

## **General Policies**

### **Absenteeism**

It is the responsibility of the parent to call the school office by 8:00 a.m. if your child will be absent. If you know that he/she will be absent ahead of time, please contact the teacher and/or the office by phone, note or email. All classwork, homework, and tests missed must be made up.

*Contact the office or teacher when:*

1. Your child will be absent or tardy
2. Your child has a dental/doctor's appointment
3. You are giving permission for your child to remain after school for an activity
4. Someone other than the regularly scheduled person will be picking up your child
5. Any situation exists where a change in your child's normal routine has occurred as it relates to the school

### **Academic Fee**

A yearly academic fee is charged per student and covers the cost of loaned textbooks and consumable instructional materials.

### **Accidents and Injuries**

Every reasonable effort and precaution is taken by school personnel to prevent accidents and injuries and to follow diocesan protocol. However, there are situations where a child may be involved in an accident or be injured while at school. Any person who becomes ill, is injured, or is involved in an accident must report his/her injury to the teacher and/or the office. Recess Duty volunteers should immediately notify the Teacher on Duty of any incidents or injuries so the staff member can handle the situation. Depending on the seriousness of the accident, the office will notify parents.

### **Admissions**

Admission Policies are non-discriminatory in terms of sex, race, color, ethnicity, or national origin.

Admission may be denied if the student does not meet Holy Spirit Catholic School's standards of achievement and behavior. It is also the right and duty of the school to decline the application of students who require professional competency beyond staff training.

Application Process:

1. Parents write or call the school office for the Admission Application or download the form from the school website: [www.holyspiritrcs.org](http://www.holyspiritrcs.org)
2. Parents complete the application form and return it with the information requested and a non-refundable application fee of \$25.00 per student.
3. Parents send the most recent copy of academic scores and report card
4. Administration reviews the submitted information. If an opening becomes available, parents are contacted immediately to schedule an appointment with the parents and applicant.
5. The applicant visits Holy Spirit Catholic School and placement testing is given with teacher discretion.
6. The school notifies the parents regarding placement of the student. Upon acceptance, the non-refundable registration fee of \$250.00 is due.

If we are unable to place your child for the coming school year, you will be contacted in the fall to reactivate your child's file. The application fee will apply for the next school year.