



HOLY FAMILY  
S C H O O L

# Parent-Student Handbook

Holy Family School  
217 West Daisy Lane  
New Albany, IN 47150  
[www.holyfamilyeagles.org](http://www.holyfamilyeagles.org)

## **SECTION 1 – HISTORY AND GOVERNANCE**

### **1.1 – HOLY FAMILY PARISH AND SCHOOL**

Holy Family was founded in 1954 as an Archdiocesan parish school, and the Sisters of Providence from St. Mary of the Woods were its first educators. They continued to administer and teach in the school until the late 1980s when the first lay principal was hired to guide a by-then entirely lay staff. In 2006-07, Holy Family added a preschool and childcare ministry to meet the needs of three-to-five year-olds. Currently, fifty-seven teachers and staff members provide the daily administration, instruction and support for Holy Family students pre-3 through 8<sup>th</sup> grade. Holy Family draws students from the entire southern Indiana and Louisville, KY.

In 1998-99, Holy Family Parish conducted a restructuring process that replaced the traditional Board of Total Catholic Education, which had previously directed the policies of the School, Parish Faith Formation, and Parish Youth Ministry. The new parish governance structure incorporates our Parish Pastoral Council and several Ministry Commissions, all working under the auspices of the Archdiocese of Indianapolis Office of Catholic Education and the Archbishop of Indianapolis, currently Archbishop Joseph Tobin. Holy Family School operates under the guidance and policies set forth by the School Ministry Commission.

The Holy Family School Ministry Commission seeks to promote and support the highest quality spiritual, academic, and developmental programs for all students. The Commission works in cooperation with the pastor, parish council, school administration and faculty, and other organizations within the parish. Active Commission members are appointed by the Commission and serve as volunteers. The role of the Commission is to set policies under which school programs operate and to guide planning and review necessary for improving and maintaining these programs. The Commission serves as a long range and strategic planning team for Holy Family's future.

The Commission meets bi-monthly in the school meeting room. Parishioners or parents of school children are welcome to attend. An individual may seek to have an item placed on the Commission meeting agenda by approval of the Commission president at least one week prior to the meeting and provide a summary of the topic. The Commission may elect to provide a response, table for a future meeting or delegate to the principal an appropriate response or action. In the alternate months, the members of the Commission meet in regular commission to accomplish the goals set forth for the current year. Additional meetings may be held in the alternating months as well.

Holy Family School administration and teachers collaborate with the Catholic Schools that make up the New Albany Deanery in the areas of calendar coordination, professional development and retreats, principals' monthly meetings, and student academic and co-curricular events such as Academic Olympics, Deanery Science Fair, Performing Arts opportunities, and Providence HS performances and events.

### **1.2 – ACCREDITATIONS, ASSOCIATIONS AND AWARDS**

As a Catholic parish school in the Archdiocese of Indianapolis and an accredited school in the State of Indiana, there are several governing bodies that influence or have direct authority over our operations. Below are some of the governance bodies as well as support groups that enable Holy Family School to operate to the best interests of the students.

OCS (Archdiocesan Office of Catholic Schools), INPEA (Indiana Non-public Education Association), IDOE (Indiana Department of Education), and NCEA (National Catholic Education Association): OCS – The Office of Catholic Schools, led by Archbishop Charles Thompson, Superintendent Gina Fleming, and their staff, provide the governing structure for spiritual development and academic programs, including policies for all Archdiocesan schools. The OCS has partnered with the other four dioceses in Indiana to develop an accreditation body associated with Advanc-Ed, a regional accrediting organization that oversees the accreditation and 4-year school improvement process for Catholic Schools. We are also members of the Indiana Non-public Education Association INPEA which provides a lobby at the state government advocating for programs such as School Choice (vouchers and SGO scholarships) and other important issues for non-public schools. As an accredited school in the state of Indiana, the IDOE facilitates numerous statutes, regulations and compliance standards such as teacher licensure, assessments, including ISTEP+, IREAD, and academic standards. On the national level, Holy Family is a member of NCEA which provides numerous publications, resources on its website, and an annual conference, as well as valuable information about the history and mission of Catholic schools.

In 2001, Holy Family was named a U.S. Department of Education Blue Ribbon School of Excellence, and in 2005, was again recognized as a *No Child Left Behind* Blue Ribbon School of Excellence. In 2013 and 2015, the Indiana Department of Education recognized Holy Family as a Four-Star School based on State assessment performance.

### **1.3 – HOLY FAMILY PARENT TEACHER ORGANIZATION (PTO) AND VOLUNTEERS**

All HFS school parents are members of the Holy Family Parent Teacher Organization (PTO). This organization, led by its Executive Committee, provides the volunteer support for fundraising for the school's budget and fellowship among our parents and teachers. The PTO provides hundreds of service hours that coordinates moderators, room parents and chaperones, cafeteria volunteers, auction, raffle and walkathon volunteers, and many other efforts that benefit Holy Family School, its faculty and students. Much of the funding for PTO activities comes from holiday nut sales and school uniform sales.

Parents who volunteer will be required to complete, and stay compliant with all *Safe and Sacred* training (section 1.4) AND to agree to the *Code of Conduct* (section 1.5), required by the Archdiocese of Indianapolis. This agreement is designated by writing your signature to the Parent-Student Handbook Participation Agreement available online ([www.holyfamilyeagles.org/ registration](http://www.holyfamilyeagles.org/registration)) and in the School Office. Should problems occur, volunteers need to discuss these with the faculty or staff member in charge or the principal. Parents who can't make their scheduled appearance to volunteer are to contact the school to let us know.

Due to Health Department regulations, children are not allowed in the serving areas or food preparation areas of the kitchen. Volunteer parents may not bring younger siblings to school when working in the cafeteria or chaperoning field trips. When volunteering in the classroom, the parent may not bring a younger sibling to the workplace.

### **1.4 - SAFE AND SACRED AND CIRCLE OF GRACE TRAINING**

In compliance with Archdiocesan policy, To Be Safe and Secure (2003), all paid faculty and staff, youth ministers, any volunteers, field trip chaperones, coaches, moderators, and other adults who work with children, are required to complete *Safe & Sacred* training (<https://safeandsacred-archindy.org/>).

In 2012-2013, the Archdiocese introduced the student training program, *Circle of Grace*, designed to inform and provide strategies for children with regard to appropriate physical and emotional boundaries with adults and fellow students. All students pre-K-8 complete this training unless a waiver is specifically requested by parents.

**1.5 - CODE OF CONDUCT** (Required by the Archdiocese of Indianapolis) As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and apply to clergy, employees, and volunteers.

***Volunteers, staff, parents and other adults who work with children will:***

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Attend *Safe and Sacred* training
- Avoid situations where I am alone with a child or youth at church/school activities.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Avoid all unnecessary physical contact, especially when alone with a minor.
- Obtain permission from a parent or guardian before contacting a minor via social media or before posting pictures, video, and other information that may identify a minor.
- Always maintain a professional attitude when dealing with minors, avoiding emotional attachment and being aware of the powerful attraction of adults in positions of authority.
- Report suspected child abuse to civil authorities (Indiana hotline: 800-800-5556) or to a local law enforcement agency and to the archdiocese (victim assistance coordinator: 800-382-9836, ext.1548). Report any violations of this code of conduct to the victim assistance coordinator.
- Confidential reports to the archdiocese can also be made online at [www.archdioceseofindianapolis.ethicspoint.com](http://www.archdioceseofindianapolis.ethicspoint.com). You do not have to give your name.
- Cooperate fully in any investigation of abuse of children and/or youth.

***Volunteers and staff will not:***

- Communicate any views contrary to the teachings of the Catholic Church.
- Use, possess, or be under the influence of alcohol while overseeing youth at any church/school activities.
- Use, possess, or be under the influence of illegal drugs
- Allow minors to have and/or use alcohol or illegal drugs
- Use profanity or engage in behavior that is harassing or degrading to others.
- Allow minors to have, or assist them in gaining access to, pornographic or inappropriate websites, movies, or printed materials.

As a volunteer at Holy Family Catholic Church and School, you understand and will abide by the rules and guidelines in this Code of Conduct. You should signify your agreement by signing the Parent-Student Handbook Agreement Form.