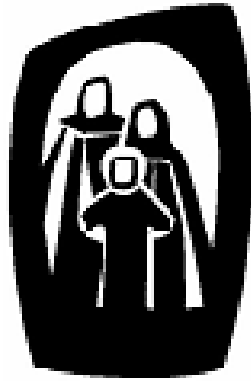


Holy Family
Parish School



Parent Guide

2008-2009

Parent Guide

An overview of the committees, activities and events of Holy Family Parish School

Committees

Athletic Committee

Volunteers coordinate all extra-curricular athletic activities for Holy Family Parish School students. Includes sports coordinators, coaches, uniforms, league fees, equipment and maintenance of gym and gym floor for volleyball and basketball. Sponsors a number of tournaments held at HFPS throughout the year. Also sponsors Little Dribblers, Little Spikers and the Spaghetti Dinner. Self-funded. Meets monthly in the school cafeteria. Open meeting held every spring.

Development Committee

Coordinates parish-wide annual Dinner Dance and Auction, Fr. Tom Kerstein Golf Outing, Guardian Angel Run, Annual Appeal, and Bus Trip to Chicago. Covers some recruitment activities with assistance from Home and School. Publishes Family Ties newsletter. At least 50% of profits from these fundraisers go to the general operating budget (parish), with remaining funds earmarked for "B" budget list. Treasurer manages school endowment fund. Membership and involvement open. Meets as projects warrant.

Home and School Association

Volunteers organize a wide range of activities for school, teachers, parents, and students. Self-funded. Helps to cover wish list items on School's B-Budget. Meets the second Thursday of each month in the school cafeteria. Meetings are open; voting on expenditures open to all Home and School members (parents/guardians who have paid the annual nominal Home and School Association dues). Many Home and School sponsored activities are listed in this Parent Guide.

School Board

Nine elected board members, plus teacher representatives, principal and pastor, set budget for school and deal with general school policy issues. Establishes and maintains "B" budget list, a list of items not covered in core budget, prioritized by teachers, principal, parents and parish. Also directs some long-range planning for the school. Meets the first Tuesday of the month in the school cafeteria. With exception of some budget meetings, meetings are open.

Activities and Events

All School Mass

Usually celebrated on Wednesday mornings at 8:15 a.m. (during the school year) with alternating classes assisting and planning the liturgy. All families encouraged to attend.

“B” Budget

A prioritized budget list of items wished for or needed at the school, but unable to be included in the general school budget because of financial restrictions. Priorities established by principal, teachers and parents. As funds become available throughout the school year, through fundraising or donations to the school, “B” Budget items are secured for the school.

Birthday Book Program

Families purchase a book for the school library on or near their student’s birthday to be presented (usually wrapped) to school librarian who will open the present during that child’s library class. Books may be chosen from a wish list available at Harry W. Schwartz’s bookshop, or the family may select a book on its own. Book will receive a book plate acknowledging the gift in the child’s name.

Book Fair

Book sale to benefit school library and to provide opportunities for teachers to receive books/items from “wish list.” (Parents and children have the opportunity to purchase wish list items for the teachers and classrooms.) Open during the school day for students; evenings and weekends for parents and parishioners. Run by Home and School.

By-Laws of Holy Family Home and School Association

By-laws governing the Home and School Association; explain voting on expenditures, duties of officers and active membership requirements. Included in the Holy Family Parish School Parent Guide.

Calendar

One school calendar provided to each school family. Includes all pertinent dates including all school breaks, early dismissals, school events and committee meetings. Available for pick-up at school with “Back to School” packet mid-to-late August. Weekly principal notes will include any date changes or additions to the calendar. Compiled by Home and School Association.

Campus Ministry

Open to school students beginning in fifth grade. Provides opportunity for students to participate in special outreach programs and to plan programs and events which foster students’ spiritual growth. Usually meets during lunch break.

Career Day

Half-day presentations to middle school students on a wide-range of career options. Presented by persons involved in various occupations. Often allows students to visit professional locations for presentations. Sponsored by Home and School every other year in spring.

Catholic Schools Week

A weeklong celebration in conjunction with National Catholic Schools Week, with special activities and projects throughout the week. Usually end of January. Coordinated by teachers with Home and School support.

Christmas Concert

Annual performance by all students, K4-8, usually held in church. May also include concert by beginning and advanced bands.

Dinner Dance and Auction

Annual parish-wide event. Single largest fundraiser benefiting the school. All parishioners, school families, and other supporter of the school invited to attend with more than 500 items up for bidding, auction, and raffles.

Directory

Listing of all classes, students and families' addresses and phone numbers. Upon payment of Home and School dues, each school family receives one copy. Additional directories are available for purchase. Compiled by Home and School.

Early Dismissal

Some Fridays of the month, often the third Friday, students are dismissed at 1:00 pm to allow teachers to conduct afternoon meetings. In September, the dismissal time is 11:30 am to allow teachers to attend the room parent-sponsored luncheon.

Epiphany Celebration

One-day production of Epiphany Pageant by children of the school and parish. Held in church for families and parishioners. Parts chosen day of production. Costumes made by parent volunteers with some supply assistance from Home and School. Includes family potluck supper before production. Held near Epiphany, after Saturday Mass.

Family Fun Night

Evening event with family friendly dinner served in school cafeteria for all school families during first quarter of school year. Carnival games for younger children, relay races and contests for older children. May include sock-hop/DJ. Run by Home and School.

Family Handbook

Comprehensive publication distributed by the school office at the start of the school year. Covers all policies and practices at Holy Family Parish School. Required reading for all families.

Family Ties

Newsletter published for Holy Family Parish School alumni, parents, friends, and benefactors.

Fr. Tom Kerstein Golf Outing

Parish-wide fall golf outing. Sponsored by Development Committee.

Fine Arts Committee

Helps with the school's annual middle school theatrical musical production, Christmas Concert, Spring Concert, and whenever else needed. Supported by Home and School.

Guardian Angel Run

Annual Memorial Day run/walk with festivities and food for all ages. Held in memory of Peter Helf and all our dearly departed. Profits go to Holy Family Parish.

Guardian Angels

Older students are paired with younger students for the school year for a variety of activities including attending Mass, lunch box exchanges, holiday projects, and schoolwork assistance.

Hospitality (School)

Provides and serves beverages, snacks and desserts at school events throughout the year. Home and School sponsored.

Hot Lunch Program

Hot Lunch will be served five days a week at school. Students may purchase a lunch or bring a bag lunch. Chocolate and white milk are available for separate purchase. Meals are prepared by and the program is administered by an outside agency contracted by Holy Family Parish.

Lenten Offerings

Weekly collection or service projects during Lent; students bring requested items to donate at all-school Mass (i.e. items for homeless shelters, making Easter cards for nursing home residents, etc.). Coordinated by Home and School.

Little Dribblers/Little Spikers

Basketball/volleyball clinics offered during winter and/or early summer for K4-4th graders. Basics of basketball/volleyball are taught and games are played. Open to school and non-school students; profits go to the Athletic Committee.

Magazine Sale

Annual fall subscription sale sponsored by Home and School. Only fundraiser that directly involves participation of students. Prizes awarded for participation and sales. Proceeds directly benefit the school and often fund large ticket items (i.e. computers, door security camera, hot lunch debit system).

Market Day

Monthly fundraising food sale. Orders taken via forms sent home monthly, on-line or by telephone. Family-style frozen entrees, meats, vegetables, snacks, desserts and beverages. Orders picked up at school cafeteria. Parish-wide participation encouraged. Sponsored by Home and School.

Milestones

Independent daycare provider, leasing space at Holy Family Parish School for the purpose of before- and after-school day care. Serves Holy Family and Cumberland students.

Open House

Organized by Recruitment Director and staffed by volunteers from the school. Held yearly in January to kick-off Catholic Schools Week, the school is open for tours to current and prospective parents and students, as well as interested parishioners.

Pancake Breakfast

Parish-wide pancake breakfast held in McCormick Hall on the Sunday at the end of Catholic Schools Week, usually in February. Community-building event with proceeds benefiting Home and School, its sponsor.

Parent Guide

Overview of the committees, activities and events of Holy Family Parish School, compiled by Home and School.

Parent Orientation Night

Information night for parents held at the beginning of each school year. Brief general meeting followed by multiple presentations in all classrooms by teachers and staff. A “parents only” event.

Parent-Teacher Conferences

Held twice yearly, in late fall and early spring. Attendance required at fall conference and encouraged at other conferences throughout the year.

Plant Sale

Home and School sponsored sale of annuals and hanging baskets, held in late May. Profits donated to parish to cover costs of its annual spring planting.

Weekly Folders (“the Green Folder”)

Sent home from school office every Thursday with the youngest grade school student (K4/K5 student if kindergartner is only student in school). Contains important communication on events and activities throughout the school, parish, and community. Weekly newsletter highlights important school news, meeting and projects, and includes calendar of school events for coming weeks. Empty Weekly Folder should be returned to school office the following day.

Report Cards

Issued quarterly for students in first through eighth grade (at semester for kindergartners).

Respect Life Month

Weekly activities involving students in life issues, including respect for children, the elderly, the homeless, and the unborn. Coordinated by Home and School in October.

Rice Bowl Lunch

Rice and water lunch held once a school year, (Ash Wednesday) to foster solidarity with children from impoverished nations and to raise funds for Operation Rice Bowl.

Participation is optional and students are asked to contribute the regular lunch fee.

Coordinated by Home and School.

Room Parents

Two parents per classroom volunteer to assist the teacher in coordination of activities, events and field trips as requested. Room parents recruit other parents to serve in the capacities needed.

Room Parent Luncheon

Luncheon in September kicks off the school year and underscores the partnership between room parents and teachers. Sponsored by Home and School.

Science Fair

Annual Fair for middle school students to display completed long-term projects in the sciences; open to all school families, the parish and community. Science fair is judged by community members with science backgrounds.

Scouting

Available to all girls and boys; participation and meeting schedules vary from class to class. Troop and Den leaders are school parent volunteers.

Spaghetti Dinner

Parish and community wide dinner held annually served in McCormick Hall (Take-outs are available). Sponsored by Athletic Committee; profits benefit athletic programs.

Special Friends Day

Grandparents, friends and relatives are invited to school for prayer service, some kind of all-school gathering/program and tour of school.

Special Interest Day

Half day of activities in arts, athletics, cooking, crafts, etc. for first through fifth grade students. Typically held in spring every other year. Sponsored by Home and School, volunteers are recruited to help run the programs and outside presenters are hired as well.

Spirit Wear Days

School days (typically early dismissal days and other days at the principal's discretion) when students are permitted to wear Holy Family logo wear, such as t-shirts, sweats, denim shirts and Holy Family sportswear apparel. Spirit Wear is available for purchase during spirit wear sales, usually in fall.

Sports Teams

Interscholastic team play available to 5th through 8th graders. Boys and girls can participate in volleyball in the fall, basketball in the winter. 7th and 8th grade girls play softball in the spring. Coordinated by Athletic Committee with volunteer coaches; governed by Archdiocesan regulations. Students may also join combined-track team with St. Monica School in the spring, and cross country team in the fall.

Spring Concert

Annual performance by students, K4 through 5th grade, usually held in school gym. Band concert may be the same evening or at another scheduled time.

Student Council

Open to school students beginning in sixth grade. Class representatives elected by student body with the council electing its president, vice-president, secretary and treasurer from the eighth grade representatives. Meets during lunch hours to plan special events for students, including pep rallies and charity events.

Teacher In Service/Teacher Work Day

Only teachers report to school on these days set aside for professional development or report card preparation.

Used Book Sale

Held annually. Gently used books to be collected throughout the year, and sold to parish members and general public with proceeds to benefit Holy Family. Coordinated through Home and School.

Welcome Coffee

Opportunity on first day of school to meet new and returning school families. Sponsored by Home and School.

Uniform Sale

Held during first and last weeks of school. Allows families to sell clean, good condition, previously worn school uniforms, spirit wear, and scout uniforms to other school families. Families may keep profits or donate them to Home and School, the program's sponsor. Unsold items are returned to owners or donated to charity as requested.

PLEASE NOTE:

FOR MORE INFORMATION ON SCHOOL POLICIES AND PROCEDURES, PLEASE REFER TO THE HOLY FAMILY PARISH SCHOOL HANDBOOK OR CONTACT THE SCHOOL OFFICE.