



Holy Spirit

Catholic School

Family Handbook

Holy Spirit Catholic School
540 N. 7th Avenue
Pocatello, ID 83201
(208) 232-5763
Revised August, 2024

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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 2023-2024 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,

Margie Gabiola, Principal

Mission Statement

To inspire students to academic excellence, foster creativity and ignite our hearts with love for God and neighbor.

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.

Vision Statement

More than just a school...the Holy Spirit Catholic School family will foster a faithful and growing student body seen in the community as a beacon of light. The school will develop compassionate and caring young leaders while providing a safe and welcoming learning environment through the perfect union of academic excellence and virtue...drawing strength from our deep Catholic and Christian Tradition.

Faculty & Staff

Administration

Pastor: Father Emil Parafiniuk

Parochial Vicar: Father Aleksander Dembowski

Parochial Vicar Fr. Gabriel

Principal: Margie Gabiola

Office Manager: Shleace Shiosaki

Director of Childcare: Margie Gabiola

Faculty & Staff

3 year old Preschool - Cristella Vellanoweth

4 year old PreKindergarten - Cristella Vellanoweth

Preschool/Pre Kindergarten assistant teacher - Stacy Fajardo

Kindergarten - Sheena Barnes- Allan and Sarah Kate Wallace

First Grade - Ashley Martinez

Second Grade - Debby Belcher

Third Grade - Debby Belcher

Fourth Grade - Grace Clark

Fifth Grade - Grace Clark

Physical Education & Facilities Manager - Dave Berry

Music - BreAnna Ward

STEM - Sarah Kate Wallace

Athletic Director - Aby Ibarra

After Care Assistant Teachers:

Anna Lisota

Cristina Jiminez

Allison Douthit

Rachel Frederickson

Gabby Weick

Alaina May

Contact Information

Holy Spirit Catholic School
540 N. 7th Avenue
Pocatello, ID 83201

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Fax – (208) 646-3176
Website: www.holyspiritcs.com
Office email: office@hscsidaho.org

Margie Gabiola
gabiolama@hscsidaho.org

School Board

School Board meetings take place on the 2nd Wednesday of the month at 6:30 p.m. in the Spirit Classroom.

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).

Parent Teacher Club (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.

2024-2025 PTC Officers:

President - Kandy Whited

Vice President - Faith Wilhelmi

Secretary Janae Mitchell

Treasurer- Jessica Gaylor

PTC meetings take place on the 4th Wednesday of the month at 6:00 p.m. on the school playground multipurpose modular 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 5 are also required for entrance.
- The Principal must meet/interview students in preschool through 5th 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 office manager.
- 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 7:45 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 for 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 and Smart Watches

Students are strongly encouraged to leave cell phones and smart watches 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. In the event smart watches are worn, students are allowed to use them as a watch only and may not use them as a communication device during the school 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+) | 9 students per session |
| ● Pre-Kindergarten (4 yrs+) | 12 students per session |
| ● Kindergarten (5 yrs+) | 22 students per classroom |
| ● 1 st through 5 th grades | 22 students per grade |

Exceptions to these limits may be made in the 1st through 5th 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.

NON-DISCRIMINATORY POLICY

Holy Spirit Catholic School. is a Catholic school and adheres to the teachings of the Catholic church. A Catholic school was established in Pocatello in 1892 to help Catholic families of SouthEastern Idaho in the education of their children. HSCS is open to non-Catholic families, based on matching values and space availability. HSCS will admit students regardless of religion, race, color, sex, or national and ethnic origin.

STATEMENT OF RESPONSIBILITIES

Becoming a member of Holy Spirit Catholic School Community brings with it certain expectations and responsibilities. We are fortunate to have a school that is based on common beliefs and values. The responsibilities for each group of our school community are:

Students shall:

- Show respect and openness for the Catholic Ideals on which our school is centered.
- Be accountable for their own learning and actions.
- Be respectful and cooperate with school, parish personnel, community members, and other students.
- Be willing to share their time and talents.

Parents/Guardians shall:

- Model Christian behaviors and attitudes and support the spiritual growth of their children.
- Model Christian behaviors and attitudes toward teachers, staff, students, and the principal.
- Support the educational goals and efforts of Holy Spirit Catholic School in the education of their child(ren).
- Share talent, time and resources with the school and its fundraisers.
- As their child(ren)'s primary educator, encourage and help them to learn.
- Promote regular/punctual attendance, following of school rules, and healthy living for their child(ren) to help them learn.
- Provide an appropriate environment and adequate time for completion of schoolwork.

Faculty & Staff shall:

- Model Christian ideals for their students and parents/guardians.
- Model a professional attitude as well as a dedication to Church teachings.
- Participate In ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with students, and parents/guardians.
- Maintain a classroom or work area conducive to learning.
- Endorse and actively pursue the educational goals, policies, and objectives of All Saints Catholic School.
- Maintain confidentiality. Faculty and staff will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Principal shall:

- Model Christian ideals for teachers, students, and parents/guardians.
- Model a professional attitude and a dedication to Church teachings.
- Participate in ongoing spiritual and professional growth and development.
- Communicate effectively and routinely with the parish administrator, faculty, students, parents/guardians, the school board, and parish community.
- Provide leadership in development and implementation of curriculum, and staff development.
- Maintain an atmosphere conducive to learning.
- Implement and administer policies established by the Diocese and School Advisory Board.

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:

- *FACTS* Family 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.
- Parent – Teacher Conferences
- Parent Teacher Committee Meetings (PTC)
- Back-to-School Night
- Hallway bulletin boards
- Holy Spirit Website: www.holyspiritcs.com

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.

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 *FACTS* 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.

In the event of inclement weather dismissal, please park on 7th Ave and wait for school staff to escort your student(s) to your vehicle. If there is not a parking spot available on the school side of 7th Ave, please park in the lot across the street or circle the block until a space is available. School staff will bring students out in small groups to expedite the dismissal process.

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 will be signed prior to the start of each academic year and will apply to all day trips. Overnight field trips will require additional forms and will be sent home at least two weeks in advance of any proposed trips. 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

*Students bring lunch to school everyday.

*Please let the office know if your family needs assistance with lunch.

*Families will be contacted to bring lunch if their student does not have lunch.

*If families are unable to deliver a lunch for their child the school will provide a lunch at a cost of \$5.00

*If a child has a recurring lack of lunch the school will call to ensure that ongoing needs for lunch is being met.

Lunch From Home: The school does not provide refrigeration for lunches brought by students. Also, the school cannot offer to warm up lunches brought from home. Students may not bring any type of soda or “red” drinks. Drinks in glass bottles are not allowed. If “drive-in” lunches are brought to school for students, please provide milk, water, or juice instead of soda.

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.

Wreath Sales: This fundraiser helps support the PTC community building events.

365- Join our team of donors making a donation for each day of the year. The premise is simple – there are 365 days in a year and each day corresponds with a donation amount. January 1st is \$1, January 2nd is \$2, February 19th is \$50, April 10th is \$100 ... all the way to December 31st - \$365.

Our students, staff & faculty are committed to praying for your intentions on the day that you have chosen, as well as sending out a thank you note for your ongoing commitment to the exemplary formation that occurs in our school.

Contact the school to select your dates. You can pay by cash, check, or online via PayPal using the link on our website.

ANNUAL 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.

Grading Standards Elementary 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:

Above Target (AT) -- Exemplary performance
Meets Target (MT) -- Secure performance
Near Target (NT) -- Developing performance
Below Target (BT) -- Below 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 4th and 5th 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 front office. 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 fifth 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 Enrollment Form through FACTS Family Portal online

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 each year before registration opens to the public in early March. Families who choose to pre-register will be given the loyalty discount of 10% off base rate tuition.

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 financial need. All applications are reviewed by the scholarship committee. Applications must be fully complete and a copy of the applicant's current year's income tax form must be attached prior to consideration. Applications are reviewed in mid-April and award offers are emailed/mailed to families within two weeks of applying.

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

Childcare is available when school is in session. Except on the last day of school. No childcare is provided after the 1:00 p.m. dismissal. Please see the school calendar for more specific information.

- Holy Spirit Catholic School offers a childcare program for children who are at least 3 years old. Preschool full day 8:00 a.m.-11:00 a.m.11:30 a.m.-3:00 p.m.

Adventure Club: Holy Spirit's after school childcare program operates

Monday: 2:00 pm to 6:00 pm.

Tues-Friday: 3:00-6:00 p.m.

- The childcare is fully licensed by the City of Pocatello.
- Families will enter through the front door to drop off or pick up students directly to and from the childcare classroom.

Preschool & Pre-Kindergarten

- Preschool is available for children at least 3 years old. Classes are held Monday thru Friday from 8am -11am. Students may be enrolled either part time (up to 23 hours per week) or full time. Preschool students in 3s class are not required to wear the HSCS uniform.
- 4 year old Preschool-Pre-Kindergarten is available for children at least 4 years old. Classes are held Monday thru Friday from 8am-11am. Pre-Kindergarten students are expected to wear the HSCS uniform.
- Families will enter through the front door to drop off or pick up students directly to and from the childcare classroom.

Primary Grades

- All K-5 grade students are to enter the campus through the main school doors. Doors will be unlocked for students/families at 7:45 am. Students will store belongings in their lockers or on hallway hooks and proceed to the playground.
- When the first bell rings at 7:55 a.m. students will line up in the school hallway with their teachers for morning assembly. Families are welcome to enter the building with their student(s) and stay for morning assembly.
- School will begin at 8:00 a.m. with a brief morning assembly in the hall for grades Pre-K thru 5th.
- On Mondays, all students are dismissed at 2:00pm and must be picked up by 2:15pm.
- School is dismissed at 3:00 pm. Families may pick up their students by entering the main school doors no earlier than 2:55 pm. Please park in the lot across the street from the school on 7th Ave.
- 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 made 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 located in the early learning wing.
- Families who are unable to drop off and pick up at regular school start and end times acknowledge that they will be charged \$15 per student for any time their child spends in the after school care program. Students are not permitted to be on the school grounds without direct supervision.

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. It is especially helpful when families volunteer for special events like the Dinner/Auction.

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; parent teacher committee; 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 via Google Forms. 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.

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 in grades Pre-Kindergarten thru 5th grade are required to wear uniforms. Students attending HSCS childcare and preschool (2s & 3s) 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 black, khaki or plaid. Bottoms must 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. The school plaid must be purchased through *French Toast (navy red)*. 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 red, gray, black or white cotton/poly blend polo. Tops may not have embroidery, lace, or logos of any kind. Undershirts must be white and must be tucked in at all times.

Sweatshirts (crew neck, hoody, or zip-up), sweaters, and vests must be solid red, black, white or gray 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 should be a neutral style. No neon colors, lights or excessively patterned designs. 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 gray, white, red, or black polo or button down dress shirt with a red HSCS school logo sweater with black or khaki pants. Shorts are not allowed for Mass.

Female Elementary students in grades K-5 must wear a gray, white, red, black polo or a button down dress shirt with a red HSCS school logo sweater with black or khaki pants, skirt, jumper (solid or plaid). Dresses: Polo collared solid colors: red, black, gray, Shorts are not allowed for Mass.

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, plaid, or white. 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.

Accessories: accessories must follow uniform colors.

No costume like headbands i.e. cat ears, holiday colors, and or added hair color clips.

Uniform Enforcement Policy

If a child comes to school out of uniform, the student's teacher or administrator will provide "loaner" clothes from the uniform closet or parents will be contacted to bring the student appropriate clothing.

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 record, 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 a person that violence is imminent.

2.5 Unjustified activation of a fire alarm system.

2.6 Stealing, 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 violations 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, air gun, 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.

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: Forms

Handbook & Health Policy Acknowledgement Form

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

Initial

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

Initial

Initial I/We acknowledge that I have reviewed the Student Health Policies 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.

Initial

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

Appendix B: 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

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

Physical Goals

To provide coaching geared to helping students develop and cultivate:

- 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
- 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

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 teach my child to 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 expect 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.

- a. If a student misses practice or an event due to a medical/family emergency it will be considered excused.**
- b. If a student misses practice or an event due to any other reason than a medical/family emergency it will be considered unexcused.**
- c. 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.

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 near the gym door. 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 re-registration to the school.