



Dear Parents and Students,

The purpose of this handbook is to convey to our students and their parents the primary objectives of Holy Spirit Catholic School, and to provide essential information concerning our policies and regulations.

Catholic education is a unique alternative to the public and private systems of education. All children who attend Holy Spirit Catholic School, from childcare/preschool through the sixth grade, are valued and accepted as who they are because each is a child of God. Every student is loved and cared for as part of our Christian family, a gift from God, unique and special.

Quality education is not accomplished in isolation. It is initiated, promoted, and performed in concert with students, parents, guardians, teachers, administrators and concerned stakeholders. Each student learns that to live successfully in this diversified world, rules and regulations that govern behavior must be followed. 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 all our students.

As a part of the Catholic school community, students learn that order is necessary to accomplish the tasks of education. Students learn that they must discipline themselves to achieve their personal goals. Our emphasis is 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.

Our 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 newsletter from the school will be sent home with the students on Thursday of every week. This newsletter will acknowledge upcoming events that will require your attention. Likewise, each teacher will send newsletters home, as needed, explaining requisite assignments and future events. Please insist that you receive this information from your child. Also, if you desire additional communication and information, please call the office or your child's teacher to set an appointment.

We ask that you carefully read this handbook, review it with your child, and keep it in your home for future reference. Asking God to guide us, we will continue to strive for quality education at Holy Spirit Catholic School. God bless you for your cooperation and support.

Sincerely in Christ,

Holy Spirit Catholic School
Faculty, Principal and School Board
Revised May, 2009

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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.

SCHOOLWIDE LEARNING EXPECTATIONS

Schoolwide Learning Expectations (SLEs) are those most basic goals that we, parents and faculty, have for our children as students of our school. They are statements that embody the most essential skills for a life time of success and fulfillment. In short, the students of Holy Spirit Catholic School can be defined by the acronym *F.A.I.T.H.*



Students

Are **F A I T H - F I L L E D C H R I S T I A N S** who:

- F** • 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

Display **A C A D E M I C E X C E L L E N C E** by:

- A** • 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

Exhibit **I N T E G R I T Y** by:

- I** • Demonstrating honesty and fairness
- Practicing compassion, tolerance, justice and respect
- Dealing peacefully with anger, insults, and disagreements

T A K E R E S P O N S I B I L I T Y by:

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

H E L P O T H E R S by:

- H** • 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

ACCREDITATION

Holy Spirit Catholic School is fully accredited by the State of Idaho and all classroom teachers are state certified. Holy Spirit Catholic School is acknowledged as an institutional member in good standing for elementary schools by National Catholic Educational Association (NCEA), the Western National Catholic Association (WCEA) accreditation commission for Catholic schools, and the National Center for Educational Statistics (NCES) for successful educational accomplishment. All school personnel have attended the Sexual Misconduct Workshop as required by the Diocese of Boise.

CLASS SIZE

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

- 3 Year Old Preschool 10 students per session
- 4 Year Old Preschool 12 students per session
- Kindergarten and 1st grade 22 students per grade
- 2nd through 6th grades 24 students per grade

Exceptions to these limits may be made in the 1st through 6th grades to enroll up to a maximum of 26 students per grade. Exceptions will be determined by the principal, teachers and school board evaluation.

REGISTRATION REQUIREMENTS

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
3. Completed Tuition Commitment Form
4. Completed *FACTS Tuition Commitment Form* (if paying monthly payments)
5. Service Hour Commitment Form

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

1. Certified copy of 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.

Admittance to Holy Spirit Catholic School will be based upon the following prioritization:

1. Siblings of students who are currently enrolled at HSCS.
2. Active, practicing Catholic families registered with Holy Spirit Catholic Community.
3. Active, practicing Catholic families from other parishes.
4. Families who believe and support the values and spirituality of HSCS.

Students may be denied admittance to the school under the following conditions:

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

FINANCIAL OBLIGATIONS

Tuition for the school year is to be paid in full by the first of August. For those unable to pay in full the tuition can be paid monthly under the terms of the *Facts Tuition Management Automatic Payments Agreement*. Monthly payments must be paid on either the 5th or the 20th of each month over a ten month period. Tuition rates are based on either a *Contributing Catholic Rate* or *Full Rate*. To receive the *Contributing Catholic Rate*, the following criteria must be met with the final decision determined by the Pastor of Holy Spirit Catholic Community:

1. Parent/Guardian and students must be registered members of Holy Spirit Catholic Community
2. There must be regular attendance at weekend and Holy Day Masses
3. There must be regular financial contributions through the use of parish envelopes.

Failure to make timely monthly payments will result in the following:

1. If an account is thirty (30) days past due, the school office will send, by certified mail, a written request for payment;
2. If an account is sixty (60) days past due, the school office will send, by certified mail, a written notification requesting that the account be brought current or that a written payment plan be submitted to the Financial Committee of the School Board within ten (10) business days of receipt of the written notification. If the account is not brought current or a written payment plan has not been submitted to the Financial Committee of the School Board within ten (10) business days of receipt of the request, the student(s) shall not be allowed to attend school and the account either will be turned over to a collection agency or a legal action will be filed to recover payment on the account.
3. If for any unforeseen reason a student(s) are withdrawn from the school prior to the end of the school year, parents/guardians must make a written appeal to the School Board to be released from their tuition contract and any remaining balance. However, an early withdrawal fee of **two months tuition may be assessed for financial constraint endured by the school due to early withdrawal.**
4. Families that are experiencing financial difficulty are encouraged to contact the Principal or the Business Manager to make payment arrangements or apply for financial assistance.
5. Your child(ren) will not be allowed to enroll for the upcoming school year or Summer Care Program if your account is past due.

FINANCIAL AID

Financial aid is offered to those families who show a financial need. The amount of financial aid given may vary from year to year depending on the amount of contributions the school receives as well as the amount able to be budgeted for in the school's yearly budget.

Financial aid applications can be picked up in the school office beginning in March and must be returned by April 1st. Applications must be completed in full and a copy of the applicant's current year's income tax form must be attached. All applications will be reviewed by a committee. Financial aid will be offered to those families who show the most need, whose child(ren) are in grades 1-6, who have completed *and* exceeded their hours of service to the school, or for new families that are willing to commit to exceeding the required hours of service. Families must apply for financial aid each year unless they no longer need it. Financial aid is not available to preschool students and *only* to kindergarten students when funds are available.

Holy Spirit Catholic School does accept students who receive ICCP payments. These families 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*.

HOT LUNCH

Hot lunch is available on a daily basis and can be paid daily or prepaid as needed: daily, weekly or monthly. Students will not be served a hot lunch if their account exceeds 20 hot lunch IOU's, and not until the account balance is paid in full. Each hot lunch includes one carton of milk. Additional cartons of milk may also be purchased.

This hot lunch program is partially funded through the Federal Lunch Program. Free and reduced lunches are available to those families who qualify. Applications can be picked up in the school office. ALL applications are kept confidential. *In the operation of child feeding programs, no child will be discriminated against because of race, national origin, age or disability. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, D.C.*

SERVICE HOURS POLICY REQUIREMENTS

FOCUS – To provide a large partnership of parents, friends and guardians to be of assistance and support for the benefit of Holy Spirit Catholic School students, teachers, personnel, and administration.

FORMAT – At the beginning of the school year, there will \$300 added to the tuition fees for each enrolled family. This \$300 will be directed into the General Fund to help fund school expenses. Parents/guardians may choose one of two avenues: to pay through monetary means, or to “work off” this money by providing 20 hours (\$15.00 per hour) of service per family for students in grades K-6 throughout the school year. For families of preschool students, the requirement is 10 hours (\$15.00 per hour) of service throughout the school year.

TYPES OF SERVICE – Service hours can be accumulated by providing any type of service that benefits the school. Each family **must** give at least five (5) hours of service to one of the following major school events:

- Fall Fund Raiser
- Dinner/Auction
- Crusader 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; book fairs; Teacher Appreciation Week; Pay-Off activities, attendance/participation at bi-monthly Parent Teacher Club meetings, providing food items for bake sales and/or coffee hours.

If a person initiates a fund raising project for the school, or for a student's class, and the project raises \$400 or more, this will satisfy the service hour commitment for that year. If the project is a team effort, the amount raised needs to increase by \$200 for each participating adult. All fund raising projects of this type must be approved by the principal and the classroom teacher prior to initiation.

There are many more options available. Contact the school office or your child's teacher if you have questions or ideas for service.

ACCOUNTABILITY – 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 required to pay this fee.

EXEMPTIONS – The following are exempt from the service hour fees: Parent-Teacher Club officers, School Board members, Chair and Co-Chairs of the Dinner/Auction, Coordinator of the Crusader Basketball Tournament.

LETTER OF INTENT

Families of currently enrolled students must submit an official, completed "Letter of Intent" with a \$100 non-refundable deposit in March to ensure a spot for their child(ren) in the upcoming school year. New siblings must be included on the "Letter of Intent". Failure to return a "Letter of Intent" will suggest that your student will be withdrawing from HSCS, and the school will actively look to fill this spot with a new student.

SCHOOL DAY - GRADES KINDERGARTEN - 6TH GRADE

The safety of your child before and after school is of great concern for the school. To insure that your child is safe and well supervised before and after school, please adhere to the following:

- The first bell rings at 8:00 a.m. Students are not allowed into the school before 8:00 a.m. The tardy bell rings at 8:15 a.m. Students arriving after the tardy bell has rung must check in at the office before going to their classroom.
- School is dismissed at 2:45 p.m. Students must be picked up by 3:00 p.m. Students are not allowed to remain in the school or on the school grounds past 3:00 p.m. unless arrangements have been made with the Principal or that child's teacher. If a child is required to stay after school parents/guardians will be contacted.
- On Early Release Day, students are dismissed at 1:00 p.m. and must be picked up by 1:15 p.m.
- Families who are not able to drop-off and pick-up their students according to the above times must enroll their child in the Before and/or After School Program. Students are not to be on the school grounds without supervision.
- Students who are not picked up within 15 minutes of school being dismissed will be sent to the After School program. A drop-in rate of \$12.00 will be charged.

SCHOOL DAY - THREE & FOUR YEAR OLD PRESCHOOL

Three-year-old preschool is held Tuesday, Wednesday and Thursday, with both a morning and afternoon session. The morning session begins at 8:15 a.m. and ends at 10:45 a.m. The afternoon session begins at 12:15 p.m. and ends at 2:45 p.m.

Four-year-old preschool is held Monday through Friday, with both a morning and afternoon session. The morning session begins at 8:15 a.m. and ends at 10:45 a.m. The afternoon session begins at 12:15 p.m. and ends at 2:45 p.m.

Students in both preschools are not allowed in the classroom earlier than 15 minutes before the scheduled start time and must be picked up within 15 minutes of dismissal. For those families unable to work within these hours, please contact the child care program at 232-2802.

No Preschool on Early Release Days.

ATTENDANCE POLICY

ATTENDANCE: Prompt and regular attendance at school is necessary for the development of good character habits and maximum scholastic achievement. Students who arrive after 8:15 a.m. must sign in at the school office. Parents/guardians will be notified by letter when their child has been excessively absent 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 or her grade level. Such retention will be subject for review by the Discipline Review Committee.

EXCUSED ABSENCES include: absences caused by illness, 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. on the 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 class work missed. 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. 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. Students must check in if they return on the same day. The school strongly encourages medical and dental appointments be scheduled during non-school time, if at all possible.

TARDY POLICY

Excessive tardiness could cause your child to receive a blue discipline ticket. 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, before the tardy bell rings at 8:15am. However, when excessive unexcused tardiness exists, it becomes a detriment to learning, and the student suffers. Our tardy policy states that if seven unexcused tardies are accrued within one month, a yellow ticket will be issued with parent notification; after 10 unexcused tardies in one

month, a blue ticket will be issued and discipline will be followed in accordance with established major discipline procedures.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year for kindergarten through sixth grade students and once a year for preschoolers. These conferences are held at the completion of the first and second trimester. Teachers may schedule an additional conference with parents or guardians during late spring 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.

UNIFORM REGULATIONS

Students are expected to wear the acceptable uniform daily (exceptions below) at all times when on the school grounds. Please permanently label all articles of clothing. A note from the parent must accompany any exceptions to the following school uniform guidelines:

Boys school uniform

Shirts: Solid white, black or red, short or long-sleeved, polo shirt or cotton oxford-type. In the winter, white, black or red turtlenecks are acceptable.

Pants: Khaki or black trousers, worn at the waist, not excessively baggy and less than seven pockets.

Shorts: Khaki or black shorts may be worn during the months of August, September, October, April and May.

Girls school uniform

Shirts: Solid white, black or red, short or long-sleeved, polo shirt or cotton oxford-type. In the winter, white, black or red turtlenecks are acceptable.

Pants: Khaki or black trousers, worn at the waist, not excessively baggy and less than seven pockets.

Shorts: Khaki or black shorts may be worn during the months of August, September, October, April and May. Shorts must be no shorter than fingertip length.

Jumpers and Skorts: Khaki, black or the #56 plaid sold by *Hall Closet Uniforms..*

All

Socks: Red, black, white or khaki. Socks are mandatory.

Shoes: Enclosed shoes (leather, oxfords and athletic-looking shoes), low heeled. No flip-flops, open-toed sandals without socks, 'Crocs' or 'Heelys'.

Sweaters: Only solid white, black, or red cardigans or pull-over sweaters may be worn. School logo sweaters are to be worn for Mass from October through May.

Sweatshirts: School logo sweatshirts are preferred, either hooded or non-hooded.

However, solid red, black or white sweatshirts are acceptable.

Outerwear: Student choice, appropriate for weather conditions.

Non-Uniform Days

Spirit Fridays: Students may wear Holy Spirit Catholic School logo t-shirts, sweatshirts or regular uniform shirts, and non-uniform pants (jeans, corduroys) or weather appropriate shorts.

Special Exemptions: TBA at discretion of teachers and staff with prior approval.

GENERAL RULES OF CONDUCT

The children of Holy Spirit Catholic School are expected to conduct themselves in a positive manner. Every student is expected to show respect for classmates, teachers, staff and all other people at Holy Spirit Catholic School. They must have respect for all properties of the school, classmates and teachers. Holy Spirit Catholic School students are also expected to conduct themselves in a safe and courteous manner. Every student should strive for a spirit of fair play and justice, treating others as they would like to be treated.

- Inappropriate items, such as toys, which distract the student from their work, are not allowed and will be forfeited if found with the child.
- Making and throwing snowballs are forbidden on the school grounds.
- Rocks and sand are not to be picked up or thrown on the school grounds.
- The use of the gym by our students is restricted to physical education classes and special school functions under proper supervision.
- Balls thrown or kicked onto school roofs are to be retrieved only by the custodian.
- Students are to be quiet when walking in the halls.
- Students are required to stay on the school campus during school hours, unless accompanied off campus by an approved adult.
- Weapons are prohibited on school grounds. Any student found with a gun, switchblade knife, or any other weapon whose sole purpose is to inflict bodily harm, will be immediately suspended or expelled from Holy Spirit Catholic School in accordance with federal law.
- Tobacco and alcohol products are illegal for minors to possess and any infraction by a Holy Spirit Catholic School student will be turned over to the local law enforcement. Students will participate in the D.A.R.E. program.

DISCIPLINARY ACTIONS

The faculty and staff of Holy Spirit Catholic School believe that students are happier and learn better if they are in an atmosphere of kindness, compassion and courtesy. We believe this must be reflected not only by staff members, but also by the students themselves. The faculty and staff have devised a set of rules and procedures to teach good behavior and citizenship to our students outlined as follows:

Minor Discipline Slips - (Yellow Tickets) - Behaviors listed below which are deemed as minor discipline problems will be handled with the issuance of minor discipline slips. These behaviors can turn into major discipline problems if the behaviors are repeated. (Three minors equal one major.) These behaviors can be divided into eight behavior problem areas:

1. Authority problem
2. Aggravating others
3. Misleading others
4. Easily misled
5. Stealing
6. Fronting
7. Easily angered
8. Lying

1. AUTHORITY PROBLEM - Does not want to be managed by persons in authority

This problem behavior includes:

- Doesn't want to be told what to do by authority figures
- Doesn't do what he/she is told
- Doesn't follow rules
- Arguing with authority figures
- Interrupts authority figures
- Tries to be the boss

2. AGGRAVATING OTHERS - Irritates and annoys others

This problem behavior includes:

- Making rude comments or gestures
- Invading other's personal space or belongings without asking (*taking someone's pencil, book, eraser, etc., poking or grabbing someone, etc.*)
- Distracting others (*constantly sharpening pencils, constantly out of desk, tipping in chair, humming, etc.*)
- Threatening others (*intimating or bullying, being sneaky, hassling, etc.*)
- Making fun of others...teasing...embarrassing or humiliating others

3. MISLEADING OTHERS - Tries to get someone else to go along with a bad choice

This behavior problem includes:

- Talking other students into being off-task (*passing notes, talking during lecture or independent seatwork time*)
- Trying to use others to do his/her "dirty work"
- Encouraging another student's bad behavior to continue
- Supports and encourages another person's bad behavior
- Wants others to be in trouble along with him/her
- Avoids accepting blame for getting others in trouble

4. EASILY MISLED - Goes along with someone else's bad behavior

This problem behavior includes:

- Is pulled off-task by others
- Is encouraged by others to make bad choices (*excluding friend due to peer pressure, making a mess in the bathroom, leaving a designated area*)
- Does the dirty work of others
- Is pulled into trouble by others

5. STEALING - Takes things that belong to others

This problem behavior includes:

- Borrowing or using things without asking
- Copies the work of others and pretends it's his/her own
- Taking things in order to be "funny" or to get others "in trouble"

6. FRONTING - Pretending to be something you are not

This behavior problem behavior includes:

- Acting 'tough guy' in order to frighten or impress others
- Playing a role or pretends to hide true feelings (*"I don't care, take all my recesses, it doesn't matter" "I'm stupid anyway" "You hate me anyway"*)

7. EASILY ANGERED - Uses anger in harmful ways

This behavior problem includes:

- Overreacts when angered frustrated
- Having tantrums
- When angry, makes threats or physically assaults others
- Cannot tolerate criticism, disagreement or disappointment

8. LYING - Doesn't tell the truth

This behavior problem includes:

- Telling lies
- Telling a 'tall tale' to get attention
- Adding untrue details in telling a true story
- Twisting the truth in order to benefit
- Using the excuse, "I was just kidding" or "I was just joking" when caught lying

Major Discipline Slips - (Blue Tickets) - Major discipline slips will be issued to students whose behaviors warrant immediate action. These discipline slips will be turned into the student's teacher who will be responsible for keeping a record of the discipline slips issued each student. If a student receives one (1) discipline slip for a major problem his/her parents(s) or guardians will be called, and for each ticket thereafter. If a student receives three (3) minor slips for the same minor discipline problem within one month, a major discipline slip will be issued, and the student will be referred to the principal for further action. The following disciplinary action, not in sequence may be taken by the teacher and/or principal: detention, reports, school clean-up, restriction of activities, suspension and/or expulsion.

Positive Classroom Behaviors:

1. Authority Success: Follows the directions of a person in authority
2. Leads Others: Tries to encourage others to make good choices
3. Easily Led: Goes along with someone making good choices
4. Helps Others: Supports others
5. Copes with anger: Thinks before acting
6. Stealing Temptation: Thinks before taking
7. Lying Temptation: Thinks before speaking

GRADING STANDARDS

Intermediate Grades

Percentage/Letter Grades:

| | |
|----------|------------------------------------------------------------------------------------|
| 100 – 93 | A – Excellent work in school and homework assignments as well as extra assignments |
| 92 – 85 | B --Very good work in school and homework assignments |
| 84-75 | C – Average work in school and homework assignments |
| 74-65 | D – Unsatisfactory work in school and homework assignments |
| Below 65 | F – Failure |

Primary Grades

Progress Key:

- 4 -- Exemplary performance
- 3 – Secure performance
- 2 – Developing performance

1 – Beginning performance

Intermediate and Primary Grades

Effort Key:

E – Excellent

S – Satisfactory

N-- Needs Improvement

U—Unsatisfactory

The use of the percentage/ letter grading system for academics is for grades four, five and six only. Grading guidelines are set at a higher academic standard than those set by the State of Idaho. As stated on the report cards, 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.

HOMEWORK/MAKE-UP WORK

The faculty comes to school prepared to teach every day and expect the students to come prepared to learn. Part of our responsibility is to prepare the lessons. Part of the student's responsibility is to complete the homework. Obviously, if someone does not uphold their responsibility, the school day cannot function efficiently. HSCS policy toward maximum amounts of homework is as follows: 1st, 2nd and 3rd grades – no more than one half hour per day; 4th, 5th and 6th grades – one hour per day. These are maximum amounts, but are also based on concentrated quality study. No homework will be given over weekends dependent upon completion of assignments during the previous week.

If a child spends excessive time on homework the teacher should be contacted. It could be that school time is not being used efficiently, or that a student may need additional help in the development of study skills. Likewise, parents should questions children who rarely have homework.

All worked missed by a student due to an absence or appointment, must be made up. A specified amount of time will be set by the child's teacher on when the work needs to be completed. Failure to make up the missed work will result in a loss of grade.

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 8:30 a.m. when school is in session, and on designated Holy Days of Obligation.

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 can be accessed through the school website and faxed to the school. Depending on student numbers and destination, transportation will be by our HSCS school bus, our HSCS van 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).

Often field trip destinations are within walking distance of the school and do not require vehicles, however, a signed permission slip is still mandatory for your student to leave the campus area.

EXTRACURRICULAR ACTIVITIES

In order for students to participate in extracurricular activities sponsored by Holy Spirit Catholic School such as sports, clubs, etc., the student must maintain at least a “C” grade point average in academic subjects. An “F” or failing grade on a report card or midterm will mandate an automatic suspension in extracurricular activities until the next grading period is completed and the student has no failing grade. To be a member of Student Council, a “B” average must be maintained.

TECHNOLOGY & INTERNET USAGE POLICY

Students must be responsible for accessing only appropriate websites and reporting any accidental “hits” of inappropriate sites. The following are unacceptable behaviors:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student’s personal work;
- Using another person’s sign-on and/or password;
- Trespassing in someone else’s folder, work, or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one’s self or another.

Students who do not comply with usage rules will forfeit privileges with consequences.

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.

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.

STUDENT SAFETY

Holy Spirit Catholic School is committed to providing our students with a safe environment while attending school. Faculty and staff are required to wear staff identification name badges. All volunteers must attend a Volunteer's Safe Environment Training session prior to participating in activities involving the students. Visitors are required to check in at the school office upon entering the school during school hours and must wear a visitor badge. Classroom visits and interactions are encouraged, and may 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.

VOLUNTEER REQUIREMENTS

Any persons volunteering at HSCS who come in contact with a student(s) must attend a Safe Environment Training session and have a background check completed before volunteering. This is a required mandate by the Diocese of Boise. Dates and time 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 included in your "Service Hour" requirement.

HEALTH

If your child suffers from any allergies, asthma, epilepsy, diabetes, etc. that could be potentially life threatening, written notification must be given to the school office, updated as needed, and kept on file. Specific instructions on how to deal with a severe health problem must be readily available and is required from your child's physician, to be on file, in case an emergency arises. All health issues and contact information should also be included on your child's registration form.

No child will be denied an education solely by reason of their health. Parents or guardians of students with a communicable disease shall immediately inform the school principal of the infections. Reporting of an individual with an HIV/AIDS infection will conform to current laws.

School personnel shall report to the principal any individual suffering from a presumably communicable disease. Appropriate actions to be taken by the principal are determined by the State of Idaho guidelines for communicable diseases. These guidelines are on file in the school office.

Students are not allowed to carry medications with them during school hours. All over-the-counter medications need to be kept in the school office, and must be accompanied a note from a parent on how it is to be administered. Prescription medications must be accompanied a note from the child's physician with specific instructions on how it is to be administered. HSCS personnel will not distribute any medications without a signed *Permission to Administer Medication* release form on file in the school office.

HSCS has a "No Nit/Lice" policy. If a child is found to have either, they will need to be picked up immediately and will not be allowed back in school until the infestation has been treated and is under control. The child will be required to have their head inspected by school personnel to assure the problem is under control.

Although HSCS puts great importance on regular attendance, they also strongly encourage parents to keep their children home from school when they are sick. The Southeast Idaho Health Department recommends the following when determining if your child is to sick for school: if the child has a fever, diarrhea, excessive or discolored nasal discharge or other contagious symptoms. If a student becomes sick during school hours, the parents or guardians will be contacted to make arrangements for the child to be picked up. Students that go home due to illness, or stay home from school due to an illness, are not allowed to attend the after school program.

STUDENT HYGIENE

Students are expected to maintain a healthy, clean body image. Students are not allowed to wear make-up.

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 on the *Emergency Contact* portion of the registration form will be contacted. Parents are responsible for keeping the school office informed of any changes in their address or telephone number. 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.

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 not be held responsible for failing to honor arrangements that have not been made known.

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 need to follow the safety directives as well.

EMERGENCY CLOSING

In the case of inclement weather or other unforeseen emergencies, HSCS follows the directive of School District 25's determination for school closures. HSCS will not participate in "late starts". Holy Spirit School will be closed for the entire day. Public announcements of school closures are made through the local radio and television stations.

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:

- Weekly newsletters sent in the family folder on Thursday. The folder is to be returned on Friday.
- Hot lunch menu
- Parent – Teacher Conferences
- Parent Teacher Club Meetings
- Back-to-School Night
- Hallway bulletin boards
- Holy Spirit Website: www.holyspiritcs.com

SCHOOL TELEPHONE, CELL PHONES AND ELECTRONIC DEVICES

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 or text messaging devices are brought to school, they are to be turned off and put away in backpacks or given to the teacher during school hours. They are not to be used during the day. If you feel your child needs to have a cell phone for off campus emergency reasons, a note from you must be on file in the office.

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).

LOST & FOUND

Clothing or other items that are left anywhere on school grounds are placed in a lost and found bin located in the main school hall near the principal's office. If the article is marked with a name, it can and will be returned to the owner. Please put your child's name on all backpacks, jackets, sweaters, outerwear, lunch boxes, boots, and gloves. Unclaimed items will be sent to St. Vincent De Paul.

PERSONAL POSSESSIONS

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

FUNDRAISING

Fundraising is an essential component of the school budget. Twenty percent (20%) of the school's budget is generated from fundraising. Every parent and student is expected to be active in fundraisers to ensure the financial stability of HSCS. Each family is also required to give at least five (5) service hours to one of the regular annual fundraisers. Holy Spirit School understands the need to minimize the quantity of fundraisers and therefore has set a limit of four major fundraisers: The Raffle, annual Dinner Auction, annual Crusader Basketball Tournament and the Spell-a-thon.

RAFFLE - Raffle tickets go on sale at the end of May of every year and are sold until the end of October. The price of a ticket is \$100.00 which can be purchased individually or in groups. This raffle is open to the public. There are three drawings every month for eight months. Winning tickets are put back into the drawing for the opportunity to win every month there is a drawing. Prizes are distributed as follows: 1st Prize = \$400.00; 2nd Prize = \$200.00; 3rd Prize = \$100.00. A minimum of 100 tickets with a maximum of 150 tickets are sold.

THE ANNUAL DINNER/AUCTION - The Annual Dinner/Auction is the school's largest and most important fundraiser. This fundraiser is what keeps the tuition costs down and allows the school to do building improvements and purchase new curriculum materials and technological upgrades. Every year \$30,000 from the Dinner/Auction goes directly to the operating expenses of the school.

The Annual Dinner/Auction is a large event which draws up to 400 people for a fun evening of food, drink and bidding. The evening begins at 6:00pm and ends around midnight. The ticket price includes appetizers, dinner, dessert, a silent auction, live auction and if there is time...dancing.

The success of the Dinner/Auction is dependent upon the participation of every family at Holy Spirit Catholic School. Each family **must** either: 1. solicit an item from a business for the silent auction; 2. solicit a ½ or full page ad for the booklet from a business; 3. donate a themed basket to be auctioned; or 4. offer a service. The participation of every family ensures the quantity and quality of items offered in the silent auction. Each family receives a solicitation form for the item that they will be donating; these forms need to be completed and returned to the school office where they will be given to the auction committee.

The live auction is usually comprised of classroom projects, group dinners and unique opportunities. If you have an idea for the live auction, please share it with the office or chairpersons.

Service Hour Opportunity: Setting up a dinner/auction for 400 people is a tremendous amount of work and requires many volunteers. The dinner/auction is the perfect opportunity to get in service hours by helping with set-up on Friday night, or Saturday morning as well as cleaning-up on Sunday morning.

THE CRUSADER BASKETBALL TOURNAMENT - The Crusader Basketball tourney is an annual invitational tournament hosted by Holy Spirit Catholic School for fourth, fifth and sixth grade Catholic boys and girls. Team participants travel from all over Idaho as well as Utah. The tournament begins on a Friday afternoon and ends the following Sunday afternoon. It is usually held the last weekend of Idaho State University's spring break, dependent on the time and availability of Reed Gym on the ISU campus. Mass is celebrated in the Gym on Saturday afternoon for all attendees and volunteers.

There are two competitive divisions: a senior division for boys and girls or co-ed, in grades 5 and 6; and a junior division for boys and girls or co-ed, in 4th grade. This tournament hosts approximately 450 participants and their families to Pocatello, equating to approximately 1,000 people attending and enjoying this event.

Service Hour Opportunity: The Crusader Invitational is a volunteer intensive event requiring many different areas in which volunteers are needed over a period of three days. Volunteers are needed to help with set-up, take-down, clean-up of the tournament, as score keepers, time keepers, concession stand workers, apparel sales, and helpers with the action/team photography.

SPELL-A-THON - This is an annual fundraiser that is fun and focuses on literacy. Each classroom (K-6th) receives a grade level appropriate, teacher generated spelling list to study. During this study time (usually two weeks) the students get sponsors to pledge money towards each correctly spelled word, or to pledge a flat donation. All students take a written spelling test on the same day, at the same time. The tests are independently graded, then given back to the students with their pledge sheet and a collection envelope. The envelope is returned to the school with the pledge money.

The classroom with the highest percentage of 100% scores receives a popcorn party. The classroom who raises the most money receives a pizza party. Individual successes are acknowledged with prizes and coupons.

NUTRITION/WELLNESS PLAN

STUDENT WELLNESS - Children need access to healthful food and opportunities to be physically active in order to grow, learn and thrive. Good health fosters beneficial student attendance and committed, enthusiastic education.

Obesity rates have doubled in children and tripled in adolescents over the last two decades. Results from the 1999-2002 National Health and Nutrition Examination Survey (NHANES), using measured heights and weights, indicate that an estimated 16 percent of children and adolescents ages 6-19 years are overweight. The obesity numbers are steadily increasing primarily due to a lack of physical activity and excessive calorie intake. Obesity established in childhood is a major risk factor for future heart disease, cancer, stroke and diabetes.

Holy Spirit Catholic School believes it is the collective responsibility of the school, parents, teachers, staff, food service professionals and interested community members to provide an environment that promotes and protects the well being of its students. All students preschool through 6th grade will be provided a selection of healthy food items and will have opportunities, support and encouragement to be physically active.

Holy Spirit Catholic School does not, and will not, have vending machines on the premises and does not support using food as a reward. Holy Spirit Catholic School encourages a positive behavior approach that rewards the children with “spirit” tickets and a “pay-off” activity at the end of each month. The “pay-off” activity is for all children grades K-6th.

HEALTH EDUCATION - Holy Spirit Catholic School utilizes the materials available from the Idaho Dairy Council, USDA, and Team Nutrition’s **MyPyramid** for Kids program to teach children preschool through 6th grade the importance of well-balanced, nutritious meals. The children will learn about why the body needs food, the five basic food groups the role of nutrients (carbohydrates, fats, proteins, water, vitamins and minerals) as well as the role of fiber in a healthy diet. Students (4th – 6th) learn how to interpret nutritional information on food labels. Students (2nd – 6th) will keep a food diary listing the food choices made as well as physical activities. The children will be able to verify if they made healthy food choices and set goals for the next day. This activity will also help the children track those “extras” that don’t fit in to any group, mainly food choices high in fat or sugar.

Our nutrition educational goals are to encourage the children to eat a variety of foods, add more fruits, vegetables and whole grains to their diets, choose foods that are lower in sugars and fat, and identify foods rich in calcium. The students will learn the value of serving sizes and portion control. The students also learn to identify ways to prepare and handle food safely, and situations in which food may be unsafe to eat.

PARENT NUTRITION EDUCATION - Nutrition education may be provided to parents/guardians at the early childhood level with the goal of continuing to educate parents throughout the elementary level, through middle and high school levels. Nutritional education is provided in the form of handouts, menu calendars, educational posters, postings on the parent communication board, or presentations that focus on nutritional value and healthy lifestyles. Parents/guardians are encouraged to support the advocated nutritional policy guidelines presented by the school.

PHYSICAL EDUCATION - The philosophy of the Physical Education program at Holy Spirit is to expose the students to multiple activities that promote a positive relationship between the individual and a physically active lifestyle. We need students to be strong in body and in mind for successful academic, social and emotional health. This philosophy is in line with the NASPE goal of developing physically educated individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.

Students of all ages are encouraged to participate in diverse physical education themes, including walking programs, team sports, locomotor skills, dance skills, fitness skills, and creative movement/rhythm. Students are introduced to various life skills activities, including bowling, badminton, table tennis, horseshoes and skiing. Holy Spirit preschool children (3+4 year olds)

participate in a structured physical education program 20 minutes, once per week. Holy Spirit primary grades (K-3rd) are scheduled for 30 minutes, twice a week and intermediate grades (4th- 6th) are scheduled for 45 minutes, twice a week.

All fourth, fifth and sixth grade students are invited and encouraged to take part in our annual school sponsored Crusader Basketball Tournament. This is an extremely beneficial opportunity for the students to participate in a focused team skills activity, requiring responsible personal and social behavior in a fun yet challenging physical setting (NASPE Standard 5). A basketball "Skill-astic" program has been incorporated into the physical education program geared toward teaching the younger children basketball skills by way of a board game-like structure.

Holy Spirit Catholic School annually participates in the American Heart Association's "Jump Rope for Heart" Program. The "Jump Rope for Heart" program focuses on the importance of living a heart healthy lifestyle and the lifelong benefits of physical activity. By teaching children about cardiovascular health through relatively simple, positive movement experiences, we hope to instill an enthusiastic attitude towards participating in regular physical activity for the rest of their lives. This program includes preschool through 6th grade.

FOOD SERVICE - The mission of Holy Spirit Catholic School's food service is to provide well-balanced, nutritious, delicious, low-fat and eye-appealing meals.

- **Lunch Program** - Holy Spirit Catholic School offers lunch to approximately 250 children per day. We do not offer or sell individual ala carte food items. We offer meals that are appealing and attractive to the children incorporating all food groups in appropriate portion sizes. All lunches comply with the USDA's nutritional standards. We serve fresh seasonal fruits and vegetables, whole grain breads and incorporate whole wheat flour in our homemade baked goods. We serve, and cook with, only low-fat 1% milk with a student choice of white or chocolate. Students with food allergies may be exempt from foods that may cause illness. It is also recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

The children are seated in individual chairs at round tables of eight in a clean and pleasant setting. Proper table manners are highly encouraged and practiced at all times. Sharing of food and beverages is highly discouraged. The children clean up after themselves, scraping trays and pushing in chairs. Leftover fruits, vegetables, whole grain items, and used unbleached napkins are scraped into a bucket to be deposited into the school's compost bins. When ready, the compost is mulched into the school garden. Organic herbs and produce grown in the garden are worked into student lunch menus.

Although lunches are planned to meet a majority of student preferences, we like to expose the children to new food selections as often as possible. Before choosing new entrées for the lunch menu, they are taste-tested by faculty, staff and parent volunteers. The new selection is offered during lunch as an additional side dish for students to sample. Through this taste testing process we can identify likes, and follow through with distinctive, wholesome and appealing food choices.

The Holy Spirit Catholic School campus does not have, and will not have, beverage or candy vending machines anywhere on the premises.

- **Free and Reduced-Price Meal Benefits** - Applications for free and reduced-price meals are available during initial enrollment registration and throughout the school year in the school office. Eligibility for meal benefits is based on household size and income. Students who qualify for meal benefits have equal access to all meals. Every effort is made to prevent the overt identification of students who are eligible for free and reduced-price meals.
- **Preschool Snacks** - Snacks are made available for students enrolled in the developmental preschool program. Juice and a variety of other foods including fruits, vegetables, protein, and grains are offered.
- **After School Snacks** - Snacks are available for students enrolled in the after school childcare program. Juice and a variety of other foods including fruits, vegetables, protein, and grains are

offered.

- Pay-off Activity Snacks - Snacks are available for students K-6th as part of the “pay-off” activity. A variety of snacks are offered including yogurt, fruit, grains and water.
- Summer Food Service Program - Holy Spirit Catholic School participates in the USDA Summer Lunch Program serving meals from June through August. We serve approximately 100 children throughout the community including the HSCS Summer childcare program. All meals served meet USDA nutritional guidelines.
- Meal Times and Scheduling - Preschool children eat lunch from 11:15-11:50, followed by appropriate recess. Primary children (K-3rd) eat lunch from 11:30-12:00 with a 15 minute recess following. The intermediate children (4th-6th) eat lunch from 12:15-12:45 with a 15 minute recess prior to lunch. All students have access to hand washing, hand sanitizers, and restroom facilities prior to lunch, and pray before meals.
- Qualifications of School Food Service Staff - Our food service coordinator, Richard Howlett, is a graduate of the Clark College Culinary Arts Program, PCC Sylvania Culinary Arts and the US Army’s Culinary Training Program. Mr. Howlett participates in continuing nutritional education programs as offered by the USDA, as well as keeping up to date on all nutrition standards. Holy Spirit Catholic School is a partner in an internship program with the Nutrition Sciences Department at Idaho State University under the supervision of Laura McKnight, Director – DPD; Clinical Associate Professor.

SCHOOL GARDEN - Holy Spirit Catholic School believes in teaching the children to be life long stewards of the earth. The school garden takes that stewardship awareness one-step further by providing an environment where the children physically observe the vegetation cycle, culminating into a valuable food source. The primary focus of the garden will be to successfully grow multiple types of vegetables: sugar snap peas, green and yellow bush beans, red and orange tomatoes, carrots, cucumbers and a variety of lettuces. These vegetable are easy to grow with a high rate of productivity. Each grade, Kindergarten through 6th grade, will plant seeds in the classroom beginning in March of each year to transplant into the garden in May. The food produced will be harvested then incorporated into the school lunch menus at Holy Spirit Catholic School. Under the guidance of Chef Rich, the children will learn about the many different ways vegetables can be prepared. The children will also have the opportunity to eat the “fruits” of their labor, participating and witnessing through hands-on involvement in the cycle that our food goes through, from seed, to plant, from harvest, to table. The organic waste from the lunches served is collected into buckets and deposited into compost barrels. The completed compost is then distributed into the garden to provide nutrients for the next growing season.

OTHER ACTIVITIES THAT SUPPORT STUDENT WELLNESS - Because Holy Spirit Catholic School is committed to providing a school environment that allows students to select healthy, nutritious food times during the school day, the principal, administrative staff and classroom educators are thoughtful when using snacks as rewards or as fundraisers.

Holy Spirit Catholic School offers many opportunities for physical activity:

- Teacher endorsed and supervised “Girls on the Run” Program
- School sponsored Crusader Basketball Tournament – Grades 4-6
- “Jump Rope for Heart” – American Heart Association Fundraiser
- Walking/hiking field trips to various facilities or events in community

- School wide outdoor activities as reward for positive behavior: ice blocking, kite flying, gymnastics, rotational games, square dancing
- Tetherball, wall-ball, two-square, four-square, jungle gym and 'big toys' playground apparatus for recess and after school activity
- Trike-athons and bike-athons
- School wide "Pay-off" activities that include bowling and roller-skating

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.

MISCELLANEOUS INFORMATION

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