



## **Family Handbook**

Holy Spirit Catholic School  
540 N. 7<sup>th</sup> Avenue  
Pocatello, ID 83201  
(208) 232-5763  
Revised August, 2021

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## *SECTION 1: PURPOSE AND ORGANIZATION*

## *Principal's Letter*

Dear Families,

The mission of Holy Spirit Catholic School is to provide a welcoming environment where students live the Gospel message, exhibit high academic achievement and provide service to the community. The policies and procedures conveyed throughout this document provide the framework within which students, teachers, parents and school administration will work together to ensure that every student reaches their highest potential.

Holy Spirit Catholic School is a unique alternative to other public and private school options in our area. As Catholics we welcome and support a diverse cultural and economic population as a hallmark of our Catholic identity. Thus, every student at Holy Spirit is valued and accepted for who they are, recognizing each as a child of God with unique gifts and talents to share. All students are loved, cared for, and respected as part of our Christian family and are taught to live these values as an expression of faith.

High quality education cannot be accomplished in isolation. We believe that parents are the primary educators of their children and that the school exists to serve and support parents in this important mission. As a vital part of the Catholic school community, students are taught that self-discipline, order and proper conduct are necessary to accomplish the tasks of education. Codes of performance are established, clearly defined and explained at the beginning of each school year. The policies and general rules of conduct are reviewed often and fairly enforced for the safety and benefit of the whole school. Our goal is to partner with families to teach each child to become a responsible, contributing member of the community, to wisely use their God-given gifts and special talents for the mutual benefit of society.

Holy Spirit's primary focus is to meet the academic, spiritual, emotional and social needs of our students. To achieve this success, it is essential that we have a united effort and significant communication between school and home. A weekly school newsletter will be sent home in the F.A.I.T.H Folder every Wednesday. This newsletter will provide updates on school happenings and detail upcoming events that will require your attention. Likewise, your child's teacher will send regular communication home regarding assignments, lesson topics and special events. If at any point you desire additional communication or information, please call the school office or email your child's teacher to set an appointment.

We ask that you carefully read this handbook, review it with your student(s), and keep it in your home for future reference. We pray for the guidance of the Holy Spirit as we enter into the 2021-2022 school year; that we may work together to continue to provide high quality education for all students at Holy Spirit Catholic School. Thank you for your cooperation and support.

Sincerely in Christ,

Karianne Earnest, Ed.S

### *Mission Statement*

The mission of Holy Spirit Catholic School is to provide a welcoming environment where students live the Gospel message, exhibit high academic achievement, and provide service to the community.

### *Philosophy Statement*

We believe Holy Spirit Catholic School is a central part of the Church's mission to proclaim the Gospel, celebrate through worship, and inspire action to serve others.

We believe spiritual formation is an essential dimension of Holy Spirit Catholic School.

We believe Holy Spirit Catholic School is committed to academic excellence and the intellectual development of students, staff and faculty.

We believe Holy Spirit Catholic School is committed to encouraging students, staff, faculty and families to practice Catholic teachings, traditions, and sacramental life.

We believe Holy Spirit Catholic School conscientiously responds to the needs of the larger community and the environment.

We believe Holy Spirit Catholic School welcomes and supports a diverse cultural and economic population as a hallmark of our Catholic identity.

## *Faculty & Staff*

### **Administration**

Father Henry Carmona - Pastor

Karianne Earnest - Principal

Allison Hinz - Business Manager/Bookkeeper

### **Faculty**

Preschool & Pre-kindergarten - Reagan Dunn

Kindergarten - Courtney Shaw

First Grade/Second Grade - Laura Sheridan

Third Grade - Debby Belcher

Fourth Grade - Margie Gabiola

Fifth Grade - Nydia Santiago

Middle School ELA & Social Studies - Mercedes Shirts

Middle School Math - Aby Ibarra

Middle School Religion - Jessica Gallegos

Middle School Science/Health - Faith Rudebusch

Middle School Spanish - Nydia Santiago

Physical Education - Dave Berry

Music/Technology - Bre Ward

### **Staff**

Athletic Director - Aby Ibarra

Facilities Manager - Dave Berry

Food Services Director - Autumn Mondragon

Librarian - Val Arvas

Para-Educator - Stacy Fajardo

Para-Educator - Shannon Gilbert

Para-Educator - Sheryl Richards

Para-Educator - Melissa Rosenberger

## *Contact Information*

Holy Spirit Catholic School  
540 N. 7<sup>th</sup> Avenue  
Pocatello, ID 83201

Main Office – (208) 232-5763  
Fax – (208) 646-3176  
Website: [www.holyspiritcs.com](http://www.holyspiritcs.com)  
Office e-mail: [office@hscsidaho.org](mailto:office@hscsidaho.org)

Karianne Earnest, Principal  
[earnestka@hscsidaho.org](mailto:earnestka@hscsidaho.org)

## *School Board*

School Board meetings take place on the 2nd Wednesday of the month at 7:00 p.m. in the school faculty room.

The Advisory School Board has no authority for formulating policies separate from the Pastors and Principal. The board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel or students.

### **Purpose and Function:**

The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

- Strategic Planning: to assist in formulating strategic goals for the long-term direction of the school and to assist in formulating the school mission statement.
- Policy Formulation: to provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.
- Evaluation of policies, plans, mission effectiveness and board self-evaluation.
- Institutional Advancement/Development: to provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment and financial viability of the school.
- Communications: to provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.
- Lead marketing initiatives for the school (outside of PTC activities – but in coordination with the PTC as needed).



**2021-2022 School Board Members:**

- Father Henry Carmona, Pastor (non-voting)
- Karianne Earnest, Principal (non-voting)
- David O'Neill, Chairperson
- Barbara Sicilano, Secretary
- Marcia Ney
- Gretchen Kinghorn
- Misti Foltz
- Sandra Montez
- Brian Hinz, PTC Vice-President

*Parent Teacher Committee (PTC)*

The mission of the Holy Spirit Catholic School Parent Teacher Committee (PTC) is to support and enhance the Christian learning environment at HSCS by empowering student achievement in academics, service and extracurricular activities.

**2021-2022 PTC Steering Committee Members:**

Eric Shaw - President

Brian Hinz - Vice-President

Jennifer Parrot- Secretary

Jacques & Angel Bertin- Treasurers

Emma Frost & Andrea Gumm - Co-Event Coordinators

***PTC meetings take place on the 1st Wednesday of the month at 12: 00 p.m. in the school faculty room.***

## *Schoolwide Learning Expectations (SLEs) F.A.I.T.H.*

Holy Spirit Catholic School Students:

Will be **FAITH-FILLED CHRISTIANS** who:

- Demonstrate knowledge of Catholic beliefs, rituals, and traditions
- Participate actively with their families in faith development through sacraments, liturgical celebrations, and a variety of prayer
- Share gifts in service to Church, family and community
- Exhibit an understanding of compassion and empathy
- Show respect for self, others, God, Church, authority, and property

Will display **ACADEMIC EXCELLENCE** by:

- Communicating effectively through reading, writing, and speaking skills
- Applying critical thinking skills in problem solving
- Appreciating and engaging in the fine arts
- Actively learning by questioning, discovering, and drawing conclusions

Will exhibit **INTEGRITY** by:

- Demonstrating honesty and fairness
- Practicing compassion, tolerance, justice and respect
- Dealing peacefully with anger, insults, and disagreements
- Respecting diverse cultures and the uniqueness of others

Will **TAKE RESPONSIBILITY** by:

- Demonstrating and cultivating good organizational skills, study habits and time management strategies
- Being accountable for academic growth
- Respecting and actively caring for the environment

Will **HELP OTHERS** by:

- Promoting social justice through prayer and service
- Sharing time, talents, and treasures by responding to the needs of society and the environment
- Practicing kind acts that help our neighbors with material, physical, emotional, and spiritual needs

## *SECTION 2: POLICIES*

## *Admissions*

### **Statement of Non-Discrimination**

As a Catholic school, Holy Spirit is dedicated to the dignity of every human being. Our admission policy is inclusive and shows no discrimination with regard to sex, race, ethnic background, or social or economic status. Since we are a religiously oriented school for the Catholic community, we give enrollment preference to members of the Catholic Church, but welcome members of all denominations.

### **Student Entrance Requirements**

#### **Order of Precedence for Admission to Holy Spirit Catholic School**

1. Children currently attending HSCS
2. Sibling of children attending HSCS
3. Children/Wards of registered parishioners of Holy Spirit Catholic Community who are practicing Catholics and are committed stewards of their time, talent, and treasure in their relationship to the Parish and the School
4. Children of practicing Catholic parents/guardians who are transferring into the community.
5. Children of practicing Catholic parents/guardians who belong to another parish
6. All other students

### **Procedures and Requirements**

- At the time of admission, transfers, health records, and academic records are required from the previous school.
- Kindergarten students must be 5 years old by September 1. Parents/Guardians are required to present copies of original birth certificates and health records.
- The latest test scores and report cards for students enrolling in Grades 1 through 6 are also required for entrance.
- The Principal may interview students in kindergarten through 6<sup>th</sup> grade before acceptance.

### **Academic Records**

- The academic records of all students wanting to transfer to Holy Spirit will be examined prior to admission. The student records must show that they have been attending school regularly and are in good academic standing. Any requirements for special needs to assist a student's learning will be discussed and reviewed to determine whether Holy Spirit School has the ability, facility, and expertise to provide the required special assistance.

### **Immunization Requirements**

- Holy Spirit Catholic School requires that all students be vaccinated according to Idaho code (IDAPA 16.02.15) before registering for school and maintained during their time of attendance. The school abides by the rules set forth by the Idaho State Department of Health regarding immunizations.
- However, should a parent/guardian choose to **not** have their child(ren) vaccinated, they are required to file an **Exemption Form** with the school. The **Exemption Form** can be obtained from the school secretary.
- In the event of a disease outbreak, unimmunized children are excluded from school until the outbreak is over. This is done both for the safety of the unimmunized children and the protection of others. For example, if there is an outbreak (two or more cases) of Pertussis, the Center for Disease Control (CDC) states that unimmunized children/individuals must stay out of school for 21 days (length of incubation period) after the **LAST** known exposure.
- Due to limited resources, Holy Spirit Catholic School **cannot** provide educational services to unimmunized students during an outbreak of disease. Parents/Guardians need to be aware that tuition fees will be charged while the student(s) are out of school.

### **Students may be denied admittance under the following conditions:**

- Consistent, unacceptable behavior (by students or parents) which is deemed detrimental to the best interest of the class and the school community.
- Delinquent payment of tuition, registration fees, or child care.
- A learning disability, which requires educational and/or psychological services not available at HSCS.

## *Accidents*

In case of a serious accident, every effort will be made to contact the injured student's parents or guardians. When this is impossible, the person(s) designated as emergency contacts will be called. Parents are responsible for keeping their contact information up to date in the school's database. Parents must sign the Parental Release & Consent portion of the registration form granting permission to Holy Spirit Catholic School to authorize medical treatment be given when deemed necessary to preserve the life, limb or well-being of their child.

## *Attendance*

**ATTENDANCE:** Prompt and regular attendance at school is necessary for the development of good character habits and maximum scholastic achievement. Doors open Monday through Friday at 7:55 a.m. with Morning Meeting beginning at 8:00 a.m. in the gym. Students who arrive after the conclusion of the morning meeting must sign in at the school office. Please be aware of the Holy Spirit Catholic School and State of Idaho attendance policy, which states that parents/guardians must be notified by letter when their child has been excessively absent or tardy during any one school year regardless of reason. Students who have been absent more than 10 percent of the days (18 days) in any one year will be considered for retention at his\her grade level. Such retention will be subject for review by the administration, HSCS School Board and the Discipline Review Committee.

Tardiness is defined in Pocatello/Chubbuck School District policy manual as "a condition for which a student is unaccounted for during a brief portion of the assigned school day." Students who have been excessively absent or tardy may be referred to the Pocatello Police Department Truancy Court that addresses the issues of truancy and excessive absences.

**EXCUSED ABSENCES** include absences caused by illness with a doctor's note, family emergencies and pre-approved events, which will be considered on individual merit. Students absent for such causes may make up all work missed for credit within a time limit established by the teacher, parent and student.

Parents are asked to contact the school by 8:45 a.m. each day of absence and indicate the reason for the absence.

It should be noted that in the case of excessive absences, it is often difficult to make up the missed class work. Please make arrangements with the teacher to collect homework assignments before or after school so as not to disrupt the rest of the class.

**UNEXCUSED ABSENCES** are willful absences by a pupil without the knowledge of the parents or absences without merit or explanation. This may lead to suspension or expulsion from school.

**APPOINTMENTS:** Students may be excused during the daily school session only with permission of parents or guardians. Parents or guardians are to inform the school of the scheduled absence, and must sign the student out in the school office when leaving the school building. An authorized adult other than the parent or guardian must sign the student out after verification of authorization is acknowledged and approved. Students must check in if they return on the same day. The school strongly encourages medical and dental appointments to be scheduled during non-school time, if at all possible.

Since attendance is highly important to success in school and development of good attitudes, we respectfully emphasize your responsibility to guard against continued excessive and unnecessary non-attendance. Without bus transportation, it is understood that it's the family's responsibility to transport children to and from school, and emergency situations are quite possible. It is also understood that inclement weather may at times be a factor in getting students to school on time. However, when excessive unexcused tardiness exists, it becomes a detriment to learning, and the student suffers.

### *Birthday Policy*

If you plan to bring a treat to class for your child to share on a birthday, we ask that it be very simple and teacher friendly. Please contact your child's teacher ahead of time to find out when to bring the treats, and what is acceptable due to food allergy concerns. Usually, the last 15 minutes of the day is the most appropriate time. We highly discourage floral arrangements, balloon bouquets, limo rides and pizza lunches as they are excessive and distracting. We also ask that parties held at home during the year include all the students or all the boys or all the girls in that particular class. Remember, this is a small *Christian* school and feelings can be unnecessarily or unintentionally hurt.

### *Cell Phones*

Students are strongly encouraged to leave cell phones at home. The school phone is available for student emergency use during the day, and parents are able to call the school to speak with their children. In the event that cell phones are brought to school, they are to be turned off and put away in backpacks or lockers or given to the teacher during school hours. They are not to be used during the day. On the first offense, the device will be confiscated until the end of the school day, and on subsequent offenses the device will be confiscated and must be picked up by the parent(s) or guardian(s).

### *Class Size*

The optimal class size for Holy Spirit Catholic School at each grade level is as follows:

- |  |                           |
|--|---------------------------|
| ● Pre-School (3 yrs+)                            | 10 students per session   |
| ● Pre-Kindergarten (4 yrs+)                      | 12 students per session   |
| ● Kindergarten (5 yrs+)                          | 22 students per classroom |
| ● 1 <sup>st</sup> through 8 <sup>th</sup> grades | 22 students per grade     |

Exceptions to these limits may be made in the 1<sup>st</sup> through 8<sup>th</sup> grades to enroll up to a maximum of 24 students per grade. Exceptions will be determined by the principal, teachers, and school board evaluation.

## *Code of Conduct*

### **Expectations of Students**

“I will behave in a Christ-like manner.”

#### **Spiritual**

I will respect others and myself in speech and actions by:

- exhibiting empathy, kindness, and forgiveness to others.
- being cooperative with teachers and schoolmates.
- using polite manners and appropriate titles when addressing others.
- respecting the rights, safety, and well-being of others.
- refraining from harassing and bullying.
- helping and assisting others cheerfully and lovingly.

#### **Academic**

I will take an active part in my learning by:

- developing self-confidence.
- concentrating and persevering.
- developing independent work skills and habits.
- completing and turning in all assignments in a timely manner.
- developing appropriate time management skills.
- assuming a fair share of the workload in group work.
- working and learning in cooperation with others.
- listening attentively at all times.
- being prepared daily for class.
- being consistent in attendance and punctuality.

#### **Community**

I will take the Gospel message and build God’s Kingdom here on earth by:

- taking responsibility for my own actions.
- following the directions given by those in authority.
- actively listening to what others have to say.
- respecting the personal space of others.
- being honest and truthful in word and deed at all times.
- being careful with all property: the school’s, other’s, and mine.
- using safety habits at all times while on the school campus: inside the classrooms, the halls, restrooms, cafeteria, gym, playground, and the church.
- not bringing guns, knives, or weapons; replicas of guns, knives, or weapons; prescription or nonprescription drugs; or any potentially dangerous items onto the school campus.
- abstaining from the use of abusive or profane language.
- never engaging in dangerous, violent, threatening, or illegal activities.



## **Expectations of Parents/Guardians**

“I will model for my child a lifestyle that demonstrates Christ-like behavior.”

- I will interact with staff, children, and other parents in a respectful manner.
- I will support the academic progress and spiritual growth of my child by:
  - assisting in homework assignments and behavior plans.
  - ensuring that my child is consistent in attendance and punctuality.
  - preparing my child to be ready to learn each day.
  - encouraging my child’s best effort at all times.
  - reviewing and explaining school rules and procedures with my child.
  - expecting my child to know and follow classroom and school rules.
- I will celebrate my child's learning, recognizing and appreciating their accomplishments.
- I will maintain open, ongoing communication/dialogue with my child's teacher.
- I will be knowledgeable and supportive of the school policies and expectations.
- I will resolve differences in a sincere and genuine manner giving validity to differences.
- I will be an active member of my child's educational team.
- I will volunteer my time and talent to the school (at least 15 hours per family per year).
- I will attend the Safe Environment Class for parents and volunteers.

## **Expectations of Faculty and Staff**

“I will exhibit a Christ-like lifestyle demonstrating and modeling Catholic beliefs and values.”

- I will respect myself, other staff members, the children, and parents/guardians.
- I will support the spiritual and academic growth of the children.
- I will provide a positive environment for learning and celebrate each child’s growth and accomplishments, while employing accepted best instructional practices.
- I will maintain open communication/dialogue with children, families, and faculty/staff.
- I will support the mission statement, vision statement, and policies of the school.
- I will ensure confidentiality and privacy in regards to records and the people I serve.
- I will adhere to the guidelines established in the Idaho Teacher Code of Ethics.
- I will be an active member of the children's educational team.
- I will make every effort within my means to protect the students from conditions detrimental to learning or to physiological, psychological, or spiritual well-being.

## *Communication*

Home to school communication is essential. We want to provide this communication to you in as many ways as possible, and as effectively as possible. Some ways are through:

- *Plus Portal* parent-to-school communications system (email and text messages)
- Weekly newsletters sent via email or hard copy with the student if email is not available.
- Hot lunch menu
- Parent – Teacher Conferences
- Parent Teacher Committee Meetings
- Back-to-School Night
- Hallway bulletin boards
- Holy Spirit Website: [www.holyspirites.com](http://www.holyspirites.com)
- F.A.I.T.H Folder

## *Curriculum*

Holy Spirit Catholic School follows the curriculum standards set forth by the Diocese of Boise and the Idaho State Department of Education. All students receive instruction in English Language Arts, Religion, Mathematics, Social Studies, Science, Health, Art, Music, Spanish, and Physical Education.

## *Custody*

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school's office. The school will always enforce the most recent court-certified copy of any custody order or divorce decree. The school will not be held responsible for failing to honor arrangements that have not been made known to the school in this fashion.

## *Discipline*

### **Interventions to Achieve the Code of Conduct**

Students, parents, and staff will work collaboratively in assisting the children to understand the expectations of the code and the interventions used to facilitate growth in self-discipline.

Violations of the Code of Conduct are grouped into three classes—minor, intermediate, and major. Each classification is assigned a disciplinary procedure which is to be followed by the administrator or designee, who shall hear the student’s explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

#### **CLASS I- MINOR OFFENSES**

**1.1 USING PROFANE OR OBSCENE LANGUAGE, CONDUCT, OR GESTURES--** Any language, obscene gestures or conduct in opposition to the faith-based educational standards we provide will merit disciplinary action.

**1.2 EXCESSIVE TARDINESS—**Students repeatedly arrive tardy for class. After the third tardy recorded, a parent phone call will be made. After the **fifth** tardy recorded, further disciplinary action will occur.

**1.3 NONCONFORMITY TO DRESS CODE—** We strongly enforce our dress code policy. Professionalism in the classroom is held to high regard. Uniforms should be clean and meet all school uniform regulations as outlined on pages 31-33.

**1.4 EXCESSIVE DISTRACTION OF OTHER STUDENTS—**Any behavior which disrupts the orderly educational process in the classroom or other school functions.

**1.5 ANY OTHER VIOLATION WHICH THE PRINCIPAL OR DESIGNEE REASONABLY DEEMS TO FALL WITHIN THIS CATEGORY.**

#### **CLASS I- DISCIPLINARY ACTIONS**

**FIRST OFFENSE:** Informal interview with the classroom teacher, parent contact made via email or phone call.

**SUBSEQUENT OFFENSE:** Interview with the classroom teacher, discipline referral made to Principal, parent contact is made, loss of school privileges (i.e. lunch detention, school work detail, homework session with lunch duty), meeting with the parents may be deemed necessary.

#### **CLASS II- INTERMEDIATE OFFENSES**

**2.1 BULLYING, ASSAULT, HARASSMENT, OR BATTERY UPON STUDENTS—**Bullying is an imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, or psychological, or via multimedia. Unlawfully using physical force or striking another student against the will of the other, or any action which intentionally causes bodily harm to an individual.

**2.2 DEFIANCE OF A SCHOOL EMPLOYEE OR VOLUNTEER—**Any verbal or nonverbal refusal to comply with lawful direction of a school employee or volunteer.

**2.3 USE OF OBSCENE MANIFESTATIONS, VERBAL OR WRITTEN SEXUAL COMMENTS OR GESTURES, TOWARD ANOTHER PERSON.**

**2.4 SIMPLE ASSAULT ON A SCHOOL EMPLOYEE OR VOLUNTEER**—The intentional, unlawful threat by word or act to do violence to the person of an employee, coupled with an apparent ability to do so, and the doing of some act which creates a well-informed fear in such person that violence is imminent.

**2.5 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM.**

**2.6 STEALING, LARCENY, PETTY THEFT**—The intentional, unlawful taking, concealing, and/or taking away of property valued at less than one hundred dollars (\$100) belonging to, or in the lawful possession or custody of another.

**2.7 POSSESSION OF STOLEN PROPERTY**—With the knowledge that it is stolen.

**2.8 TRESPASSING**—Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed or invited; or having been warned by an authorized person to depart, refusing to do so.

**2.9 VANDALISM**—Intentional action resulting in injury or damages of less than One Hundred Dollars (\$100) to public property or the real or personal property to another.

**2.10 FIGHTING**—Any physical conflict between two or more individuals.

**2.11 THREATS, EXTORTION**—Verbally or in writing maliciously threatening injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or any other person, to do any act or refrain from doing any act against his/her will. NOTE: completion of the threat, either by the victim complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.

**2.12 UNLAWFUL OR OFFENSIVE TOUCHING OF ANOTHER PERSON.**

**2.13 WRITTEN OR VERBAL REFERENCE TO OR PROPOSITIONS TO ENGAGE IN SEXUAL ACTS.**

**2.14 ANY OTHER VIOLATION WHICH THE ADMINISTRATOR OR DESIGNEE REASONABLY DEEMS TO FALL WITHIN THIS CATEGORY.**

**2.15 UNAUTHORIZED ABSENCE FROM CLASS OR SCHOOL.**

**CLASS II- DISCIPLINARY ACTIONS**

**FIRST OFFENSE:** Formal interview with parents, student, and Principal, loss of privileges (i.e. lunch detention, school work detail, homework sessions with lunch duty), Behavioral Learning Plan will be created with the Principal.

**SUBSEQUENT OFFENSE:** In-school suspension, out of school suspension

### **CLASS III- MAJOR OFFENSES**

**3.1 AGGRAVATED BATTERY**—Intentionally causing bodily harm, disability, or permanent disfigurement to another.

**3.2 DISCHARGING ANY PISTOL, RIFLE, SHOTGUN, AIR GUN, OR ANY SUCH DEVICE.**

**3.3 POSSESSION OF WEAPONS, EXPLOSIVES, POSSESSION OF FIREARMS.**

**3.4 DRUGS**—Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, alcoholic beverages, tobacco products or paraphernalia. This is an automatic court referral.

**3.5 BATTERY UPON A SCHOOL EMPLOYEE OR VOLUNTEER**—The actual unlawful, intentional use of physical force or striking of an employee or volunteer against his/her will, or the intentional causing of bodily harm to an employee or volunteer.

**3.6 ARSON**—The willful and malicious burning of any part of the building or its contents.

**3.7 STEALING, LARCENY, GRAND THEFT**—The intentional, unlawful, taking or concealing and/or carrying away of property valued at one hundred dollars (\$100) or more belonging to, or in the lawful possession or custody of, another.

**3.8 ROBBERY**—The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or fear.

**3.9 CRIMINAL MISCHIEF**—Willful and malicious injury or damages at or in the excess of one hundred dollars (\$100) to public property, or to real or personal property belonging to another.

**3.10 BOMB THREATS.**

**3.11 SEXUAL ACTS.**

**3.12 ANY OTHER OFFENSE WHICH THE ADMINISTRATOR OR DESIGNEE MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.**

### **CLASS III- DISCIPLINARY ACTIONS**

**FIRST OFFENSE:** Referral to Law Enforcement Agencies, as per Diocesan Policy. Out of school suspension or expulsion will be considered.

\*A request to review the decision for suspension or expulsion may be submitted in writing to the Pastor/Superintendent and the Superintendent of Catholic Schools of the Diocese of Boise. However, the suspension or expulsion will remain in effect during the process.

### *Emergency Closing*

In the case of inclement weather or other unforeseen emergencies, HSCS follows School District 25's directive for determination of school closure for the entire day. HSCS will also participate in "late starts" with school beginning at 10:00 a.m. and ending at regular scheduled times. These "late starts" are in hope of frigid weather temperatures rising and roads becoming more passable. Any closures or late starts will include HSCS Childcare Program. Public media announcements of school closures are made through the *Plus Portal* parent-to-school communications system (email and text messages), local radio stations, and local television stations KPVI News Channel 6, Local News Channel 8, and Local News Channel 3.

### *Emergency Drills*

Students are taught how to respond to emergencies in school by regular practice drills. Visitors and volunteers who are in the building when a drill takes place are required to follow the safety directives as well.

### *Field Trips*

Students are taken on educational field trips off campus to enhance learning experiences. In order for your child to participate in these field trips, they must have a signed permission slip. Permission slips for all trips outside of a 1 mile radius of the school will be sent home to each family. Depending on student numbers and destination transportation will be by our HSCS school bus and/or private vehicles. All parents volunteering to drive must have a vehicle that is in safe operating condition and with one seat belt for every passenger. Proof of insurance (at least \$300,000 in liability) and a current driver's license must be provided to the school prior to the field trip date(s). All drivers and chaperones must complete the required Safe Environment Class prior to participation in any field trip.

### *Financial Obligations*

Tuition for the school year is to be paid in full or a payment plan made prior to September 1st of each year. Families must enroll in the *Facts Tuition Management System*. Payments may be made over a ten or twelve month period. Tuition rates are based on either a *HSCS Parish Member Rate* or *Non-Parish Rate*. To receive the *HSCS Parish Member Rate* families must provide a signed parish verification form from their parish office. Other financial policies are as follows:

- If an account is thirty (30) days past due, the school office will send, by email and mail, a written request for payment.
- If for any unforeseen reason a student(s) is withdrawn from the school prior to the end of the school year, parents must submit written notification to the school office. Any remaining tuition balance or credit will be addressed on a case-by-case basis by the Principal. However, an early withdrawal fee may be assessed.
- Families that are experiencing financial difficulty are encouraged to contact the Principal to make payment arrangements or apply for financial assistance.
- Child care will be billed monthly at a rate of \$3.15/hour. Payment is due upon receipt, and any account that is not paid within 30 days will not be able to continue child care until they are current.
- Volunteer Service Hours must be completed by the last day of school. Any families who do

- not complete their hours will be billed \$15.00/hour for any unfulfilled hours.
- Families will not be permitted to register if financial obligations to the school have not been fulfilled.
- HSCS reserves the right to withhold student records to new schools unless student accounts have been paid in full.

### *Food Services*

Holy Spirit Catholic School offers a nutritious hot lunch program for all students. We also offer free and reduced lunch pricing for those who qualify. Free and Reduced Lunch Applications are available on the school website and can be turned into the school office at any time. Families may view the lunch menu and pre-order lunches using the EZ-School Lunch link on the school website. Lunch includes milk and water is always available. Student lunch price is \$3.15. Adult lunch price is \$5.00. Students wishing to buy milk only are charged \$0.30 per milk. We recognize that some students or visitors may have severe allergies to nuts or other foods. In keeping with the mission of our school to be a welcoming environment, a “nut aware” table will be provided in the lunchroom. Students with nut allergies will be seated at this table and the lunches of those peers sitting near them will be checked by school personnel to ensure their safety.

### *Fundraising*

Fundraising is an essential component of the school budget. Twenty percent (20%) of the school’s budget is generated from fundraising. Every family is expected to be active in fundraisers to ensure the financial stability of HSCS. Each family is also required to give at least service (5) service hours to one of the major fundraisers.

**CASH RAFFLE** – Raffle tickets go on sale at the beginning of the school year. **Every family MUST sell 3 raffle tickets.** The price of each ticket is \$100.00 which can be purchased individually or in groups. This raffle is open to the public. The drawing is held at the Fall Dinner/Auction event. It is not necessary to be present to win. First Prize is \$5,000, second prize is \$2,500 and third prize is \$1,000.

**FALL DINNER/AUCTION** - The Annual Dinner/Auction is the school’s largest and most important fundraiser. The success of the Dinner/Auction is dependent upon the participation of every family at Holy Spirit Catholic School. All families are encouraged to participate in the auction committee. Committee members are responsible for soliciting items from local businesses and securing auction sponsorships as well as planning, decorating, setting up and cleaning up the day of the event. The participation of every family ensures the quantity and quality of items offered in the silent or live auction. Every family receives a solicitation form and a sample script to use when approaching local businesses or individuals for donations.

**HOLY SPIRIT INVITATIONAL BASKETBALL TOURNAMENT** - An annual invitational tournament hosted by HSCS for fourth, fifth and sixth grade Catholic boys and girls. Team participants travel from all over Idaho as well as Utah. The tournament is typically held the weekend prior to Spring Break. Many volunteers are needed to help with set-up, take-down, clean-up of the facilities, as score keepers, time keepers, concession stand workers, apparel sales, and helpers with the action/team photography.

## *Grading Standards*

### Intermediate and Middle School Grades

#### Percentage/Letter Grades Scale:

90 -- 100	A --	Excellent work in school and homework assignments as well as extra assignments
80 -- 89	B --	Very good work in school and homework assignments
70 -- 79	C --	Average work in school and homework assignments
60 -- 69	D --	Unsatisfactory work in school and homework assignments
Below 60	F --	Failure

### Primary Grades

#### Progress Key:

- 4 -- Exemplary performance
- 3 -- Secure performance
- 2 -- Developing performance
- 1 -- Beginning performance

### Effort Grades

#### Effort Key:

- E -- Excellent
- S -- Satisfactory
- N -- Needs Improvement
- U -- Unsatisfactory

The use of the percentage/letter grading system for academics is for 4<sup>th</sup> through 8<sup>th</sup> grades only. Please remember that grades are not designed to compare one child with another, but to inform you of your child's progress in relation to their own potential.

## *Lost & Found*

Clothing or other items that are left anywhere on school grounds are placed in a lost and found bin located in the uniform closet. If the article is marked with a name, it can and will be returned to the owner. Student's names should be put on all backpacks, jackets, sweaters, outerwear, lunch boxes, boots, and gloves. Unclaimed items will be sent to the St. Vincent De Paul Society once per trimester.

## *Parent – Teacher Conferences*

Parent-Teacher Conferences are scheduled twice a year for kindergarten through eighth grade. Pre-kindergarten conferences are scheduled once a year at a time determined by the teachers generally in the early spring. Teachers will schedule additional conferences with parents or guardians if deemed necessary and beneficial for individual students.

At any time, parents may request a conference with a teacher or the principal. Please call to schedule an appointment. Open and frequent communication between the home and school benefits the child, and is strongly recommended and highly encouraged.



### *Participation In Religious Activities*

All students, Catholic and non-Catholic, attending Holy Spirit Catholic School are expected to participate in religion class and to be present at all liturgical programs. A children's liturgy Mass or a prayer service is celebrated every Wednesday morning at 8:15 a.m. when school is in session, and on designated Holy Days of Obligation.

### *Personal Possessions*

Students are not allowed to bring money, toys, electronic games, etc., to school unless sanctioned by the child's teacher or for a specific function, such as "show and tell" or popcorn sale.

### *Registration*

Families are required to re-register each year. Each school year, at the time of registration, the following must be presented:

1. Payment of Registration Fee
2. Completed Registration Form Packet

The following items are mandatory for students registering for the first time:

1. Birth certificate (Kindergarten and first grade students must follow age requirements established by the State Department of Education – five years of age for kindergarten and six years of age for first grade on or before September 1)
2. Proof of required immunizations
3. Baptismal certificate (for Catholic students only)
4. Name and address of previously attended school

### **Pre-registration**

Families of currently enrolled students will be given an opportunity to pre-register in January of each year before registration opens to the public in early March. Families who choose to pre-register will be offered a discounted registration fee until March 1st.

### *Sacrament Preparation*

Catholic students in the second grade who wish to participate in sacrament preparation for Reconciliation and First Communion must comply with the following before receiving the sacraments:

- Provide baptismal certificate.
- Regularly attend mass on Holy days of obligation, including Sunday mass.

### *Scholarships*

Scholarships are available for families who show a financial need. Scholarship applications can be picked up in the school office beginning in March and must be returned by the date indicated on the application. Applications must be fully complete and a copy of the applicant's current year's income tax form must be attached prior to consideration. Incomplete applications will be returned.

Applications are reviewed in mid-May and award offers are emailed/mailed to families no later than June 15th. Families receiving scholarships are expected to complete additional service hours to help off-set the amount subsidized by the school.

Holy Spirit Catholic School does accept students who receive ICCP payments for childcare or Kindergarten. Families receiving ICCP are required to make a payment of at least 25% of registration fees as well as monthly tuition payments until regular payments are received from the State of Idaho. Parents/guardians will be held responsible for all fees and tuition that is not paid. Failure to keep accounts current will have the same results as those listed under *Financial Obligations*.

### *School Day*

#### **Child Care**

- Holy Spirit Catholic School offers a childcare program for children who are at least 2 years old. The childcare program operates from 7:15 am to 6:00 pm. Childcare is available year-round. (Please see the school calendar for more specific information).
- The childcare is fully licensed by the City of Pocatello and accepts ICCP. Families are billed \$3.15 per child, per hour. Hours of attendance are optional depending on family preferences.
- Families may drop off or pick up students directly from the classroom and do not need to go through the main school office. Each family will use a unique security code to drop off or pick up students from childcare.

#### **Preschool & Pre-Kindergarten**

- Preschool is available for children at least 3 years old. Classes are held Tuesday and Thursday mornings or afternoons from 8am-11am or 12pm-3pm. Preschool students are expected to wear the HSCS uniform while in class.
- Pre-Kindergarten is available for children at least 4 years old. Classes are held Monday, Wednesday and Friday mornings or afternoons from 8am-11am or 12pm-3pm. Prekindergarten students are expected to wear the HSCS uniform while in class.

#### **Primary Grades & Middle School**

- Playground supervision begins at 7:45 am. When the first bell rings at 7:55 a.m. students will be escorted into the gym with their teachers for morning assembly. Parents are welcome to socialize on the playground and attend morning assembly.
- Students needing to be dropped off prior to 7:45 a.m. must be checked into the before school care program.
- School will begin at 8:00 a.m. with a brief morning assembly in the gym for all classes. Students arriving after the morning assembly has concluded must check in at the school office.
- School is dismissed at 3:00 pm. Students must be picked up within 15 minutes of dismissal. Students are not allowed to remain in the school or on the school grounds past this 15 minute time frame unless arrangements have been with the Principal or the student's teacher. Students who are not picked up within 15 minutes of school being dismissed will be sent to the After School program.

- On Early Release days, all students are dismissed at 1:00pm and must be picked up by 1:15pm.
- Families who are unable to drop off and pick up at regular school start and end times acknowledge that they will be charged \$ 3.15 per student, per hour for any time their child spends in the before or after school care program. Students are not permitted to be on the school grounds without direct supervision.
- Students participating in afterschool clubs will be charged a separate fee for club participation. Any student not picked up within 10 minutes of club end time will be sent to after school care.

### *Service Hour Requirements*

All families are required to volunteer in support of the school. Families with students in Child Care, Preschool or Pre-Kindergarten must complete 10 hours per year. Families with students in elementary or middle school must complete 20 hours per year. All families **must** give at least five (5) hours of service to one of the following major school events:

- Dinner/Auction
- Holy Spirit Invitational Basketball Tournament

The remaining hours may be accumulated by actively participating or assisting in the following: playground supervision before and after school and during lunch hours; lunchroom monitors and servers; classroom aides; classroom parties; classroom field trips; Teacher Appreciation Week; FAITH Day activities, attendance/participation at Parent Teacher Committee or Auction Committee meetings; providing food items for bake sales and/or coffee hours; community service projects.

There are many more options available. Contact the school office or your child's teacher if you have questions or ideas for service. Each family will be responsible for recording their own hours and submitting accurate records to the school office in order for their account to be properly credited. Families choosing not to do the service hours will be billed \$15.00/hour in June for any unfulfilled service hours.

Anyone volunteering at HSCS who comes in contact with a student(s) must attend a face-to-face Safe Environment Training session and have a background check completed before volunteering. A yearly updated online training is required to maintain the approved status and an updated background check must be completed every five years. This is a required mandate by the Diocese of Boise. Dates and times of training sessions are announced in the weekly newsletter as well as in the church bulletin. The amount of time spent at the training session can be counted towards your service hour requirement.

### *Student Health Information and Procedures*

**Health Records** - Your child's cumulative school health record includes the following:

- immunization and communicable disease record
- vision test results

An up-to-date immunization record must be on file in the school office prior to the child's first day of school. This should be submitted at pre-registration.

Children need to be current with all required immunizations before entering school.

**Immunizations** - Holy Spirit Catholic School requires that all students be vaccinated according to Idaho code (IDAPA 16.02.15) before registering for school. However, should a parent/guardian choose to not have their child(ren) vaccinated, they are required to file an Exemption Form with the school. The Exemption Form can be obtained at the front office. In the event of a disease outbreak, unimmunized children are excluded from school until the outbreak is over. This is done both for the safety of the unimmunized children and the protection of others. For example, if there is an outbreak (two or more cases) of Pertussis, the Center for Disease Control (CDC) states that unimmunized children/individuals must be out of school for 21 days (length of incubation period) after the **LAST** known exposure. Due to limited resources, Holy Spirit Catholic School cannot provide educational services to unimmunized students during an outbreak of disease. Parents/Guardians need to be aware that tuition fees will be charged while the student(s) are out of school. As per Holy Spirit Catholic School's attendance policy, any student absent more than 18 days in any one year will be considered for retention at his or her grade level.

**Emergencies--Illness or Accident** - In cases that appear to be of a minor medical nature, first aid will be administered on the premises. All health issues and contact information must be included on your child's registration forms.

In the case of a serious accident/illness, parents/guardians will be contacted immediately. If impossible to reach parents/guardians, the family doctor or nearest emergency unit will be contacted as indicated on the student's Emergency Form. This form **MUST** be filled out and returned to school by the first day school is in session. The office must be informed of any changes regarding the data on the form, which is vital for the health and well-being of the child.

**Prescription and Non-prescription Medications** - Students are not allowed to carry medications with them during school hours. All medications need to be kept in the school office and must be accompanied by a note from the child's physician with specific instructions on how it is to be administered. HSCS will not distribute any medications without a signed Permission to Administer Medication release form on file in the school office. The permission form may be obtained from the office and should be returned to the secretary. A new form is required each school year and for any change of medicine or dosage. The medicine must also be in the original container with the label from the pharmacy indicating the name of the child, the name of the medicine, and the dosage.

**Sickness** - If a student becomes sick during school hours, the parents or guardian will be contacted to make arrangements for the child to be picked up from school. If a parent/guardian cannot be reached, the faculty and/or staff will attempt to reach an individual identified as an "emergency contact" on the student's registration form. It is very important that the school has current emergency information on file at the office.

Students who go home due to illness, or stay home from school due to illness, are not allowed to attend our after school child care program or any extracurricular activities during that time. Sick children are not to be sent to school, particularly if they have a fever in the morning, or have other cold/flu symptoms. A child who has had a fever should be "fever-free" for 24 hours before being sent back to school. A temperature of 100 degrees or more is a fever.

If a child is taking over-the-counter or prescription medications in order to treat the symptoms of illness (such as a fever, vomiting, a queasy stomach, or diarrhea) they should stay home.

Furthermore, the child should not be considered “symptom-free” until they cease having symptoms after discontinuing the medication.

If parents want students to stay in from recess because of an illness (not allergies), then those students should stay home. Students will not be allowed to stay in from recess because they are sick. If they are too sick for recess, they are too sick for school.

While HSCS puts great importance on regular attendance, parents are strongly encouraged to keep their children home when they are sick. The Southeast Idaho Health Department recommends the following when determining if your child is too sick for school:

- a fever (must be symptom free for 24 hours before returning to school)
- diarrhea (must be symptom free for 24 hours before returning to school)
- vomiting (must be symptom free for 24 hours before returning to school)
- excessive or discolored nasal discharge
- or other contagious symptoms

No child will be denied an education solely on the reason of their health. Parents or guardians of the students with a communicable disease shall immediately inform the school principal of the infections.

**Contagious Conditions** - Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of the other students and staff members. Parents are requested to report any contagious disease their child has to the office so that other parents may be notified to watch for the symptoms and the school nurse can report to the Southeast Idaho Health Department when required. If a child has a condition that is highly contagious (e.g. head lice, pinkeye, and chicken pox) the school must be informed so steps can be taken to prevent its spread to other children. In the case of the condition being discovered by school personnel, the child’s parent/guardian will be contacted and the child will have to be picked up. Moreover, a written note signed by either the school nurse or your doctor must be sent as an assurance that the condition is no longer contagious and that it is safe for the child to return to school. **The utmost confidentiality will be maintained in these matters.**

**Emergency Contacts** - Parents are responsible for providing the school office with the names of individuals and phone numbers in the event that parents cannot be reached. If parents have not provided the school with adequate emergency instructions or if the instructions cannot be followed at the time of the emergency, the faculty and staff will proceed with a course of action which, in their judgment, is best for the welfare of the child.

### *Student Hygiene*

Students are expected to maintain a healthy, clean body image. Students are not allowed to wear make-up with the exception of seventh and eighth grade girls, who may wear a “natural look”.

### *Student Safety*

Holy Spirit Catholic School is committed to providing a safe environment for all students. Faculty and staff are required to wear staff identification name badges. **All volunteers must attend a Safe Environment Training session prior to participating in activities involving the students.** Visitors are required to check in at the school office and must wear visitor identification while on

campus. Classroom visits and interactions are encouraged but must be scheduled with the teacher prior to the visit.

Please talk to your child about basic safety rules, such as: crossing streets only at crosswalks; not accepting rides with or talking to strangers; and immediately reporting suspicious activity. Teach your child basic family information, including their home phone number, address, emergency contacts, family code (if one exists), parent/guardian full names and places of employment.

### *Textbooks, Library Books And Equipment*

It is the student's responsibility to replace lost or damaged books and equipment. Fines will be charged for lost or misused books and equipment.

### *Uniform Regulations*

The intent of the uniform policy is for HSCS students to have a simple, uniform appearance – including hairstyle/color, makeup, accessories, and personal grooming. Uniforms help create a healthy learning environment that is free of distractions. All HSCS students are required to wear uniforms. Students attending HSCS childcare are exempt from the uniform policy. All uniform items must be clean, properly-fitting, and in good repair. The school reserves the right to reject uniform items based on utility or appropriateness. Parents are expected to comply with this policy. Any grievances concerning the school uniform or uniform enforcement policy should be submitted in writing to the Principal.

Those families who have extenuating circumstances due to financial need are strongly encouraged to use the uniforms available in our uniform exchange closet located in the middle school building that can be accessed at any time during the school day. All families are encouraged to drop off clean, gently used uniforms and to take any items they may need.

**Please note:** *Although we encourage personal responsibility in our students, we believe that parent(s)/guardian(s) are ultimately responsible for making sure that their children wear appropriate clothing to school. This includes the appropriate HSCS uniform as well as outerwear when the weather is cool.*

**Bottom Half of Uniform** - The bottom half of the uniform must be khaki or black in color and be cotton, poly/cotton blend, chino, or canvas material. Denim/jean or knit material is not acceptable. Shorts, skorts, skirts, or jumpers must be no shorter than fingertip length. Plaid jumpers, skirts, skorts must be purchased through *Educational Outfitters*. Shorts and capri-length pants are not allowed during the months of December through March. All bottoms must be a uniform style. Leggings are only permitted to be worn underneath skirts or jumpers.

**Top Half of Uniform** - The top half of the uniform must be a short or long sleeve solid white, red, grey or black cotton/poly blend polo, collared dress shirt, or turtleneck. Tops may not have embroidery, lace, or logos of any kind. Undershirts must be white and must be tucked in at all times. Middle school (6th/7th/8th grade) students may wear solid polo shirts of colors other than the primary solid white, red, grey or black. Sweatshirts (crew neck, hoody, or zip-up), sweaters, and vests must be solid red, black, white or grey and must be worn with a collared shirt underneath. They may not have embroidery, lace, or logos of any kind other than HSCS.

**Shoes, Socks, and Belts** - Tennis shoes are to be the daily footwear for all students. Tennis shoes are to be black, grey, red or white only. All footwear must be appropriate for indoor and outdoor activities and P.E. class. Footwear with soles and heels exceeding 1" are not allowed. All footwear must have an enclosed toe and heel. Students are not exempt from participation in outdoor activities if they do not have the appropriate shoes. **Note:** A student may wear rain-boots, snow-boots, or other footwear to and from school or at recess *on rainy and snowy days only*. Uniform footwear must be worn in the buildings at all times.

Socks and tights must be one of the following solid colors: white, black, red, cream, or tan. Socks or tights must be worn at all times. Leggings may be substituted for tights with the same color expectations.

Belts are optional but must be solid brown, black, or tan.

### **Dress Uniform for Mass**

**Male** Elementary students in grades K-5 must wear a white polo or button down shirt with the HSCS school logo sweater (*available at Educational Outfitters*) with black or khaki pants. Shorts are not allowed for mass.

**Female** Elementary students in grades K-5 must wear a white polo or button down shirt with the red HSCS school logo sweater (*available at Educational Outfitters*) and a skirt or jumper (solid or plaid). Girls may change into pants after mass if desired.

**Male** students in grades 6-8 must wear a black HSCS school logo v-neck vest (*available at Educational Outfitters*), a solid white cotton/poly blend collared dress shirt, black dress pants and black dress shoes. All middle school students will be issued a black blazer at the beginning of the school year for use on Mass days. Families are responsible to keep the blazer in good repair and return it to school at the end of the year.

**Female** students in grades 6-8 must wear a black HSCS school logo v-neck vest (*available at Educational Outfitters*), solid white cotton/poly blend collared dress shirt with a black poly/cotton blend, chino, or canvas material skirt (fingertip to knee length), black tights or nylons and low heeled (cannot exceed 1") black dress shoes. Girls must also wear a black blazer (*available through the school*) on Mass days.

### **Non-Uniform Days**

**Spirit Fridays:** Students may wear HSCS logo t-shirts, sweatshirts or regular uniform shirts, with uniform bottoms.

**Special occasion attire** will be at the discretion of teachers and staff with prior approval of the Principal..

**Grooming** - It is expected that both boys and girls will keep their hair well-groomed and clean. Unnatural artificial hair coloring, extreme haircuts and extreme hair bleaching are not allowed. Headbands are acceptable in red, black or white only or in combinations. Jewelry and other accessories should be kept to a minimum. Earrings are to be a stud style, no dangly styles allowed. Pierced ears are the only allowable piercings.

## **Uniform Enforcement Policy**

### **Violation Warnings:**

If a child comes to school out of uniform, a uniform violation report will be completed by the child's teacher, the school administrator, or another HSCS staff member. A uniform violation report will be sent home with the child to the child's parent(s)/guardian(s). The school's uniform policy will be regularly enforced and any student not in proper attire may be asked to change into "loaner" clothes from the uniform closet or parents will be contacted to bring the student appropriate clothing.

### *Unwritten Regulations*

This policy booklet is limited in content. Emphasis has been placed on those things, which are believed most pertinent and beneficial to the students, parents, and personnel of Holy Spirit Catholic School.

It would be impossible to anticipate all problems which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Holy Spirit Catholic School will be held to be unacceptable even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

The principal has the right to amend this handbook for a just cause. If this occurs, prompt notice of any change will be sent to the parents.



### *SECTION 3: APPENDICES*

*Appendix A: Extracurricular Activities Handbook*

# Holy Spirit Catholic School



## Extracurricular Activities Handbook

## **Purpose**

The purpose of the Holy Spirit Catholic School Athletic Program is to provide all students with the opportunity to learn and compete in a variety of sports and other activities. Students will have the opportunity to represent the school in interscholastic competition or to compete in intramural sports. It is our hope that each student becomes a student-athlete and experiences the challenges, triumphs, camaraderie and accomplishment that is derived from participating in sports and being part of a sports team.

## **Program Goals**

**“Do you not know that your body is a temple of the Holy Spirit within you which you have from God? You are not your own; you were bought with a price. So glorify God in your body.” (1 Cor. 6:19)**

**The dignity of the human person is the goal of sporting activity.**

### **Physical Goals**

To provide coaching geared to helping students develop and cultivate:

- respect for the human body as a temple of the Holy Spirit
- health, strength, agility and grace at the service of the spirit
- perseverance, effort, sacrifice, teamwork and courtesy
- positive attitudes toward physical activity
- concern and care for health and safety
- age-appropriate skills and knowledge of game strategies and rules

### **Teamwork Goals**

To provide coaching geared to helping children develop and cultivate:

- the ability to practice and work as a team
- self-direction, leadership and loyalty in a team setting
- commitment and dedication to school, team and teammates
- the ability to collaborate with others to meet a common goal
- self-discipline and a commitment to personal and team excellence

### **Spiritual Goals**

To provide coaching geared to helping students develop and cultivate the virtues of:

- courage
- discipline
- fortitude in overcoming obstacles
- respect for others
- honesty
- dedication
- sense of duty
- self-control
- self-mastery
- fair play

To provide coaching geared to helping students understand:

- that their abilities are part of their God-given talents
- that extracurricular activities, which are at the service of a healthy, strong, full life, can and should be also at the service of God – we are always witnesses to Christ in all our activities
- that properly directed extracurricular activities, develop character, make a person courageous, a generous loser, and a gracious victor
- that extracurricular activities also refine the senses, give us intellectual penetration, and steel the will to endurance
- that we should conclude all our extracurricular endeavors with thanks and praise to God, our Creator

### **Competitive Goals**

To provide coaching geared to helping students develop good sportsmanship by cultivating:

- an understanding of the differences between competition and hostility
- the ability to compete respectfully
- an understanding of the term “fair play” as honestly following the rules of the game competitively without hostility
- a welcoming attitude toward competitors
- the ability to be friendly toward competitors
- the ability to respond to poor behavior on the part of others by reporting it to proper authorities and calmly abiding by decisions of officials without resorting to unsportsmanlike behavior
- a pride in performance that does not demean the competitor
- respect and appreciation for teammates, coaches, opponents and officials
- the ability to win or lose gracefully and with dignity

## **Participation in Extracurricular Activities at Holy Spirit Catholic School**

Any student who has the permission of his/her parents, and is progressing successfully in academic studies is eligible to participate in any extracurricular activity that is sponsored by the school. Before the beginning of any season a permission slip is sent home. Students pay participation and uniform costs.

In order for students to participate in extracurricular activities, they must:

1. Have “C” or better in all subjects, as noted on the report card or progress report closest to the start of the season.

Eligibility for extracurricular activities will be determined before/during recruitment for each sport and again at the trimester report card. Students who qualify but then suffer a drop in grades may be suspended from participation.

**It must be understood that all students who try out for a team/club will not necessarily make the team/club. Ordinarily parents are not permitted to attend tryouts.**

**Administration/Athletic Directors will not discuss tryout results with parents.**

We believe it is of utmost importance for a student to be achieving academically and behaving appropriately in school to be able to participate in extracurricular activities. Students and parents are expected to comport themselves in keeping with the values of good sportsmanship, fair play, healthy competition, respect for coaches, officials and other players as well as behavior appropriate to a student of a Catholic School. Inappropriate conduct by students or parents during a game will result in disciplinary action (See both Student and Parent Codes of Conduct). Sportsmanship is a vital ingredient for all team sports.

### **Withdrawal of Students**

Participation in a sport is a partnership between the student, parents, coach and school. Just as the parent has the right to withdraw a child if desired, the school reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Conditions**

Once a student has been selected as a member of an extracurricular team/club they must follow the policies outlined below and in the student code of conduct to remain eligible throughout the season.

1. Maintain academic standing explained above.
2. Follow all team/club rules as set forth by the Coach and approved by the Athletic Director.
3. Attend all practices and games on time. (See practice requirements).
4. Conform to all activity league rules.

Any student may be suspended or dismissed from a team/club by the Principal or Athletic Director at any time for failure to follow school and/or team/club rules and policies.

## **Student Code of Conduct**

Students and parents are accountable to follow the discipline rules and policies of Holy Spirit Catholic School as outlined in the general Student Handbook. Additionally, participation in Holy Spirit Catholic School extracurricular programs is a privilege that carries with it many responsibilities. Therefore, it is imperative that any student taking part in a Holy Spirit Catholic School extracurricular program understands and conforms to the program's rules and regulations. Discipline during the extracurricular program is considered an aspect of moral guidance and character training. Its purpose is threefold:

1. To promote a situation conducive to learning and healthy competition.
2. To promote character training, i.e. to cultivate the virtues that insure self-control and to redirect disorderly tendencies.
3. To guide students in the following of Christ and Gospel values.

The following areas of behavior are important in the development of every student-athlete and students are expected to obey their coaches in all these matters:

### **Good Manners**

Students are expected to exercise good sportsmanship, courtesy, respect, and good manners at all times. It is very helpful to the student if these manners are also taught and reinforced at home and during other venues. Otherwise they have the appearance of something that is only for school or special occasions instead something important for daily living.

The following is a basic list of manners that we try to implement and practice during athletic activities:

- Greet any adult, or fellow student, with “Good Afternoon”, “Hello”, or “Welcome to Holy Spirit Catholic School.”
- Answer any coach or official with respect.
- When called from a distance, go to the person calling you.
- Use “pardon me” or “excuse me” when you have not heard something. Use this also when stepping in front of anyone, whether adult or your own peers.

### **Commitment**

- Attend all games/events and practices and put forth one hundred percent effort.
- Be prepared and on-time for practices and games/events.
- Work to improve essential skills and knowledge of the activity.
- Demonstrate appropriate and safe behavior.
- Adhere to team/club rules and guidelines.
- Follow all safety procedures.
- Always strive for the highest in moral and spiritual values.
- Show positive leadership at all times in our school and community.

### **Respect**

- Act and speak respectfully toward yourself, your teammates, coaches, opponents, officials, managers, bus drivers, staff and spectators.
- Respect the rules of the activity and play fairly according to the rules.
- Compete respectfully without hostility.
- Show a welcoming attitude toward competitors.
- Calmly abide by decisions of officials without resorting to unsportsmanlike behavior.
- Take pride in your team’s performance without “putting down” any other player or official.
- Win or lose gracefully and with dignity.
- Never resort to profanity or illegal tactics.

### **Responsibility**

- Take care of equipment and uniforms.
- Attend all practices and games.
- Share equally in all team responsibilities.

## **Discipline**

Students who do not conform to the student code of conduct may be “benched” by the coach for a period of time or may be suspended from all extracurricular activities for the remainder of the school year.

The Coach or Athletic Director handles any disagreements or discussions regarding judgments made by an official. Any behavior that is not conducive to good sportsmanship may result in the removal of the student from that event and possible withdrawal from the activity as a whole.

If an action is serious enough as determined by the coach, athletic director and/or the principal, (e.g. fighting, bad language, stealing, property damage, disrespect, etc.) direct measures to curb the inappropriate behavior are taken in accordance with Diocesan policy. Since parents are the primary educators of their children, we communicate directly with parents in serious or repeated discipline situations and at times bring them in immediately.

Students are expected to follow all school rules as enumerated in the Student Handbook. The same penalties of suspension or expulsion apply when students are participating in school sponsored athletic events. The reasons for expulsion or suspension with mitigating circumstances are included here:

- Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- Habitual profanity or vulgarity.
- Fighting, assault, battery, or any threat of force or violence, directed toward any school personnel or pupils.
- Open, persistent defiance of the authority of the teacher or administrator.
- Continued willful disobedience.
- Use, sale or possession of narcotics.
- Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises.
- Smoking or having tobacco.
- Stealing.
- Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
- Truancy.
- Possession of a weapon on school grounds (i.e. gun, knife or any other object that poses as a weapon, including toy weapons).
- Harassment or threats, verbal or written, including e-mail messages or internet postings.

### **Parent Code of Conduct**

- I will neither ask nor expect to receive special favors regarding the student's placement in an extracurricular activity.
- I will not force my child to participate in an extracurricular activity.
- I will remember that children participate to have fun and that the activity is for youth, not adults.
- I will inform the coach of any issue that may affect the safety of my child or the safety of others.
- I will learn the rules of the activity and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every event and practice.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.



- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning.
- I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will demand an environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all extracurricular events.
- I will refrain from coaching my child or other players during games and practices unless I am an official coach.

**I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:**

- Verbal warning by official, coach, and/or athletic director
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through the official or coach
- Parental season suspension

## **Policies**

### **Attendance**

When a student has been absent during the school day he or she may not attend any extracurricular activity. A written excuse signed by the parent or guardian is required for failure to attend practice on a day in which the student was not absent during the school day.

- If a student misses practice or an event due to a medical/family emergency it will be considered excused.**
- If a student misses practice or an event due to any other reason than a medical/family emergency it will be considered unexcused.**
- Excessive unexcused absences may result in suspension from participation in the extracurricular activity at the discretion of the Head Coach, Athletic Director and School Administration.**

## **Injuries**

A student must report every injury to his/her coach. Any student who receives medical treatment for any reason or who is under a doctor's care must submit to the Athletic Director a note allowing them to return to participation.

## **Uniforms and Equipment**

The coach or Athletic Director will provide each student with a uniform at the beginning of the season. It is the responsibility of the student and parent to ensure that the uniform is clean, orderly and worn to all competitions. In addition, the following are a few rules governing uniforms and the use of equipment:

1. All team/club members will be issued uniforms/equipment necessary to compete in their activity once the user fee has been paid in full.
2. All equipment must be returned at the conclusion of each event.
3. Each student is financially responsible for all equipment checked out to him or her.
4. All uniforms should be cleaned before each event and kept in good order throughout the season. Students cannot participate in any activity out of uniform.
5. Students pay for their uniforms and the uniform is the property of the student.

## **Jewelry**

Students may not wear any jewelry during events or practices. A small crucifix or holy medal that does not have a lengthy hang may be worn on a silver or gold chain under a student's shirt during practices and non-athletic events at the discretion of the Coach.

## **Finances**

### **Sports Fee**

The sports fee enables Holy Spirit Catholic School to pay activity fees and bills. The Athletic Department with approval of the School Administration will determine appropriate activity fees at the start of each school year. We ask all families to be faithful and on time with payment of their activity fees since the school relies on this payment to manage its extracurricular activity budget.

**Students are expected to pay the activity fee before the first event. Uniforms will not be handed out to students until payment is received.** If there is a difficulty in meeting the commitment on time please notify the school promptly.

### **Transportation for Away Events**

Students will be transported to away events by their parents or by bus when appropriate. All students represent the school, coaches, parents and their community. Therefore, it is expected that all will dress in an acceptable manner on trips and conduct themselves in a manner in keeping with this handbook. Violation may result in suspension or withdrawal from the team or program.

The following are a few examples of the conduct expected by students and parents during travel to away contests:

1. Be on time for all trips.
2. Dress neatly as directed by the coach.
3. Be mannerly at any visiting location.

4. All students making the trip on the bus will return on the bus unless a child's own parent is present to transport the student. In this event, the parent will personally advise the coach after the contest of their intention to transport the student.
5. Upon return from an event It is expected that all students will be picked up from the school, no more than 30 minutes after the time of arrival at the school.

#### **Afternoon Pick Up Procedure after Practices or Events**

Students are expected to be picked up at the 8th street entrance. It is expected that all students will be picked up from the school, no more than **10 minutes** after practice or a home event ends and no more than 30 minutes after returning from away events. It is important for parents to understand that a coach or the Athletic Director is required to stay at the school with the children until all students have been picked up. If a student is frequently picked up late it becomes difficult for both the child and the adult who must wait with the child. If a child is repeatedly picked up late from sporting practices or events the school reserves the right to bill parents at the rate of \$10.00 per half hour (or portion thereof) for the additional supervision required as a result of their failure to arrive in a timely manner. If such a difficulty is not resolved, the school also reserves the right to suspend the student from participation in the activity.

#### **Event cancellation**

Parents will be notified by Holy Spirit Catholic School or their Coach by written note, phone call, text message, or e-mail..

#### **Complaints and Grievances**

From time to time, parents may have questions regarding extracurricular activity policy or situations regarding their own child. Please use the following procedure for handling these concerns in a respectful and timely manner:

1. Seek facts for yourself, not rumors; only talk about your own child.
2. Discuss the matter with the proper person, such as the child's coach as soon as possible; it is best to speak privately and at a time when the coach is not expected to be supervising children.
3. After meeting with the specific coach, if you believe further resolution is needed, contact the Athletic Director.
4. If your concern warrants further action, make an appointment with the Principal.
5. If the concern involves a student or family other than your own, please contact the Principal.

In most cases, the problem can be resolved with little difficulty. The school administration does not ignore or retreat from parental concerns. Recommendations and possible solutions will be explored and implemented to the best of our ability. We wish to remedy problems and maintain a solid Catholic school environment according to our stated philosophy and guidelines. However, we recognize that not all decisions will be popular ones, nor can all needs possibly be met within the school.

### **School Policy and the Principal's Right to Amend**

Any student action that is not in keeping with the philosophy / objectives of Holy Spirit Catholic School is subject to the review of the administration and may lead to withdrawal from school.

Since situations arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Holy Spirit Catholic School publishes any revisions in the school newsletter and other bulletins, and in directives given to the students. Therefore, the monthly newsletter and/or the activity newsletter is considered as addenda to this policy book.

Parents and Students are required to sign and date a copy of acknowledgment upon entrance and/or reregistration to the school.

## *Appendix B: Forms*

## Handbook & Health Policy Acknowledgement Form

\_\_\_\_\_  
Initial I/We acknowledge that I have received a copy of the Holy Spirit Catholic  
\_\_\_\_\_  
Initial School Handbook, in either digital or print format, and that I will abide by all  
school policies and procedures.

\_\_\_\_\_  
Initial I/We understand and agree to uphold my obligations as a parent/guardian  
\_\_\_\_\_  
Initial of a Holy Spirit Catholic School student as detailed in the Handbook,  
including the volunteer hour requirement and parent code of conduct.

\_\_\_\_\_  
Initial I/We acknowledge that I have reviewed the Student Health Policies  
\_\_\_\_\_  
Initial outlined in the handbook, as well as the appendices, and that I will prioritize  
the health and safety of the school community by keeping my child home  
when ill.

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Date

## Extracurricular Activity Handbook Acknowledgement Form

I/we, as parent/guardian of \_\_\_\_\_ a student at Holy Spirit Catholic School, or as the aforementioned student, acknowledge the following:

A. I/we hereby give consent for our student to participate in extracurricular activities.

B. I/ we am/are aware of the potential danger of concussions and/or head and neck injuries in athletic participation. I also have knowledge about the risk associated with heat related illness during athletic participation and the risk of continuing to practice or play once a concussion or head injury is sustained without proper medical clearance.

C. I/ we know of and acknowledge that my/our student knows of the risks involved in athletic participation, understands that serious injury, and even death, is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics.

D. With full understanding of the risks involved, I/we release and hold harmless Holy Spirit Catholic School, any school against which it competes, the contest officials and coaches, and the Archdiocese of Boise including all of its affiliated entities and agents of any and all legal responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against the aforementioned individuals and entities because of any claim, costs, or cause of action arising in any way from the athletic participation of my student. I further authorize emergency medical treatment for my student should the need arise for such treatment while my student is under the supervision of the school.

E. I have received a copy of the Holy Spirit Catholic School Extracurricular Activity Handbook, in either digital or print format.

F. I understand and agree to uphold my obligations as a parent/guardian of a Holy Spirit Catholic School student or as a student participating in extracurricular activities at Holy Spirit Catholic school, as detailed in the Handbook, including the student and parent codes of conduct.

G. I/we have read this document carefully. I/we understand the contents of the document and I/we am/are aware that it contains a release of liability. I/we understand that the student may or may not practice or compete in any extracurricular activities until this document is on file with the principal.

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



## Parent/Guardian Information

**Parent/Guardian #1**

Name \_\_\_\_\_

(First) (Middle) (Last) (Suffix)

**Preferred methods of contact:** ☐ Home Phone ☐ Work Phone ☐ Mobile Phone

☐ E-mail   ☐ US Mail   ☐ Other \_\_\_\_\_

**I would prefer to receive the school newsletter:** ☐ by email ☐ in print

Safe Environment Training		Safe Driver Training		
<input type="checkbox"/> Completed within the last __ years	<input type="checkbox"/> I need to register for the training	<input type="checkbox"/> Completed and documents provided	<input type="checkbox"/> I need to complete the training, etc.	<input type="checkbox"/> I do not wish to transport students for school functions

**Parent/Guardian #2**

Name \_\_\_\_\_

(First) (Middle) (Last) (Suffix)

**Preferred methods of contact:** ☐ Home Phone ☐ Work Phone ☐ Mobile Phone

☐ Text (Mobile Phone) ☐ E-mail ☐ US Mail ☐ Other

**I would prefer to receive the school newsletter:** ☐ by email ☐ in print

Safe Environment Training		Safe Driver Training		
<input type="checkbox"/> Completed within the last __ years	<input type="checkbox"/> I need to register for the training	<input type="checkbox"/> Completed and documents provided	<input type="checkbox"/> I need to complete the training, etc.	<input type="checkbox"/> I do not wish to transport students for school functions

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### **Special Pickup Instructions**

Please list individuals who are specifically **NOT** authorized to pick up your child(ren) from school:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Additional pickup instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Other Special Circumstances**

Is there a temporary order, decree, or other order that affects who is caring for your child(ren) on a day-to-day basis? (Such as a guardianship order, divorce decree, custody order, etc.) \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

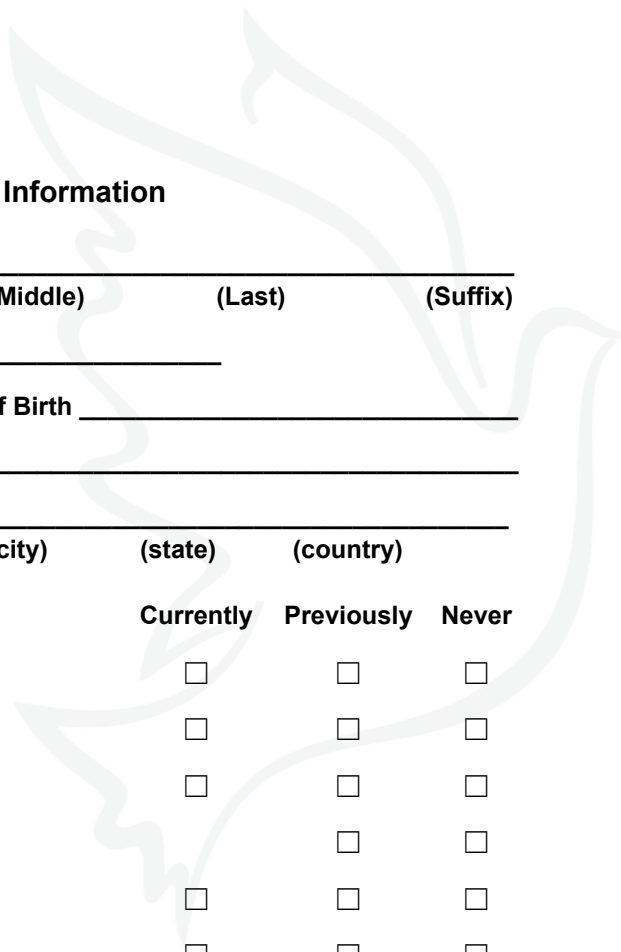
If **Yes**, please provide a copy of the document to the front office. **If there is a change to any court order/decreed, Holy Spirit Catholic School cannot enforce said change unless a copy of the new document is provided to the school.**

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Date



## Student Information

**Student Name** \_\_\_\_\_  
(First) (Middle) (Last) (Suffix)

**Preferred Name/Nickname** \_\_\_\_\_

**Date of Birth**\_\_\_\_\_ **Place of Birth** \_\_\_\_\_

**Religious Preference**\_\_\_\_\_

**Prior School (if transfer)** \_\_\_\_\_  
(name) (city) (state) (country)

**Does/Has your child:**

**Currently**   **Previously**   **Never**

wear glasses/contacts? ☐ ☐ ☐

receive special education services? ☐ ☐ ☐

receive gifted and talented services? ☐ ☐ ☐

ever been suspended or expelled? ☐ ☐

receive speech therapy? ☐ ☐ ☐

receive physical therapy? ☐ ☐ ☐

receive occupational therapy? ☐ ☐ ☐

attend counseling services? ☐ ☐ ☐

receive tutoring services? ☐ ☐ ☐

need hearing assistance in class? ☐ ☐ ☐

receive Infant-Toddler services? ☐ ☐

attended Headstart? ☐ ☐

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### Student Information (continued)

**Does your child:**

**Currently**

**Previously**

**Never**

need any other special accommodations?

☐☐☐

*Please describe accommodation (if any) below:*

---

---

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---

If you have any other academic, behavioral, or social concerns that you would like the school staff to know about your child, please describe them below:

---

---

---

---

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

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*Appendix C: Holy Spirit Catholic School Covid-19 Response Plan*

# Holy Spirit Catholic School

## Covid-19 Response Plan 2021-2022



**Holy Spirit Catholic School**  
540 North 7<sup>th</sup> Avenue  
Pocatello, ID 83202  
208-232-5763  
*Karianne Earnest, Principal*  
[www.holyspiritcs.com](http://www.holyspiritcs.com)

### A message from our Principal...

Dear Families,

This school year presents with a unique opportunity to grow in the virtue of fortitude. Although, a COVID-19 vaccine is available for some age groups, we continue to have many in our community burdened with illness from this disease. Therefore, a continuation of our Covid-19 response protocols is necessary to protect the health and safety of our learners and contribute proactively to the health of the larger community.



I am very proud of the diligence that was shown by our entire school in protecting the health of our students and staff last year and I am confident that we will continue to respond to any new challenges in a thoughtful and Christ-like way.

HSCS families can rest assured that the school will continue to take every safety precaution possible: enhanced regular cleaning and disinfecting of high contact areas, hand-sanitizer stations, student and employee health screenings, personal space dividers in classrooms and cafeteria, free self-administered Covid testing, and the mandatory use of cloth face covers or face shields inside the building for students, staff, and visitors.

Our Covid-19 response plan was developed with the school's mission in mind and is informed by community health experts. At Holy Spirit, we believe that we are called to love our neighbors as ourselves and that one of the most important ways we can do that right now is with the diligent practice and execution of this plan. As always, our number one priority is to deliver the high-quality educational experience that is the hallmark of Holy Spirit in the safest way possible.

I am looking forward to another FAITH-filled year!

Blessings,

Karianne Earnest, Ed.S

Principal – Holy Spirit Catholic School

## GOALS OF THE REOPENING PLAN

- Prioritize the health and safety of students and staff.
- Maintain our Catholic identity (through morning assembly, Masses, and instruction in the faith).
- Keep students engaged in learning.
- Teach students essential skills for the grade.
- Maintain strong relationships with families and the larger community.
- Provide clear and proactive communication with families about their health, safety, and education at school.



## HSCS START DATE & SCHEDULES

- Holy Spirit students will return to school on September 7<sup>th</sup>. The first bell rings at 7:55.
- Families will submit a COVID-19 symptom check through their Plus Portal account each day.
- Every family will be supplied with a self-administered Covid-19 test. If anyone in your household begins to show symptoms, use the test to determine if further treatment for Covid is needed.
- All families will be given a symptom-check decision tree at back-to-school night.
- *Children who have symptoms must be kept home.* Keeping sick children home is essential to stop the spread of COVID-19 and other illnesses and to help keep our school safe.
- HSCS will follow a regular Monday-Friday schedule for in person instruction. Although we will not be offering a hybrid learning option this year, remote learning options are available on a case-by-case basis for serious health concerns. Please contact the school principal for more information.
- HSCS will continue to offer afterschool care, sports, and extracurricular activities. The health and safety protocols used during the school day will also apply to after school activities and events.



### 3-TIER HSCS REOPENING

**\*\*The following category designations refer to levels of transmission within HSCS\*\***

#### *No/Low Spread Traditional Learning Model*

- School operations as normal pre-COVID-19
- Standard sanitization protocols, education on handwashing, promotion of vaccines.

#### *Minimal/Moderate Spread Traditional Learning Model*

- Physical distancing will be encouraged to the extent possible
- All students and staff required to wear cloth face coverings indoors per CDC recommendations
- Hand sanitizer stations in each classroom and at all entrances
- Strict daily cleaning protocols & limited sharing of classroom materials
- Staggered lunch & recess times
- No parents/visitors in building without advanced notice
- Transparent personal space dividers will be used on desks and in cafeteria
- Classes/lunch held outside as much as possible (weather permitting)
- Air purification systems will be used to improve indoor air quality
- Testing & screening protocols for students and staff
- An isolation area for anyone who develops symptoms while at school.
- Continuous monitoring of level of illness in the school and larger community.

#### *Substantial Spread Alternative Learning Model*

- Short term class or building closure.
- Teachers will use remote learning methods.
- All assignments will be posted on online platform
- Teachers will use individualized learning plans for each student
- Teachers will provide one-on-one teaching sessions
- Classes will attend live streamed masses
- Traditional grading policies will be used
- Daily live streamed "Morning Meeting" will take place
- Any teachers/staff coming into the building will be required to sign in



## 3-TIER HOLY SPIRIT CATHOLIC SCHOOL COVID-19 RESPONSE PLAN

This draft is fluid and is subject to change based on updates from local health authorities.

**\*\* Category designations refer to level of Covid-19 transmission within the school community. \*\***

	Category 1 No/Low Spread	Category 2 Minimal/Moderate Spread	Category 3 Substantial Spread
Capacity of classrooms	<p>&lt; 24</p> <p>See Family Handbook for class sizes in a typical school year.</p>	<p>&lt; 22</p> <p><b>Desks:</b> We will use clear plastic personal space dividers for desks and tables to aid in physical distancing</p> <p><b>Classroom Air Quality:</b> Each classroom is equipped with a new air conditioner/heating unit as well as an air purifier.</p> <p><b>Student Belongings:</b> Personal belongings and materials will be kept separate from other students.</p>	<p>*Short term class or building closure may be necessary*</p> <p>&lt; 12</p> <p>Students will receive instruction in small groups following a modified bell schedule.</p> <p>Small Group Classroom Instruction Group 1: 8-11 am Group 2: 12-3 pm</p> <p>Online Assignments &amp; Enrichment Group 1: 12-3 pm Group 2: 8-11 am</p> <p>Lunch outside (weather permitting) or in classrooms</p>
Masks/PPE	Masks are recommended, but optional.	Masks or face shields will be a required part of the uniform expectation. Students will be expected to wear them while indoors. Certain accommodations may be made for students with	See adjacent column.

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(especially if buses are used)		trips unless we can transport in smaller groups and the venue is large enough to maintain social distance. If using the bus, students will sit one to a seat, wear masks and the windows of the bus must be open. The bus will be properly sanitized in between groups of students.	outdoor venues may be allowed.
<b>Cleaning schools (who/how)</b>	All teachers/staff will use disinfecting machines at the end of each school day to sanitize the classrooms. Common surfaces will be cleaned throughout the day. Communal spaces (e.g. hallways and bathrooms will be cleaned nightly by janitorial staff)	See first column	The school will be deep-cleaned and certain areas will be closed to staff who might be in the building to prepare lessons during a closure.
<b>Equity in instruction (in-person, hybrid, online, access to technology, support at home, learning needs)</b>	Individualized learning plans will be developed at the beginning of the year for all students based on assessment data.  These plans as well as ongoing skill assessment will drive curriculum planning during remote instruction.  Traditional grading and assessments will be used  All learners will have access to a school provided Chromebook or PC.	See first column	Small group instruction will focus on only one or two core subjects each day, with the typical number of instructional minutes in reading and math achieved over the course of a school week.  The focus of each instructional day will be skill based and derived from state and diocesan standards.  Technology will be incorporated into instruction during any periods of school closure.
<b>PE</b>	Standard operating procedure. Masks will not be required outside.	Will take place outdoors. Students will sanitize hands upon exiting the building to go to PE, and participate in activities that limit the use of shared equipment (ping pong, jump rope etc.)	PE department will provide online lessons and activities for students who are learning from home

		During cold weather the gym will be utilized, and students will rotate through activity centers to ensure physical distancing.	
<b>SEL (of staff and students)</b>	We will have an all-school morning assembly to start each day. We will gather in the gym to do announcements, prayer, pledge etc. Teachers will take 15 minutes every morning to focus explicitly on social and emotional wellbeing with students using the Responsive Classroom approach.	Same as first column.	During short term classroom or building closure, streaming of morning assembly, masses, and other school events will be made available.
	Staff will have access to the Diocesan Employee Assistance Program and emotional and spiritual support throughout the year via retreats and professional development opportunities.		
<b>Start/stop times</b>	Standard operating procedures.	See first column	
<b>Weekly schedule</b>	Standard operating procedures.	See first column	TBD if short term classroom or building closure is necessary.
<b>Food services</b>	Standard operating procedures.	Staggered lunch times in the cafeteria (or outside, weather permitting) in small groups with physical distancing and personal space dividers on tables. Students will wear masks while getting food from the line. Physical distancing will be maintained with clear signage and assigned seating will be used	Hot lunch program still available. Students will use disposable to go boxes and eat lunch in classrooms or grab and go if at home during a short-term closure.
<b>Recess</b>	Standard operating procedure	Small groups-outside in designated areas.	
<b>Mass</b>	Standard operating procedures	K thru 8 <sup>th</sup> grade to attend school mass	Broadcast weekly school Mass

Holy Spirit Catholic School: COVID 19 RESPONSE PLAN 2021-2022

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		on Wednesday mornings at 8:15. School masses are closed to the public. Physical distancing and sanitization measures will be in place.	
<b>Field trips/other special gatherings</b>	Standard operating procedures	Out of county field trips will be evaluated on a case-by-case basis. All required health and safety protocols will be required during all school field trips or events.	Virtual tours only
<b>Volunteers in the school/classroom</b>	Yes, masks recommended, but optional	Yes, with advanced notice, health screening and proper PPE.	Campus is closed to visitors/volunteers working with student groups. Volunteer opportunities available after school hours or from home
<b>Plan for absenteeism</b>	Standard operating procedures, traditional policies for absenteeism will be followed.	We will modify our attendance policies/penalties to account for potential increases in absenteeism due to suspected or confirmed cases of illness.	Same as adjacent column
<b>Plan for confirmed case of COVID-19</b>	See Appendix B	Same as first column	

## References:

CDC Guidance for Prevention of COVID-19 in K-12 Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Idaho State Department of Education Back to School Guidance:

<https://www.sde.idaho.gov/re-opening/index.html>

**Appendices:**

Appendix A: Idaho Department of Health and Welfare Return to School Flowchart

<https://www.sde.idaho.gov/re-opening/files/operations/COVID-19-Return-To-School-Flow-Chart.PDF>

Appendix B: Possible Scenarios for school response to positive case of COVID-19

[https://drive.google.com/file/d/1bRT1a-2wLfATA\\_G8-6RTv1eJvWzNMQi/view](https://drive.google.com/file/d/1bRT1a-2wLfATA_G8-6RTv1eJvWzNMQi/view)

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