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Vision Statement

Holy Family Catholic School creates a strong spiritually centered community expressed through the great commandments of loving God and loving neighbor. It values the collaboration of all members of the community: pastors, parents, alumni, students, administration, faculty, and staff. By modeling respect for all, the school invites all members of the community to actively participate in a faith-filled campus life.

Holy Family creates a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly practiced. Committed and qualified faculty will emphasize high academic achievement while exploring the quest for wisdom.

Holy Family commits itself to providing a safe, financially stable school where students are nurtured, respected, and encouraged to become service oriented members of the local community. Holy Family creates a positive atmosphere that heartens the human spirit, values the whole person and supports family values.

Mission Statement

Holy Family Catholic School, rooted in the teachings of Jesus Christ, models the virtues of love of God, neighbor, and respect for all. The school, supported by the entire community, cultivates a passion about and provides the foundation for academic and life-long learning in a safe, nurturing, and challenging environment.

Core Values of Holy Family Catholic School

Holy Family Catholic School:

- Fosters a living relationship with God and a respect for all as expressed through community (love of God, love of neighbor, love of self)
- Lives the teachings of Jesus Christ
- Cultivates respectful communication among all members of the school community, that is, parents, teachers, students and parish members
- Teaches the whole child (spiritual, emotional, intellectual, physical and psychological aspects) and provides opportunities for growth
- Creates a challenging and inspirational learning environment
- Creates occasions for success and understands the possibility of failure to promote creativity, confidence and the willingness to learn in all students
- Encourages professional development for teachers which reflects high standards of life-long learning
- Provides for the financial stability of the school

Five Essential Marks of Catholic School*

The Holy See, through its documents and interventions, whether of the Pope or of other Vatican offices, sees in Catholic schools an enormous heritage and an indispensable instrument in carrying out the Church's mission in the third Christian millennium. Ensuring their genuinely Catholic identity is the Church's greatest challenge. Complementing the irreplaceable role of parents in ensuring the education of their children, such schools, which should be available to all, build up the community's believers, evangelize culture and serve the common good of society.

Five (5) marks justify the Church's heavy investment in Catholic schooling. These are measurable benchmarks forming the backbone and inspiring the mission of every Catholic School.

Mark 1: Inspired by Supernatural Vision – Education is not merely an instrument for the acquisition of information that will improve the chances of worldly success and a more comfortable standard of living. Such an impoverished vision of education is not Catholic. **The specific purpose of a Catholic education is the formation of boys and girls who will be good citizens of this world, loving God and neighbor and enriching society with the leaven of the Gospel.**

Mark 2: Founded on Christian Anthropology – A Catholic School cannot be a factory for the learning of various skills and competencies designed to fill the echelons of business and industry. **The Catholic School sets out to be a school for the human person and of human persons. The Gospel of Jesus Christ and His very person are to inspire and guide the Catholic School in every dimension of its life and activity – its philosophy of education, its curriculum, its community life, its selection of teachers and even its physical environment. “Catholic education is above all a question of communicating with Christ, of helping to form Christ in the lives of others.” -- Saint John Paul II**

Mark 3: Animated by Communion and Community – Much of education today prepares students to function in an individualistic society. Catholic schools serve as an alternative model based on a genuine community of faith. **Educators, administrators, parents and pastors guide the school to make choices that promote “overcoming individualistic self-promotion, solidarity instead of competition, assisting the weak instead of marginalization, responsible participation instead of indifference.” Catholic schools strive to create a community school climate that reproduces, as far as possible, the warm and intimate atmosphere of family life.**

Mark 4: Imbued with a Catholic Worldview throughout its Curriculum – **The greatest contribution authentic Catholic education can make to**

American culture is to restore the conviction that human beings can grasp the truth of things, and, in grasping that truth, can know their duties to God, themselves and their neighbors. Catholic schools conform to mandated curriculum guidelines, but implement their programs with an overall religious orientation aimed at fostering love for wisdom and truth, and integrating faith, culture and life.

Mark 5: Sustained by the Witness of Teaching – Catholic school teachers: theirs is a calling and not simply the exercise of a profession. Hypocrisy particularly turns off today’s students. While their demands are high, there is no avoiding the fact that when teachers fail to model fidelity to the truth and virtuous behavior, then even the best of curricula cannot successfully embody a Catholic School’s distinctive ethos.

****Five Essential Marks of Catholic Schools graciously provided by the Office of Catholic Schools Archdiocese of Denver***

Statement of School Philosophy

- A. The **education philosophy** of Holy Family Catholic School:
 - We, as educators of the students of Holy Family Catholic School, hold, as primary, a belief in God.
 - We continuously strive to work toward a deeper understanding of each student as unique.
 - We encourage the development of a positive self-image in all members of our school community.
 - We recognize and support the role of parents as primary educators of their children.
 - We guide our students to become spiritually, academically, socially responsible and well-rounded members of society consistent with Church doctrine and with regard to the pertinent documents on Catholic Education.
 - We encourage students to lead a full, meaningful life in Christ and recognize the value of Christian Community. Our teaching is based on our continuously updated understanding of the teachings and traditions of the Catholic Church.
- B. The **religious goals** of Holy Family Catholic School:
 - Develop in each student, the knowledge of a loving God
 - Develop within each student, an appreciation of the Mass, Sacraments, Scriptures, Service, and Prayer as vital and beautiful expressions of Christian life
 - Guide each student in developing religious values including the realization that actions of love toward others are a means of expressing God’s presence in self and others
- C. The **social goals** of Holy Family Catholic School:

- Encourage the social skills of communication with others in a responsive and positive manner
 - Form in the student a social conscience and awareness of the need for social reform
 - Recognize and respect ethnic and cultural diversity.
 - Emphasize the family as a unit of society where love, understanding and respect are fostered
- D. The **intellectual goals** of Holy Family Catholic School:
 - Expose each student to a sequential and challenging curriculum of studies leading to the ability to make appropriate decisions in life situations
 - Work with each student in seeking knowledge as its own motivation and reward, developing creativity and establishing good study habits
 - Help students reach their full potential in the attainment of knowledge
 - E. The **physical and psychological goals** of Holy Family Catholic School:
 - Help each student develop and maintain a healthy and positive self-image and instill an awareness of responsibility for one’s own actions
 - Promote physical fitness
 - Foster good sportsmanship
 - Provide health education and health screenings
 - F. The **cultural goals** of Holy Family Catholic School:
 - Develop an appreciation of the arts
 - Encourage creative expression to embody the curriculum

Non-discrimination

Holy Family Catholic School adheres to a policy of non-discrimination. Holy Family Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Holy Family Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, tuition assistance program, athletic and other school administered programs.

Safe School Provision

Every student has the right to attend a school which is safe and secure. To promote safe and secure schools, Holy Family Catholic School is weapon-free. Any student found in possession of a weapon on school grounds or at school-related activities, and verified by a school employee, will be recommended for immediate expulsion. (Weapons consist of any item(s) used to threaten, harm or attack another person or to destroy property. Firearms consist of any device which expels a projectile through a barrel by force of an explosion or combustion, and any instrument which expels a projectile (e.g. BB, pellet, paintball, darts, etc.) by means of gas or air pressure or spring action.)

Keyless Entry System

The foundation of a safe school plan suggests that all external doors remain locked during school hours. To provide a safer and more secure campus, Holy Family Catholic School uses an electro-magnetic locking system on the main entrance doors of Buildings A, B, and C that surround the common courtyard. Proximity cards are used to control access to these buildings. **Because of the Safe School Provision, ALL parents and visitors must report to the office, sign in and receive a proximity card before proceeding elsewhere on the campus. Visitors must also sign out before leaving the campus and return their assigned proximity card.**

Classroom Visits

Making an appointment for a classroom visit is necessary. Appointments may be made directly through the teacher. Parents must never disturb the classrooms to see their children or a teacher during school hours. If a parent needs to drop off an item, it is to be clearly labeled and left at the office.

Emergency Procedures

Regular fire drills, lockdown drills and evacuation from the school buildings are reviewed routinely. HFCS does have a crisis plan. In case of a serious crisis, all students, staff, and visitors will exit the premises and proceed to Immaculate Heart of Mary Church (IHM), 790 - 26 1/2 Road, 242-6121. If the crisis plan is implemented, HFCS will use a communication service to notify parents using the phone numbers **provided by parents/guardians**. The recording will instruct parents that we must close the school early and give instructions on where children may be picked up.

It is extremely important that the school office is notified of any phone number changes in order to keep our communication system current.

Shelter-in-Place

Shelter-in-place is used when the student population needs to be controlled, but a full scale Lockdown is not necessary. The Shelter-In-Place would be appropriate in situations that might not have the potential risk of harm or injury to students or staff, but still allow for students to be kept in their assigned classroom or allow movement through the school building if authorized by the administrator. **ALL STUDENTS WOULD BE REQUIRED TO STAY INSIDE THE BUILDING.**

Typically, the purpose of a Shelter-In-Place is to keep students safe and secure and control hallway traffic while a search or investigation is

conducted, or as severe weather passes. The school principal will determine if the event or issue warrants a full scale Lockdown or a Shelter-In-Place.

The most typical uses of a Shelter-In-Place would be:

- Severe weather
- Reports of a law enforcement concern in the vicinity of the school
- Dangerous condition of the school grounds

Lockdown Procedure

A lockdown procedure helps protect staff and students from a threat, inside or outside the building (or in very close proximity), such as an armed intruder. It is used when it may be more dangerous to leave the building by a directed evacuation than it is to stay in a secured room.

DO NOT PANIC. Lockdown situations are highly controlled events where police and school officials are together and in coordination following predetermined procedures that will best insure the safety of all involved. Whether we are in lockdown or Shelter in Place, we will assure that parents are kept in contact at all times through our communication system SchoolMessenger.

Please know that your child's safety is our number one concern and we take every precaution possible to ensure that they are safe. **We kindly ask that you not call the school so that we can use every possible resource to manage the school.** We will communicate with you as we are advised by authorities. It is important that we keep as many phone lines open as possible, as this is our means of communicating with authorities. Please know that our school is constantly working to keep our students safe in any situation that may arise.

A Lockdown procedure is used when:

It is considered safer to stay in a secure classroom or protected area when there is a potential threat (internal or external); dangerous condition (hazardous material spill); or severe weather that may be encountered; and there's a possibility of uncontrolled fire, explosion, or toxic chemical fumes.

Emergency Information Sheets

Emergency Information Sheets must be filled out completely and are required for admission. Should parent(s)/guardian(s) ever be out-of-town, a note to this effect should be sent to the school office detailing the responsible guardian.

In case of serious illness or accident, the school makes every effort to contact the parent or other authorized person immediately. After all efforts to contact the parents are exhausted, the procedure on the emergency sheet is followed.

Parents are responsible for keeping emergency information updated.

Daily Schedule

<u>K – 8th Grade</u> 8am-3pm	<u>Preschool half day</u> 8-11am	<u>Preschool full day</u> 8am-3pm
<u>Pre-k half day</u> 8-11am	<u>Pre-k full day</u> 8am-3pm	

Lunch Schedule

Pre-K, Pre-School	10:40 a.m.	3 rd Grade	11:45 a.m.
Kindergarten	11:10 a.m.	4 th Grade	11:45 a.m.
1 st Grade	11:20 a.m.	5 th Grade	11:45 a.m.
2 nd Grade	11:25 a.m.	Middle School	12:15 p.m.

Arrival and Departure Times

Playgrounds are supervised for ten minutes before the morning bell. The grounds are supervised for ten minutes after dismissal time. Please be prompt. **Children are to be taken to Falcon’s Nest/Teen Center by their parents if they arrive at school more than 10 minutes before school begins. Students dropped off prior to 7:50 am, without parental supervision will be admitted to Falcon’s Nest/Teen Center and their families will be charged.**

Kindergarten-8th grade students arriving on time (7:50-8:00 a.m.) may be dropped off without parents having to park. Faculty will be at designated areas to help guide students.

Any students who have not been picked up by 3:10 p.m. will be taken to Falcon’s Nest/Teen Center by the supervising teacher on duty. **No children will be left unsupervised on the school or church grounds.**

Morning Drop-off and after school pick up

Preschool & Pre-K parents are required to park and walk with their student(s) to be checked in before school. After school, parents are required to park and check their student(s) out.

Primary: Kindergarten - 2nd Grade students are to be dropped off and picked up via the WEST PARKING LOT. At the end of the school day, parents must park in this parking lot and meet their child with their teacher. Parents please enter and exit from South 26½ Road traffic cut.

Intermediate: 3rd - 5th Grade students should be dropped off and picked up in FRONT OF THE SACRED SPACE. Please enter and exit from the North 26½ Road traffic cut.

Middle School students should be dropped off and picked up at the coned area using the NORTH PARKING LOT. Parents please enter and exit from H Road.

If you have children in more than one section, your older child may be dropped off/picked up with your younger child.

No parking is permitted in front of the school at any time during school hours.

Tardiness

School starts promptly at 8:00 am. Students who come late must report to the school office to pick up a “Tardy Slip” and be checked in by a Parent. Please refer to the Detention Plan which governs problems with repeated tardiness. **Being on time is very important if your child is to learn promptness and if the teachers are going to run their classrooms in an orderly and effective manner. Your cooperation is expected.**

Absenteeism/Required Excuses

Parents should report an absence immediately by calling the office 242-6168.

Excused Absence - An absence due to a student’s illness, for the purpose of having a medical, dental or vision service rendered, for personal counseling, or attendance at a funeral is considered excusable.

Unexcused absence - vacations, oversleeping, car problems, missing the car pool, babysitting, or working are NOT considered valid reasons for being out of school.

When students are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not obliged to anticipate school work or to provide the same for the child. When convenient, teachers may cooperate. Personal absences are unexcused absences.

Often, a parent will know in advance when a child will be absent. In this situation teachers may provide homework, but only if requested by the parent and/or child. **Please email student’s teacher for homework if they are going to miss multiple days of school due to illness.**

(Students who are absent more than twenty percent (36 days) of the total school days in an academic year are in jeopardy of not being promoted to the next grade.)

MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE COLORADO STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.

Medical Appointments/Early Dismissal

If at all possible, medical appointments should be made outside school hours. If necessary, we ask that you send a note to the office the day prior to the appointment. Parents must come to the office (not to the classroom) to check out their student.

Health and Safety

Holy Family Catholic School complies with state regulations mandating current documentation of immunizations before entering Holy Family Catholic School. **Failure to comply requires that the child be excluded from the school** until the records are provided.

In all instances, school personnel treat student's medical information in a confidential manner. Special precautions are taken to protect the information regarding a student's medical diagnosis, or health condition from unauthorized disclosure.

When a student is ill

A student who is not well does not benefit from school attendance. Children with fever, cough, rash, nasal or eye drainage, diarrhea or vomiting within the last 24 hours, should not come to school until they are symptom-free for 24 hours. Students who are ill are expected to remain at home. This is for your protection as well as for the protection of others with whom your child will have contact. Students with communicable diseases are excluded from school for the time their condition may endanger the health of others.

If a student becomes ill at school, he/she will be sent to the office to evaluate illness and call home if needed. Students will not use classroom phones or cell phones/smartwatches to contact a parent.

Medication

The Catholic School Office, in conjunction with the Colorado State Health Department, dictates the medication policy for our school. It is vital that all parents and students follow this to provide a safe environment for our students and stay within legal requirements.

Carrying of or sharing medication with another student is strictly prohibited. **No student is permitted to carry any type of medication on their person, in a backpack, or locker during school (exception: self-carry asthma inhalers).** This includes all over-the-counter medications (acetaminophen, ibuprofen, cough drops, etc.) as well as prescription medication.

No student is to carry his or her own medication, with the exception of **self-carry asthma inhalers**. Students in grades 4-8 are permitted to carry

inhalers as long as written consents from the student's physician and parent/guardian are on file with the school. Students in grades K-3 should continue inhaler use with assistance from school staff. Parents are requested to meet with the school principal to discuss any concerns regarding students with special needs.

Please remember, when a child is on a medication 3 times a day, such as an antibiotic, it may be given before school, after school and at bedtime. If under exceptional circumstances a student is required to take oral medication during school hours, only a nurse or trained school personnel will administer the medication in compliance with the following regulations. In the alternative, a parent/guardian may come to school to administer the medication.

1. An Administration of Medication Form must be completed by the student's physician and must be on file in the school stating:
 - a. Student's name
 - b. Name of drug
 - c. Dosage
 - d. Purpose of medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given in school
 - g. Possible side effects
2. The medication must be brought to school in its original container/box and appropriately labeled by the pharmacy or physician.

Unless these requirements can be met, medication will not be administered at school.

Telephone Use/Messages

The office staff is busy during the day and will not accept telephone calls from parents to inform students of rides home, medical appointments, etc. Messages need to be taken care of with students before they leave for school in the morning. We are neither equipped nor staffed to deliver messages to students. Parents may leave messages on a teacher's voice mail (teacher extensions may be found in the HFCS Phone Directory).

The school phone is a business phone and not to be used by the students unless they are given permission by the administration or faculty. Students may not call home for forgotten homework, or to arrange after-school activities.

Cell Phones/Smartwatches

Cell phones/smartwatches may be brought to school or a school activity under the following conditions:

1. Cell phones/smartwatches must be kept in the OFF position (in locker or backpack) from 8am-3pm. All calls made to parents/guardians will be made from the office land line. In the event of a school-wide emergency, use of cell phones/smartwatches at such a time interferes with/interrupts communication among responding law enforcement.
2. Cell phones/smartwatches may not be used for game playing; text messaging; internet; listening to music; picture taking; email access; gambling or making purchases of any kind.
3. No harassment or threatening of persons via the cell phone/smartwatches is permitted.
4. If a teacher permits a student to use a cell phone/smartwatch for a class project, it is with the understanding that any use beyond the scope of that project is in violation of these rules and the phone is subject to confiscation.

Students who violate any of the rules regarding cell phones/smartwatches may forfeit their privileges of bringing them to school. **Cell phones/smartwatches will be confiscated.**

Insurance

Insurance coverage (health, etc.) on students at Holy Family Catholic School is the responsibility of the parents.

Guidelines for Parents

Holy Family Catholic School forms an integral part of the Faith Community; so defined, our school provides parents and children with the foundation to follow Christ's way of life.

Catholic schools are called upon to make faith real in the world. They are a living community witnessing the presence and reality of the Risen Lord to and for the culture in which they exist.

Parent participants in the community of Faith have a personal commitment to Jesus Christ to the following:

A. Spiritual

First among the purposes of our school are the teachings of Christ. This mission is the shared responsibility of all members of the faith community: the students; their parents; the principal; the faculty; the clergy and parishioners. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles. To emphasize them you should:

- Participate in a religious program at home that is complementary to the religious atmosphere in our school
- Model Christian behavior for your child and the rest of the faith community
- Request active participation in your child's religious experience at school
- Participating regularly in scheduled activities in our faith community (i.e. School Mass; morning prayer; penance service).
- Respect that all students (grade K-8) are to participate in school activities including prayer; Mass; Christmas Pageant; Stations of the Cross; field trips; retreats, etc.
- Supporting by word and deed school policies and procedures

B. Academic

Since the primary right and duty of education rests on the parents, you are to share the task of educating your children as support to the professional staff of our school. Examples of that support are:

- Helping your child with his or her homework
- Reviewing your child's school papers and providing the necessary encouragement or correction
- Monitoring your child's progress and seeking ways to improve your child's performance in PowerSchool, see page 10
- **Familiarizing yourself with the rules and regulations of Holy Family Catholic School and being aware that the placement of your child in Holy Family Catholic School is an acceptance of these guidelines**

C. Financial

Our quest for excellence in religious and academic education requires financial support. Examples are:

- Your tuition payments
- Your support of fundraising events
- Your support of the parish you are registered at (stewardship and ministry involvement)
- Your support of special classroom and school projects

D. Physical

As participants in a faith community, we share in the physical tasks necessary to make our programs successful. Examples are:

- Attending the Community Meetings and Accountability Meetings sponsored by the Advisory Council
- Reading the weekly newsletter
- Assisting with and attending the school fundraisers and socials
- Supporting the school staff by volunteering your time (see page 12)

Guidelines for Students

Each student must recognize his/her rights and responsibilities as an active participant in our faith community.

The student has the right:

- To a learning experience that reinforces a Catholic system of values
- To be given the opportunity to learn the essence of the Catholic principles as a foundation
- To have the opportunity to attain a high level of academic excellence
- To be given the means to express creative potential and individuality
- To be afforded the opportunity to participate in his or her role as a Christian citizen and as a minister in our faith community

The student has the responsibility:

- To be Christ-like in word and deed
- To cultivate a recognition of the dignity and value of each person
- To respect the rights and property of parents, teachers and fellow students
- To attain in his/her studies a level of excellence that is to the best of his/her ability
- To conform to the school's Christian Behavior Code
- To develop an attitude of reverence to God, His church and all human beings

Conduct – Christian Behavior Code

At Holy Family Catholic School, we recognize the importance of educating our students in Christian values. How students treat each other and adults is as important as their academic achievements.

Does the student...

- Use his/her talent for the good of others (is humble)?
- Forgive self and others (is merciful)?
- Tend to calm situations down (is a peacemaker)?
- Show kindness to students, staff and parents (is kind)?
- Demonstrate patience with self and others (is patient)?
- Share with others (is generous)?
- Encourage others (is supportive)?
- Support classmates, the school family and God (is loyal)?
- Express a positive outlook (is hopeful)?
- Trust others (is trusting)?

Students, you must...

- Make a sincere effort to learn
- Complete all assignments to the best of your ability
- Submit assignments when required
- Conform to classroom standards of behavior
- Follow the rules of the school
- Obey staff and yard duty monitors, defiance will not be tolerated
- Maintain an attitude becoming of a Christian and a good sports-person at all times
- Needless yelling, derogatory remarks and fighting are unacceptable
- Not have gum, sunflower seeds and the like at school
- Buying or selling of personal articles is forbidden

- Not bring pocket knives; cigarette lighters; beepers; laser light pens; skateboards; radios; water guns; water balloons, and the like to school. Teachers are directed to confiscate these items and may not return them.

Bullying Prevention and Education

Holy Family Catholic School supports a secure school climate, conducive to teaching and learning and free from threat, harassment and any type of bullying behavior. This policy is to support a Christian climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as *any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in a school environment.* The school environment includes school buildings, grounds, and all school-sponsored activities and events. Bullying and being bullied is **not** an accepted or an acceptable phase of development.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

A comprehensive program to address bullying is aimed toward accomplishing the following goals:

1. Send a clear message to students, staff, parents and community members that bullying will not be tolerated
2. Train staff and students in taking pro-active steps to prevent bullying from occurring
3. Implement procedures for immediate intervention, investigation and confrontation of students engaged in bullying behavior
4. Initiate efforts to change the behavior of students engaged in bullying behavior through education on acceptable behavior, discussions, counseling, prayer, and appropriate negative consequences
5. Foster a productive partnership with parents and community members in order to help maintain a bully-free environment
6. Support victims of bullying by means of individual and peer counseling. Support will include self-confidence building and teaching of skills to recognize different forms of bullying behavior and appropriate responses
7. Help develop peer support networks, social skills, and confidence for all students
8. Recognize and praise positive, supportive behaviors of students toward one another on a regular basis
9. Assure that Holy Family Catholic School is a safe and welcoming environment for students who are at increased risk of being stigmatized or bullied by peers
10. Sponsor an environment where students and parents feel safe in reporting bullying behavior and confident that the concern(s) reported will be addressed appropriately by school administration

Discipline and Appeals Process:

1. Teacher
2. Principal or Assistant Principal
3. Lead School Pastor
4. HFCS School Board

BEHAVIOR PLAN: Primary and Intermediate Grades

We believe in a structured environment for learning to take place. Students are expected to follow the classroom procedures and school rules during the school day. Therefore, all primary and intermediate teachers have established a consistent behavior plan.

Discipline Cycle

Each teacher has his/her own style of implementing the first three steps of the following discipline cycle.

- **Step 1: Warning.** The teacher warns the student to correct inappropriate behavior.
- **Step 2: Consequences.** The teacher and student have an interaction to discuss behavior. This may involve a student-to-student interaction. Teachers have specific consequences for actions, which may include a form of detention.
- **Step 3: Parent Involvement/Contact.** If the above discussion does not solve the problem or if like behavior is consistently repeated, a school representative contacts the parent about the behavior. A contract with the student may be made.
- **Step 4: Administrator Involved with the Behavior Change.** A conference is arranged with: a) student and administrator, or b) student, teacher, and administrator.
- **Step 5: Administrator-Parent Involvement.** A conference and contract is set up with the student, principal, teacher, and parent.
- **Step 6: Suspension or Expulsion.** If no improvement in behavior or a major offense occurs, student may be suspended or expelled.

The principal gets involved beginning with Step 4. For most behavior changes needed, the teacher uses Steps 1, 2, and 3. For some offenses, the disciplinary action taken might start with Steps 3, 4, 5, or 6. **Holy Family Catholic School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without following the outlined steps.**

BEHAVIOR PLAN: Middle School

Students are expected to follow the rules during the school day. The consequences for inappropriate behavior and excessive detentions are as follows:

Step 1: The student is given a Reflective Essay Form. This reflective paper asks the student to identify, to explain, and to suggest a remedy for the infraction committed. The student will be on Step Two if the form is not completed and

returned to the teacher on the next school day. A parent signature is required on the Reflective Essay Form.

Step 2: The student is given a Student Behavior Contract and a Parent Letter. The letter informs parents that the student has repeatedly behaved inappropriately and must schedule a conference to be attended by the student, a parent, the teacher, and an administrator before returning to class.

Steps 3 and 4: If a student exhibits inappropriate behavior a third or fourth time, the student is sent to the office and suspension may occur (administrative decision). A parent/guardian will be called by school administration and asked to make arrangements for the student to leave the school grounds.

Step 5: If a student exhibits inappropriate behavior for a fifth time, the student may be recommended by the principal to the Lead School Pastor for expulsion.

All employees of Holy Family Catholic School share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. All employees may issue Reflective Essay Forms or detention.

Detention

Detention may be assigned for the following reasons:

- Homework infractions (individual teachers handle this)
- Excessive tardiness (more than 3 unexcused in one quarter)
- Uniform violations (more than two needs administration attention)
- Minor infractions (including writing/markings on skin, disruptions defiance, eating in class, gum chewing, etc.)

If a child receives detention, it will be served as soon as possible. Detentions are served during lunch recess and lunch will be eaten in the detention area. Parents will be notified of assigned detention by email and teachers will log detention in PowerSchool for administration. Detention may be held before or after school or during lunch recess. Occasionally, students on detention will be assigned work projects. Students not reporting to detention will serve additional detention.

Suspension

Suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. In the event of suspension, the student's family will be

engaged in the development of a suspension behavior plan to support deterring future infractions.

Grounds for Suspension

Students may be suspended from school for the following reasons:

- A. Violation of any state or local laws
- B. Conduct that harms the good name of Holy Family Catholic School.
- C. Violation of school rules or regulations. This may include yet is not limited to the following:
 - 1. Disrespectful attitudes, such as:
 - a. arguing with a staff member or volunteer
 - b. questioning a staff member's or volunteer's authority
 - 2. Violent fighting or
 - a. causing physical/emotional harm or injury to another
 - b. loss of self-control (temper tantrums)
 - 3. Profane language
 - a. written or spoken vulgarity or profanity
 - b. profane or vulgar signs or actions
 - 4. Sexual harassment
 - 5. Repeated refusal to do required work
 - 6. Vandalism (deliberate destruction or damage of property)
 - 7. Cheating
 - 8. No improvement following referral to Administration
 - 9. Gang activity

Readmission after Suspension

Readmission requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent(s), and meet with the Principal and School Pastor. In addition, all work assigned during suspension must be completed. Students should not expect any credit for assignments missed due to suspension.

Expulsion Policy

Expulsion is the removal of a child from attendance at Holy Family Catholic School (either permanently or for an extended period of time) as a result of:

- A. Behavior so serious that future attendance is not acceptable. Involvements with drugs, alcohol, sex or weapons on or off campus are examples that may constitute cause for immediate expulsion.
- B. A consistent pattern of disruptive behavior.
- C. Gross lack of improvement following suspension(s).

Procedure: The principal shall make a recommendation for expulsion to the Lead School Pastor. Before a student is expelled, the family is entitled to a hearing. The Principal and Lead School Pastor will make the final decision after consideration of the facts, circumstances and recommendations.

The permanent dismissal of a student from Holy Family Catholic School is an extreme measure to be taken when after **a)** other efforts of motivation and counseling have failed or **b)** where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or **c)** as set forth in the policy regarding student withdrawal on grounds of parental behavior.

Curriculum

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of courses of study; it embraces the development of the whole child, insofar as this is within the scope of the school. HFCS offers an exceptional academic program provided by dedicated, degreed personnel. The curriculum consists of religion; math; science; social studies; total language arts; physical education; health; computer skills; music; and fine arts.

Computer/Electronic Devices

All grade levels (K-8) at Holy Family Catholic School use computers and access age appropriate websites to enhance the curriculum. To participate fully in classroom activities, it is important that all students and parents sign the **Technology Usage Pledge**, indicating their understanding of appropriate use of technology and electronic media. Once signed, this agreement will remain in force during a student's entire enrollment at Holy Family Catholic School.

Students may use the school computer system only for legitimate educational purposes, which include class work and independent research similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

Students in 5th - 8th grade may bring their own electronic devices to use at school. They may bring their own laptops, iPads, tablets, etc. This privilege is limited to devices with 7" screens or larger. Families who are interested in participating in this program must arrange a 10 minute meeting with Mrs. Pike to discuss the expectations, sign the paperwork and get the proper passwords installed on the device.

All student use of the school's internet system or other digital devices used by students while on campus is subject to the provisions of the disciplinary code. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Report Cards

These communicate the progress of your child(ren). Report cards are given out quarterly. Consult the school calendar for the dates. The envelope containing the report card is to be signed and returned to the homeroom teacher.

PowerSchool

PowerSchool is a web-based student information system where parents gain immediate access to their child(ren)'s grades and students can track their own progress. PowerSchool is platform independent and can be accessed from any Windows or Mac computer with a web browser. Teachers will make every effort to update grades on a weekly basis.

Parents and students may access grades by going to www.holyfamily-gj.org and clicking on the PowerSchool logo. Login and password information are sent home via kiddie mail at the beginning of each school year.

Grading System

The primary purpose of any marking and reporting plan is to communicate to the parent and child the school's assessment of the student's progress. Holy Family upholds high standards for student achievement. The 3rd through 8th grade grading system reflects these standards.

Each student must have and maintain a minimum 2.0 grade point average (G.P.A.). A student falling below 2.0 is on probation for the next quarter and will have until the end of that quarter to raise his/her G.P.A. If the G.P.A. falls below 1.5, the student is automatically removed from all activities (dance, sports, etc.) for the quarter until a 2.0 G.P.A. is reestablished.

Students are normally promoted to the next grade based on academic achievement as judged by the teacher and administration. Occasionally, students are recommended for retention and a conference will be scheduled by the teacher to discuss this. However, a student recommended for retention is not guaranteed to return to Holy Family Catholic School.

Students may also be "placed" in the next grade rather than promoted, based on a teacher's judgment in consultation with administration; this means the school believes that the student may not be academically prepared for the next grade. Being "placed" does not guarantee returning to Holy Family Catholic School.

Codes for Marking:

- **Grade A (Excellent 93 and above)** - This represents superior work in all respects. The student voluntarily does supplementary work. Such a student has the ability to apply ideas gained in study. They are individually creative and possess keen intellectual curiosity.

- **Grade B (Above Average 85-92)** - This is above average work. Students are careful in complying with assignments and are prompt, neat, thorough, and usually accurate in all work. This student profits from constructive criticism.
- **Grade C (Average 77-84)** - This indicates average work. This student consistently contributes work of a satisfactory nature. He/She possesses moderate vocabulary and willingly applies him or herself during the class periods.
- **Grade D (Below Average 70-76)** - This is a symbol of mediocre work. The student usually does not do the required assignments. This student is negligent in the presentation of most work.
- **Grade F (Very Poor below 70)** - This mark indicates failure. This student consistently does less than the required work, is late with assignments, pays little attention, frequently has no pen, paper etc., and shows little effort.

Honor Roll

An Honor Roll is published at the end of each quarter for grades 6 through 8.

Principal's List: Grade point average of 4.0

First Honors: Grade point average of 3.5 - 3.9

Second Honors: Grade Point average of 3.0 - 3.4

*Tenth of a point is rounded up. Less than .05 is rounded down.

Graduation Policy

At Holy Family Catholic School a diploma is a visible display of the student's years of work. Students who have met all requirements will receive a diploma at graduation.

- Students must maintain at least a 2.0 cumulative grade point average for the years attending Holy Family Catholic School's middle school program.
- Students who do not maintain the 2.0 are asked to complete a summer school session or complete a remedial/tutoring session sanctioned by the principal.
- Students must complete 12 hours of service for each year in attendance.

Report of Student Progress

Holy Family Catholic School uses many methods to keep parents informed of their child(ren)'s academic progress: mid-terms, report cards, PowerSchool Student/Parent portal, progress reports, parent-teacher conferences, standardized tests and graded class work.

Communication

- A. **Administration/Parent** - Parents are welcome to confer with the administrator provided prior arrangements are made.
- B. **Parent/Teacher** - Formal parent conferences are held twice a year. Parents are welcome to confer with a teacher at other times as necessary, providing prior arrangements are made by calling the school office. Expecting a conference without prior notice is unreasonable. *Parents, please respect the teacher's private time with their families. Do not call them at home.*
- C. **Tuesday Kiddie Mail** - Parents should expect the youngest child to bring home the family envelope twice a month, every first and third Tuesday. All envelopes need to be returned to school the following day to allow office personnel time to fill them for the following week. *Please take the time to look through the family envelope for correspondence and news items. You may send payment for lunch, Falcon's Nest, band, etc., via the Kiddie Mail envelope.*
- D. **Weekly School Newsletter (Falcon's Quill)** – The newsletter is our means of communicating with our families. This is sent home every Tuesday via email to the email addresses we have on file for each student. This newsletter keeps you informed of the school's activities. Additional events or changes in the monthly calendar will be noted. The deadline for information to be printed is every Friday and is subject to approval by the Principal and or Assistant Principal.

Family Directory

Every school year, HFCS compiles each family's contact information in a Family Directory. If you do not wish to have your information printed, please call the office and let us know. Included in this directory are class lists and faculty and staff contact information. The cost of printing this directory is sponsored by HFCS families who buy spots to advertise. The opportunity to advertise in this directory is announced in the first quarter's newsletters. This directory is distributed in the fall via the kiddie mail envelope.

Homework Policy

Homework is intended to be an extension or a completion of the lessons learned at school. Homework may be oral; written; a study assignment; review of class activities and/or lectures. It may include parental involvement. It is the student's responsibility to record all daily and long term assignments in their assignment books.

All students are asked to read a minimum of thirty minutes a day. This is necessary to establish good reading habits and strengthen the skills developed day-by-day at school. Students should begin this habit as soon as they begin to

read. It is important that parents provide a proper study atmosphere at a regularly scheduled time each day.

Grade one and Grade two - Primary students are expected to complete approximately 30 minutes of homework each night. Homework is expected to be turned in on time. Homework will be graded and handed back in a reasonable amount of time.

Third through fifth grade - Intermediate students are expected to complete approximately 30-60 minutes of homework per night. Homework will be graded and handed back in a reasonable amount of time. Late homework is a 10% grade loss per day.

Sixth through eighth grades - Middle school students can have an average of 90 minutes of homework each night. Many middle school assignments are long term and require students to plan and budget their time. Homework will be graded and handed back in a reasonable amount of time.

Different grade levels/teachers reserve the right to set their own late work policy.

Homework Make-up

Students may make up work after absences in accordance with these guidelines:

- A. For excused absences students are permitted to make up tests and other assignments.
 1. Under normal circumstances, students are expected to submit any previously assigned work upon return to school after an excused absence.
 2. For all work missed on the day(s) of excused absence(s), students are allowed one day for each day absent for short assignments and three school days for longer assignments.
 3. For extended excused absences, the teacher may allow additional time, but not to extend beyond ten days.
 4. Teacher discretion will be used in exceptional circumstances related to illness or injury with administrative approval.
- B. It is the joint responsibility of student and parent to ensure a student makes up work following excused absences.
- C. Work not completed in a timely manner will not be accepted.
- D. Teachers are not obliged to provide make up work for unexcused absences or suspensions.
- E. Please email teacher for homework.

Athletic Policy

To participate in Middle School athletics, the student must meet and abide by the following criteria:

1. Maintain a GPA of 2.5. If grades fall below 2.5, the student will be suspended from athletics (practice and games) until the GPA is at or above 2.5.

2. If a student has a D or F in any class, he/she is not eligible to play until these grades have been improved. Each Monday the student will be required to obtain the approval of his/her teachers in order to participate in that sport for the week.
3. Reflective Essay Forms (REF). If a student receives a REF, there will be a one game suspension for the game following the infraction.
4. If a student receives two (2) detentions in one week, there will be a one game suspension for the game following the day of the last detention.
5. Practice. Attendance is mandatory. No practice, no play. School attendance is mandatory in order to practice or play in a game. **Excused absences** for practice or play include illness, medical appointments, and family emergencies. **Unexcused absences** will result in the following:
 - a. Two (2) in a week = one (1) game suspension
 - b. One (1) in a week = one (1) quarter *basketball* suspension or one (1) game *volleyball* suspension
 - c. Unexcused absences may result in suspension from the team
 - d. All of the above are subject to administrative review

Students need to remember that at all times (whether in the classroom, hallway, or opponent's gym), they are representing Holy Family Catholic School. For this reason, athletes are held to a higher standard than the average student. Parents and student athletes are required to sign a document agreeing to the above policy prior to participating in school athletics.

Care of School Property

All non-consumable textbooks are issued to the students for their use and must be returned in good condition. **All textbooks are to be kept covered. No contact paper or tape.** Parents will be billed for the repair or replacement of damaged or destroyed school property, such as textbooks, A/V equipment, computer software or hardware. Report cards will be held until the destroyed item has been paid for or replaced.

Lost and Found/Personal Items

Lost and Found items such as clothing, books, etc. are located in a bin outside the school gym or by the south primary door. Please look for small items such as glasses, jewelry, keys, etc. in the office. Unclaimed lost and found items are donated to Grand Valley Catholic Outreach at the end of each semester. **No toys are allowed in Falcon's Nest or the classroom without special permission from the teacher.**

Pictures

Students' individual and class pictures are taken in the fall. Complete uniforms must be worn.

Yearbooks

Orders are taken and paid for in January. Yearbooks are distributed during the last week of school.

Library Books and Materials

Library books and materials must be returned when they are due. Overdue books and materials cause a grave inconvenience to students who are waiting to use them. Please help your child(ren) to be responsible in this regard. No student may check out additional books and materials until overdue items have been returned.

It is a privilege to use our media center and students are expected to take care of books and materials while in their use. Although a late fee is not charged, students who lose or return damaged books will be charged the following:

- \$20 for hardback books or replacement cost
- \$10 for paperback books or replacement cost
- \$5 for magazines

HFCS has established procedures to deal with challenged library/media center material explained in the school board policies.

Volunteerism - Parents

Volunteerism is an important part of the operations of Holy Family Catholic School. Parents at HFCS log hundreds of service hours monthly. These hours are one reason our tuition is one of the lowest in the nation. Service opportunities are available in many different areas to fit the schedules and talents of all of our families.

Each family is asked to prayerfully consider their service commitment and to arrange to give service to the school. All families are expected to give 20 accountable hours of service to the school each year. To log your hours, go to www.holyfamily-gj.org. A minimum of five hours is attributable to fundraising activities listed on the Parent Involvement Program (PIP).

The Diocese of Pueblo requires that each volunteer submit a Volunteer Application and consent to a background check. Background checks are performed on every volunteer, including parents. In addition to a background check and prior to volunteering, everyone must complete an online Safe Environment Training through Catholic Mutual Group. The program may be accessed at this link: <https://Pueblo.CMGConnect.org>

Also, anyone who volunteers to drive students must provide a copy of his/her driver's license and proof of current auto insurance. This ensures that all volunteers are allowed to be with children and/or have good driving records. No

one, including parents, will be allowed to volunteer in a classroom or drive on a field trip without a background check.

All Parents volunteering on school grounds during school hours must check in and out at the front desk. If they are unable to volunteer at the scheduled time, they are asked to call the night before and leave a message so faculty or staff members can adjust plans for the day.

Field Trips

Field trips taken by classes are scheduled by teachers in light of educational need and appropriateness. Approval must be given by the administration. Prior to being a driver on a field trip, each driving parent must have a volunteer application, a completed background check and driving record, a copy of a current driver's license and proof of vehicle insurance, and a STV certificate on file.

A seat belt and/or appropriate safety seat for each child is required. All students are expected to travel with their class in whatever means of transportation has been designated by the teacher(s) and approved by the school. As the primary educator of your child, you may choose not to have your child accompany his/her class to off-campus learning opportunities. Supervised alternative activities will be provided at school during regular class time on the day of the trip. Because we value your child's safety, it is an important supervision consideration that a class goes together to, and stays together at the sites visited.

While on a field trip, drivers must take students directly to the event and return directly to school. **No other stops are permitted.** Stopping at convenience stores and fast food outlets is expressly forbidden. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Drivers will refrain from cell phone use (talking, texting, etc.), and inappropriate radio stations/ programming while students are in the car.

Mass Days

Student attendance is required at all Masses. All family members are invited and encouraged to attend school Masses. On designated Mass days, students will report directly to **Immaculate Heart of Mary** (across from HFCS) or **St. Joseph Catholic Church** (North 3rd Street and White Ave.). Please refer to the school calendar for Mass days. Directly after Mass at St. Joseph's, students are transported by bus from St. Joseph's to the school.

Confidentiality of Records

Student records are confidential. The school provides access to official records of current and former students only to those who legitimately apply.

Scheduled Use of Building

Use of the school building is coordinated through the front office. **ALL** events must have a completed "Facilities Use Agreement" form and provide a Certificate of Insurance.

Fundraising

- 1) **Goodsearch.com** - Search the web with www.goodsearch.com and earn money for our school. Go to www.goodsearch.com and type Holy Family Catholic School in the "Who do you goodsearch for?" box and click on "verify." Use GoodSearch.com like any other search engine; the site is powered by Yahoo! Each time you do, money is generated for Holy Family Catholic School.
- 2) **Box Tops for Education** - Collect Box Tops for Education and send to the office. Each box top is worth 10 cents to our school!
- 3) **Office Depot**—Every time parents, students and school supporters use our school ID (**70214544**), Holy Family receives credit equal to 5% to use for free supplies!
- 4) **City Market Cares** - Sign up with the City Market Cares Fundraising Program and City Market will donate 3% of the money you spend to Holy Family Catholic School!
- 5) **Amazon Smile** - AmazonSmile is a simple and automatic way for you to support HFCS every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices as you would get on Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to HFCS. Just select "Holy Family Elementary School" in Grand Junction when you sign up.
- 6) **School Tool Boxes** - In May, parents will be given a list of school supplies for the following school year. This is also an order form for School Tool Box, a program which allows you to order easily at a good price. Boxes are conveniently placed in your child(ren)'s classroom, ready to use in the fall.
- 7) **French Toast** - Order your uniforms at www.frenchtoast.com or by telephone. 5% of your net order will go to Holy Family School. On there website, enter source code: QS5GMKY
- 8) **Lands End** - Order your school uniforms at Lands End online at Landsend.com. Be sure to order with your Holy Family preferred school number: **9000-5330-7**
- 9) **Red Robin** – Register your rewards card online and a percentage of your meal will come back to HFCS.

Lunch Program

Holy Family Catholic School's hot lunch program follows healthy and nutritional guidelines. All lunches are \$3.00 per day. Lunch calendars are available on our website, or hard copies available in the office. Lunch payments may be made in the office, through Kiddie Mail or online. **Families may qualify for free and reduced-price lunches.** Applications are available at the front desk. Information and participation is kept confidential. Students bringing their lunches may purchase milk at \$.50 per carton. Milk is served with each purchased lunch. Juice will **only** be provided if the student has a written request from a doctor on file at the school due to a milk allergy.

Adults are encouraged and always welcome to eat lunch at the school, but MUST make reservations by sending a note or calling by 9:00 a.m. the day of lunch. An adult lunch is \$3.25. Payment may be made in the office or the adult lunch can be charged to a student's lunch account.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Wellness Policy

1. **Sharing** - Students are discouraged from sharing their foods, beverages, or snacks during lunch or snack time with one another due to concerns with food allergies, illnesses and the possibility of restrictions on some children's diets.
2. **Lunch/snacks from home** – HFCS encourages parents to pack lunches, beverages and snacks that are healthy.
3. **Classroom Parties** - When supplying food and drinks for classroom parties, room representatives and parent volunteers are asked to supply food and snacks that support healthy eating. We also ask that drinks be light colored (due to frequent spills). Parties where lunch is provided must take place in the classroom with adult supervision. **The office must be notified of lunch parties at least one week before the party in order to accommodate the kitchen's food order.**

Birthday Party Invitations

If your child is having a birthday party and is not inviting all their classmates, or all the boys or all the girls, then please **DO NOT** bring the invitations to school to be handed out. Please refer to your family directory and mail them. No limos are to pick up students for any parties.

Preschool and Pre-kindergarten Program

The preschool and pre-kindergarten program is a service, which provides on-site, adult supervised activities for our students. We support the philosophy of Holy Family Catholic School through warm, affectionate Catholic education. The same rules and standards that govern Holy Family Catholic School during the school day will also be followed in our preschool and pre-k program.

Our preschool and pre-k program offer a half day and a full day. The hours for a half day are 8-11am and 7: a.m.-5:30 p.m. for a full day. If your child is staying a full day, either a school lunch can be purchased, or a sack lunch should be sent with your child.

Falcon's Nest/Teen Center

1. Falcon's Nest adheres to all Holy Family Catholic School policies.
2. The program only accepts students enrolled in Holy Family Catholic School.
3. Falcon's Nest is available on all days school is in session (if so specified on school calendar), on Teacher Workdays and during Parent/Teacher Conferences. **Parents are required to sign up ahead of time for Teacher Conferences and teacher workdays.** We charge a flat rate of \$35.00 a day (whether or not your child stays the full day).
4. The Falcon's Nest/Teen Center hours are from 7:00 a.m. to 8:00 a.m. and after school until 5:30 p.m. The fee is a flat rate of \$5.00 an hour per child (whether or not your child stays the full hour). There will be a \$10.00 per quarter hour early (before 7 a.m.) drop-in fee.
5. If you need your child to attend Falcon's Nest/Teen Center after 3:00 p.m., you must sign up in advance.
6. Kindergarten - 8th grade students left on school or parish grounds 10 minutes after school dismissal will be brought to Falcon's Nest/Teen Center. **Parents will need to come in and clock out/sign out children (\$5.00 per hour fee applies).**
7. Accounts must be paid on a monthly basis.
8. Children will be released to parents or designated ADULTS only. Children will not be released to other children. Parents MUST clock their children IN and OUT of Falcon's Nest. Parents MUST sign their children IN and OUT of the Teen Center. **There will be a \$5.00 administrative fee each occasion for not clocking/signing your child in or out.**
9. After 5:30 p.m. there will be a late pick-up charge of \$10.00 per quarter hour charge for Falcon's Nest/Teen Center.
10. Each child attending Falcon's Nest MUST have an emergency card and Statement of Health on file in the Falcon's Nest room.
11. If it is necessary for a child to take medication during the day, written instructions must accompany the medication. Children will not be allowed to keep the medication on their person or in their bags.
12. Falcon's Nest will provide a study/reading time.

13. Children are to **remain** in uniform during their stay at Falcon’s Nest/Teen Center.

Falcon’s Nest Payment Policy

Parents will receive a monthly statement of their Falcon’s Nest charges at the end of each month. Payments are considered late as of the 15th of each month and are therefore subject to a \$15.00 late fee. Parents with unpaid balances beyond 60 days will be subject to collections proceedings. A letter will be sent to parents stating that discontinuation of services will occur and collection proceedings will take place. A service charge of \$25.00 for all checks for tuition or fees that are returned as dishonored will be assessed.

Registration/Re-enrollment

Re-enrollment takes place in early March. All financial obligations must be current for re-enrollment to be valid. If after completing the process, a family falls behind in their financial obligations, registration is invalidated.

Financial Aid Information

Through the generosity and support of alumni and friends, scholarships are awarded annually. Financial aid is awarded annually based on need. Applicants need to pick up instructions on how to apply at the front desk.

A. Parish Subsidy

All four Catholic parishes support the school by awarding subsidy to their qualified parishioners. Families may qualify to receive up to \$1,000 subsidy per student for grades K – 8, if an approved Parish Subsidy Application is returned. Families may pick up an application from their registered parish. The Pastor at your registered parish is responsible for determining your eligibility.

Parish Subsidy Guidelines

Families may qualify for parish subsidy if the following is verifiable:

1. You are registered at one of the local Catholic parishes.
2. You have made recordable contributions by check or cash in an envelope with your name on it, a check or via online giving to the parish in which you are registered. Contributions must total a minimum of \$365 and be recorded in the calendar year prior to enrollment.
3. You attend Mass regularly and contribute time and talent to the parish.

For Catholic families moving to the Grand Valley, a letter can be obtained from the previous parish you were active in, stating that you

were registered, made recorded contributions, attended Mass regularly and participated in the parish.

B. Multi-child Discounts

Approved Catholic families qualify for multi-child discounts for the following:

- 10% for the second student
- 20% for the third student
- 30% for the fourth student

Tuition Policies and Procedures

The school board annually establishes the tuition schedule. This parish money helps support the school together with fundraisers, grants from the Western Colorado Community Foundation, memorials, and other gifts. To operate the school in a fiscally responsible manner, the remaining support must come from tuition. Tuition is the responsibility of the parents.

1. Prompt payment of tuition is a decisive factor in determining continued enrollment.
2. Tuition is due on the 10th & 20th of each month. Tuition is considered late if not made by the above date and is subject to a \$50 late fee.
3. When tuition payments or fees are delinquent in excess of two months, and an acceptable alternative arrangement has not been approved of by Holy Family Catholic School administration, then the child(ren) will not be permitted to return to Holy Family Catholic School until the delinquent obligations are paid in full.
4. A service charge of \$25.00 for all checks for tuition or fees that are returned as dishonored will be assessed.

Every family must have a signed Tuition and Smart Tuition Contract on file at Holy Family Catholic School. This contract acknowledges a parent’s obligation to pay tuition by the 10th or 20th of each month. Financial aid may be available, but parent needs to apply.

Student Admission

Holy Family Catholic School uses a tiered system to establish the priorities for filling class rosters each year. The class roster will be filled based on the number of students within each tier. The enrollment applications within each tier will be ranked immediately following registration day in the spring. The School Board of Directors’ policy gives the following priorities for admission to Holy Family Catholic School:

1. All returning students (*Preschool* students are not considered “returning,” *Pre-Kindergarten* students are considered returning.)
2. Qualifying Catholics with enrolled siblings

3. Qualifying Catholics
4. Holy Family Catholic School employee children
5. Non-Catholics with enrolled siblings
6. Non-Catholics/Non-qualifying Catholics

A deadline date will be established each year for each grade to be used to apply the priorities as set by the tiers above. The class roster will be filled beginning with the highest priority tier. Should the number of applications exceed the acceptable class size limit, a waiting list will be established. Future class openings will be filled based on the chronological application of the remaining students by tier. If the class roster is not filled by the deadline date, remaining class openings will be filled on a first-come basis regardless of tier status.

When a pupil transfers from another school, appropriate information and records will be requested and reviewed. A personal interview with the student and parents will be conducted by the Principal and/or Assistant Principal.

Holy Family Catholic School exists to provide a Catholic education to all who desire it; however, we reserve the right not to admit a student if we believe that the school would not serve the student's individual needs. All newly admitted students are enrolled on a probationary basis which lasts one quarter. At the conclusion of this time, an assessment will be made as to whether or not the school is serving the pupil's needs.

Student Withdrawal

The administration must be contacted **in writing** if a family finds it necessary to change schools. Student records are mailed to the new school after all books are returned and fees (tuition; band; extended day; lunch charges; late fees and book fines) have been paid and upon receipt of the parent release form. Parents sign this form at the receiving school.

In the event that your child(ren) withdraw(s) from Holy Family Catholic School and do(es) not complete the entire school year (generally 36 weeks), there may be a reduction in the amount of tuition owed per the Tuition and Fee Contract. This reduction will be based on the following criteria:

- Attend up to but not more than 1 quarter (25%) – a reduction of 75%
- Attend up to but not more than 2 quarters (50%) – a reduction of 50%
- Attend up to but not more than 3 quarters (75%) – a reduction of 25%
- Attend up to the end of the 4th quarter – no reduction, full tuition is owed

In addition, there will be no reduction in tuition owed for any child expelled from Holy Family Catholic School and no reduction in tuition for time away from school because of suspension.

Students who have attended Holy Family Catholic School previously may not return to Holy Family Catholic School at a later date unless, in the judgment of the principal, an exception should be made.

If I withdraw my student, I understand that I will be financially responsible for the remaining tuition up to the end of the quarter my student(s) is withdrawn. The remaining tuition can be paid in full or the adjusted payments can be spread out in the Smart Tuition Plan that was chosen upon initially enrolling.

Uniform Requirements

We currently use as our uniform suppliers: Dennis Uniform, French Toast (5% back to our school), and Lands' End (3% back to our school program). Other uniform suppliers may be used (please verify all other suppliers with the office before purchasing uniforms). Our school plaid is only available at Dennis Uniform.

If you choose to purchase uniform items locally, please use the descriptions below as a guide. If you have questions about items meeting standard requirements, bring them to the office for approval prior to removing tags or discarding receipts.

Boys

- **Elastic Waist Pants/Shorts for Preschool – 2nd grade ONLY:**

Pull-on pants, Navy or Khaki
 Pull-on Shorts, Navy or Khaki (1st and 4th quarters only)
No cargo style pants or shorts allowed

- **Pants/Shorts for 3rd – 8th grade:**

Cotton Twill **Pants**, Navy or Khaki
 Cotton Twill **Shorts**, Navy or Khaki (1st and 4th quarters only)
No cargo style pants or shorts allowed

- **Shirts/Sweaters for all grades**

	Short Sleeve	Long Sleeve	Navy	Red	White	Gray
Oxfordcloth Button up Shirt	X	X	-	-	X	-
Polo Shirt	X	X	X	X	X	-
Turtleneck Shirt or undershirt (<i>cold weather only</i>)	-	X	X	X	X	-
Sleeveless Sweater Vest	-	-	X	X	-	-
Pullover V-Neck Vest	-	X	X	X	-	-
Cardigan Sweater	-	X	X	X	-	X
Crewneck Pullover Sweater	-	X	X	X	-	-

• **Shoes/Boots/Socks for all grades**

White ankle height crew socks are acceptable. Athletic shoes may be worn and **shoelaces must be tied** at all times. Please see #14 under *Uniform Regulations* for restrictions on boots.

• **Shoes/Boots**

Athletic shoes may be worn. **Shoelaces must be tied.** Dress shoes such as Mary Jane (conservative heel height) may be worn. No open toe or open heel. Please see #14 under *Uniform Regulations* for restrictions on boots.

Girls

• **Elastic Waist Pants/Shorts for Preschool – 2nd grade ONLY:**

Pull-on pants, Navy or Khaki
Pull-on Shorts, Navy or Khaki (1st and 4th quarters only)

• **Pants/Shorts for 3rd – 8th grade:**

Cotton Twill **Pants**, Navy or Khaki
Cotton Twill **Shorts**, Navy or Khaki (1st and 4th quarters only)

• **Jumpers/Skirts/Skortis for all grades**

Jumper: LLOYD PLAID, Knife Pleat available at **Dennis Uniform**,
Solid Navy Blue or Khaki
Skirt: LLOYD PLAID, Box Pleat available at **Dennis Uniform**
Skirt: LLOYD PLAID, All-around Pleated available at **Dennis Uniform**
Skirt: Box Pleat, Lt. Navy Gab. available at **Dennis Uniform**
Skort: LLOYD PLAID available at **Dennis Uniform**
All-around Pleated **Skirt** in Navy only

• **Shirts/Sweaters for all grades**

	Short Sleeve	Long Sleeve	Navy	Red	White	Gray
Button up Blouse (Peter Pan Collar)	X	X	-	-	X	-
Oxfordcloth Button up Shirt	X	X	-	-	X	-
Polo Shirt	X	X	X	X	X	-
Turtleneck Shirt or undershirt (<i>cold weather only</i>)	-	X	X	X	X	-
Sleeveless Sweater Vest	-	-	X	X	-	-
Pullover V-Neck Vest	-	X	-	X	-	-
Cardigan Sweater	-	X	X	X	-	X
Crewneck Pullover Sweater	-	X	X	X	-	-

• **Socks/Tights/Leggings**

Knee high socks: Red, White, or Navy color
Socks: White ankle height crew socks
Leggings: Red, White, or Navy color (ankle or below length only, **no lace or adornments allowed**)

Uniform Regulations

1. School uniforms are required for all students. All uniforms need to be clean and neat.
2. Skirts, jumpers, skorts and walking shorts should be no more than 2 inches above the knee (as measured in the kneeling position). **Parents, please be responsible for this.**
3. All shirts must be tucked in and trousers must fit properly. Skin tight or baggy pants/shorts are not permitted.
4. Hair is to be an appropriate length and style. "Appropriate length and style" will be judged by the administration and/or the teacher involved.
5. Natural hair color only. Hair coloring, tinting, bleaching, streaking, frosting, hair extensions, feathers, etc., are expressly forbidden.
6. Lipstick, facial and eye makeup, nail polish, etc., may not be worn.
7. Jewelry is limited to the following: simple earrings to be worn on bottom part of the ear (no dangling; one earring per ear). A simple ring or watch may be worn, necklaces or bracelets that are religious in nature may also be worn. Any variances to this rule must be approved by the principal.
8. No multiple piercings allowed.
9. Jackets may only be worn to and from school. They may not be worn in the classroom. Students may wear spirit wear sweatshirts or sweaters in the classroom. See "Dress Code for Spirit Day".
10. No hats are to be worn in school.
11. Colored (other than red, white, or blue) or design t-shirts or turtlenecks under blouses or shirts are not permitted. In cold weather, long-sleeve undershirts in school colors may be worn.
12. Officially approved uniforms of Scouts, Campfire Girls, etc., may be worn on meeting days.
13. No brand or designer logos are allowed on any article of clothing (including socks).
14. No boots of any kind (other than snow boots) are allowed to be worn (i.e. Uggs; leather; cowboy/girl or any fashion boot, etc.). Snow boots are allowed when there is snow on the ground, however, a pair of athletic or dress shoes (conservative heel height) must be brought to wear in the classroom or for P.E.

Dress Code for Spirit Day

Students may wear any of the *Spirit* t-shirts or sweatshirts. Spirit Shirts must be tucked in. Pants with belt (blue jeans may be worn also) and walking shorts (1st & 4th quarters only) must be appropriate according to uniform regulations. Students **are not to change into street clothes after school** unless prior approval has been given by the administration. **Please remember to put your student's name on the inside label of clothes.**

Dress Code for Casual for Charity

Every Friday during Lent, our school participates in Casual for Charity. On days designated on the school calendar, students may dress casually (as long as the clothing is appropriate) if they bring in a donation for the organization HFCS is supporting. Organizations are announced in the newsletters preceding up to each Friday.

Unacceptable attire are gym shorts, leggings (unless worn under a skirt), short skirts or short shorts (see #2 under *Uniform Regulations* for acceptable lengths).

Dress Code for Free Dress Day

Free dress days are designated by the principal. Students who would like to participate in free dress days may come to school wearing non uniform (appropriate) clothes.

Unacceptable attire are gym shorts, leggings (unless worn under a skirt), short skirts or short shorts (see #2 under *Uniform Regulations* for acceptable lengths).

Dress Code for P.E. (Middle School)

Students may wear uniform shirts or change into a plain (no writing or logo) t-shirt or spirit shirt for P.E.

Parental Support

The effort and expense your family dedicates to your children's education at Holy Family Catholic School is reflected in your honest and consistent cooperation implementing; the spirit as well as the letter of the Handbook's guidelines and rules. Families, working in partnership with faculty, model Catholic values of honor, respect, and responsibility. When a question may arise regarding a disciplinary decision, parents are encouraged to approach the staff in the same courteous manner in which they would like to be

approached. If a parent chooses not to cooperate and comply with Holy Family Catholic School's disciplinary policy, practice, and determined consequences, his/her child may be excluded from attending Holy Family Catholic School.

Holy Family Catholic School is a ministry of the local Catholic churches (St. Joseph in Grand Junction, Sacred Heart in Fruita, St Ann in Palisade and Immaculate Heart of Mary in Grand Junction) and of the Bishop and Diocese of Pueblo. HFCS's mission is to help parents teach their children the truth revealed by God; God's truth is available to all.

While HFCS has always accepted non-Catholic students, families, staff, and faculty, HFCS adheres to the values of Jesus Christ as transmitted through the history of the Catholic Church's Tradition and Scripture. Faculty, staff, families, and students alike are expected to support the mission, ministry, and values of the school whenever they participate in school or school-affiliated activities. Students, families, staff, and faculty whose behavior disrupts the school's mission or ministry may be separated from the school.

Because we dare to hope all creation will be saved, yet recognizing all fall short of the glory of God, HFCS teaches the spirituality and practices of repentance, reparation, and reconciliation.

This handbook cannot include all directives. The administration reserves the prerogative to add or amend consequences it deems appropriate for the welfare of each student and the entire Holy Family Catholic School community.

These directives ensure a positive, healthy environment where educational growth can occur with freedom and order. Each student and his/her parent/guardian are required to read and verify in writing that they have read and agree to the policies and regulations herein.

We thank you for the sacred privilege of participating in your precious child's education and moral development.

Grand Valley Catholic Education, Inc.

Governance of Holy Family Catholic School is the responsibility of the School Board. In 1998 the Board of Directors was formed by all of the Catholic Parishes in the Grand Valley, with the cooperation and support of the Bishop of the Diocese of Pueblo. The School Board is charged with the responsibility of providing governance to the school by establishing the philosophy for Catholic education; by reviewing

and ratifying Holy Family Catholic School policies, procedures and financial stewardship; and by executing all major contracts.

Board of Directors

- Fr. Don Malin** – IHM Catholic Church/St. Ann Catholic Church
- Fr. Isaac Kariuki** - IHM Catholic Church/St. Ann Catholic Church
- Fr. Carlos Alvarez** – St. Joseph Catholic Church
- Fr. Chrysogonus Nwele, PhD** – Sacred Heart Catholic Church
- Jack Griggs** - Sacred Heart Parish Advisor
- Mark Zipse** - St. Joseph Parish Advisor
- Suzanne Keith** - IHM Parish Advisor

Advisory Council

The Advisory Council is a consultative group. It provides advice to the school principal and, where appropriate, the School Board on any matter. The Council is not a forum to discuss parent-teacher-student issues. When these matters are brought to any Advisory Council member or any Council general meeting, the concern is referred immediately to the principal.

The Advisory Council assists the Principal, when requested, in maintaining good communications between the home, the school and the Board of Directors, for providing a vehicle through which parents can provide service to the school and for offering a mechanism for parent education. The Advisory Council also serves as a structure for policy action when needed (for example, letter writing, phone calls, and visits to legislators) and for assisting Holy Family Catholic School in fundraising to meet the mission of the school. The School Board works closely with the Advisory Council to understand the needs and concerns of parents and teachers. When requested by the School Board, the Advisory Council assists in reporting to parents about activities and decisions of the Board of Directors. The Advisory Council does not have responsibility for discipline, curriculum development, approval of instruction materials, and employment of staff, school regulations or grievances.

Parent Representatives

TBD, Primary
TBD, Intermediate
TBD, Middle School

Teachers

Lara Wilkinson, Primary
Stephanie Martin, Intermediate
TBD, Middle School

Parish Representatives

TBD, Sacred Heart
Coni Gipson, St. Joseph
TBD, IHM/St. Ann's