issued if it is discovered that a student has used his/her phone during school hours. (This includes phone calls from parents.)

## **DISCIPLINE POLICIES**

Discipline in a Catholic school is another aspect of moral guidance. Its purpose is to promote character formation and a school climate conducive to learning. It's goal is to produce self-disciplined persons. Educational theory has proven that reinforcement of positive behavior is much more effective than the punishment of negative behavior. Thus, approaching behavior problems from a positive viewpoint and allowing the students to assume responsibility for their own actions are the methods of discipline most effective in achieving this goal.

Discipline is based on the philosophy that every child has a right to learn and every teacher has a right to teach, and no student has a right to take away the rights of another. Consequences will occur when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any faculty or staff member in the school or any yard duty personnel has the right to correct students at any place or time.

## **SCHOOLWIDE DISCIPLINE PLAN**

Discipline and respect are an integral part of the school program. Demonstration of lunchroom and restroom manners, cooperation and a willing attitude, honesty, courtesy, and adherence to all regulations in this handbook, especially those on personal grooming, hairstyle, and dress are expected of every student.

It is the shared responsibility of the home and school to accomplish this goal. It is this training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

## **EXPECTATIONS**

- Model devout church/mass behavior
- Obey authority figures
- Behave in class
- Show respect for others and property
- Demonstrate proper lunchroom manners

## **CONDUCT – GRADES PRESCHOOL -4**

Students in grades Preschool -4 are expected to follow classroom rules. Satisfactory behavior is the standard and such behavior will be reflected on the student's report card as an "S." Behavior that falls below satisfactory level will be reflected with an "S-" "NI" or "U." Parents will be notified by the teacher when a student's conduct is below satisfactory level.

## **CONDUCT – GRADES 5-8**

The pre-middle school and middle school conduct policy has been developed to:

- Ensure a productive and safe learning environment for all our students.
- Help students grow in self-control and personal accountability.
- Develop students who exhibit integrity and respect in all things they do.

To track student progress and keep parents informed the homeroom teacher will assign an overall conduct grade that reflects a child's behavior. This grade includes behavior in all classes, as well as Mass, carline, etc.

## DISCIPLINARY ACTION

### DETENTIONS

Detentions will be imposed for severe infractions and served on the Tuesday afternoon from 3:00 – 4:00 p.m. following the infraction. Detention is a time to reflect upon the offensive behavior; the student will be required to report to the principal. Detentions will be served when necessary and/or for the following infractions:

- disrespectful to authority figure or classmate
- offensive language (verbal or written)
- inappropriate physical contact
- destruction of school, parish, neighborhood, or individual student property
- harassment

HFCS affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited. This is a new and growing concern in all schools, including private and religious, across the country.

We will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Harassment is unacceptable conduct that is deliberate, severe, and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive, or intimidating due to, but not limited to, an individual's race, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written;
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
- Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, pictures, web pages, or gestures;
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

Excessive detentions will be dealt with on an individual basis.

Classroom citations for non-conduct issues will be left to the discretion of classroom teachers and will be reflected on report cards in a category other than conduct. If, however, the behavior is chronic (repeated over and over again), the teacher may issue a detention.

Any member of the staff, faculty, or parent volunteer may issue a citation or request a detention. Teachers are in the classroom to teach. If a student continually shows that he/she cannot obey the rules, follow directions, or will not take advantage of his/her educational opportunities, that student will be removed from the class, the parent will be contacted for an immediate conference, and the student will remain out of the classroom until he/she is able to prove that he/she will make a sincere effort to behave.

## **PROBATION**

The principal may place a student on probation as a disciplinary measure for conduct that does not warrant more serious action. This may be in reference to lack of academic performance. A conference with parent(s) and student will be held with a written statement given to the parent(s) outlining the reason for probation, length of a probationary period, and the conditions necessary for the termination of probation.

## **SUSPENSION**

Suspension means removal of a student from the classroom. The student may serve an In-School Suspension (on-campus) or an Out-of School Suspension (off-campus) for one to five days. The kind of suspension and the duration served are the decision of the principal or their designee based on the seriousness and frequency of the violation. The student is required to complete and turn in the assignments given for that time period upon his/her return to school. A suspended student may not attend or participate in school activities for the duration of the suspension. Parents are required to respond to the request for a conference regarding a suspension without delay. Reasons for immediate suspension are at the discretion of the principal. Aggravated grounds for suspension can become grounds for expulsion.

## **EXPULSION**

**EXPULSION** means permanent removal of a student from Holy Family Catholic School. A student who is expelled shall not attend any school or extracurricular program with Holy Family Catholic School. Potential reasons for immediate suspension and/or expulsion are listed.

- Serious disobedience, insubordination, or disrespect for authority;
- Language or behavior, both explicit and implied, which is seriously immoral, profane, vulgar, or obscene - students will also be held accountable for pictures or text appearing on their sites and/or sites created for others which are derogatory to themselves, others, teachers, our school, or other students;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same;
- Serious misuse or damage to the school's computers or network;
- Sale of any material on school grounds without proper authorization;
- Unauthorized absence or continued tardiness;
- Assault with, or possession of, a lethal instrument or weapon, or weapon-like object;
- Serious theft or dishonesty;
- Outrageous, scandalous, or seriously disruptive behavior;
- Conduct at school or elsewhere which would reflect adversely on Holy Family Catholic School or the Catholic Church.

This list is by no means exhaustive. These guidelines provide the principal with discretionary power to amend disciplinary sanctions. The principal makes the final decision in all disciplinary matters.

## **SEARCH AND SEIZURE**

Students lose personal items during the course of any school year. Typically everyone is asked to search around his/her desk and backpack. However, some items are significant enough that, if not found, further investigation is necessary. Because school/parish property does not belong to the student, the school/parish reserves the right to search desks at any time without notice. Should it become necessary to search purses, coats, backpacks, tote bags, etc., the faculty/staff of HFCS will abide by the following rules:

- Student will be asked if we may search his/her pockets, coat, backpack, tote bag, or purse.
- If the answer is yes, we will ask the student to take everything out and show it to us.
- If the answer is no, we will isolate the student and the purse or bag will be placed under an adult's supervision.

- We will then contact the parents, explain the situation, tell the parents we would like to clear the student's name, and ask him/her to either ask the student to cooperate or to come to school and conduct the search himself/herself. If the parent refuses, the school/parental partnership will be in jeopardy.
- If any items are found not belonging to the student, the items will be placed in a separate container. The student will be asked to sign a statement that the items were found and the location will be named. The items will be taken to the principal's office for discussion with the student and parent contacted.

NOTE: This outlined procedure will only take place when the teacher has solicited the cooperation of a second faculty/staff member, preferably the principal or one the principal designee.

### **RECOMMENDED TRANSFER**

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics...an environment permeated with the Gospel spirit of love and freedom.” (*The Religious Dimension of Education in a Catholic School*)

Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal or pastor may recommend transfer of a student when parents are consistently uncooperative or conduct themselves in a manner that is disruptive of the harmonious relationships of the school. Parental interference in matters of school administration and abusive language toward principal, pastors, or teachers is reason for recommending a transfer.

Parents need to understand that a child may be asked to withdraw or not be invited to return if the parent fails to adhere to the school's guidelines and policies.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

The principal also is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

### **COMMUNICATION**

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). These lists are provided electronically through the Parent Portal.

### **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](http://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 HFCS 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 HFCS school community by being active in school-wide planning, student programs, and in promoting positive community relationships.

### **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 will keep 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](http://cmgconnect.org) are required by the Diocese.

## **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.

## **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. Law enforcement will be contacted when appropriate. 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.

## **MISSION ADVANCEMENT**

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-cda.org](mailto:success@hfcs-cda.org).

### ***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-cda.org](mailto:auction@hfcs-cda.org).

### ***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 \$150 profit annually; families have the option to buy out of this expectation for \$300. Families receive quarterly statements detailing their generated profit. If a family does not generate \$150 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-cda.org](mailto:llamb@hfcs-cda.org).

### ***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.