



Family Handbook

Holy Spirit Catholic School
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Family Handbook

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Mission Statement of Holy Spirit Catholic School

Holy Spirit Catholic School offers a distinctively Catholic formation of children and youth through excellence in education while maintaining loyalty and obedience to the Magisterium of the Church.

Introduction to Holy Spirit Catholic School

Since our opening for the 2001/2002 academic school year, our goal at Holy Spirit Catholic School has been twofold: to integrate the teaching and practice of the Catholic faith into the lives of the students while simultaneously providing a quality academic education.

Holy Spirit Catholic School attempts to preserve a familial, faith-centered atmosphere and foster a strong sense of mutual commitment between the staff and families. This environment enables students to learn from one another in ways not possible in the more traditional academic setting.

Philosophy and Objectives

Holy Spirit Catholic School is founded on the belief that, in order to positively influence society, we must educate the minds, bodies and souls of our children through faith and academics. Our school is designed to be family-oriented, and we are committed to educating children in partnership with their families. Our objective is to guide children's growth in an educational environment in which practicing the truths of the Catholic faith are central to the development of each child.

Holy Spirit Catholic School is founded on the educational philosophy that faith, culture, and life need to come into harmony, in order to positively influence our society and educate the minds, bodies, and souls of our children.

Holy Spirit Catholic School is committed to motivating our youth to strive for excellence in their pursuit of knowledge and virtue.

Goals for Holy Spirit Catholic School

1. To support parents as they exercise their educational responsibility for their child(ren).
2. To guide each child in developing a sense of personal responsibility that is a necessary foundation for growth in all areas.
3. To lead children to the truths of the Roman Catholic Church, so that they come to know the person and the message of Jesus Christ and through this knowledge come to desire to live these truths in their daily actions.
4. To teach, through example, reverence for God, self, and others.
5. To inspire each child to strive for academic excellence.

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
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.

Arrival Process

The school doors open at 7:50 a.m. All students arriving later than 8:00 a.m. will be considered tardy and must sign in at the office.

Attendance

The school is in session from 7:50 a.m. to 3:30 p.m. Daily attendance is required of the student in accordance with state law and school policy. Parents are asked to contact the school office and/or the teacher by 8:00 a.m. and give the reason for the student being absent or tardy. Please be specific regarding illnesses as we are required to report the following to the Livingston County Health Department: flu, strep throat, asthma, head lice, Measles, Rubella (German Measles), Mumps, Hepatitis, Scarlet Fever, Scabies, Pertussis (Whooping Cough), Haemophilus Influenza Type B, Encephalitis, Meningitis, and Chicken Pox.

Students are always responsible for all work missed due to tardiness or absence and should consult their teacher upon their return. Contact with other students can also help to provide the student with material missed due to a tardy or absence. Should an absence last longer than one day and parents wish to pick up books and assignments, they must notify the school of their intention to do so before noon. When teachers are able, work will be sent home at the end of the day. In such cases as teachers are not able, work will be sent home no later than the following day if the student is still absent from school. In the event that a lengthy absence is necessary due to a serious health reason, a plan for completion of schoolwork must be developed.

Regular and consistent attendance is not only a vital part of a student's success; it is necessary for compliance with the Michigan Compulsory Attendance Law (MCAL) and the Michigan School Code. Missed assignments and assessments can usually be made up for most absences; however, missed classroom instruction, discussion, and dialogue are not as easy to recreate and thus remain simply lost experiences. We recognize that there are occasions when students are not able to attend school for various reasons. In order to fully partner with you, the primary educator of your child, and to remain compliant with the MCAL, we will notify you according to the following guidelines when absences become excessive:

1. At 8 absences we notify the parent/guardian.
2. At 10 absences we notify the parent/guardian and request a meeting.
3. At 12 absences we notify the parent/guardian to schedule a meeting to discuss if your student will be able to remain at school.
4. At 14 absences we notify the Livingston County truancy officer.

Excessive tardiness is also detrimental to a student's academic success. Parents will be notified at 8 tardies and will be required to meet with the principal after 10 tardies.

Holy Spirit Catholic School is very careful to publish well in advance of the school year the anticipated vacations periods. We strongly encourage families to plan vacations, etc. during those periods so students do not have to miss important instructional time.

For students who anticipate missing school for any length of time, they will be allowed to make up work missed when they return. Arrangements may be made ahead of time with the teacher to complete work and keep up with assignments during their absence, however, at least one week's notice must be given to the teacher, and the work given ahead of time may not include all of the assignments the student will be responsible to complete.

Books

Each student must assume responsibility in caring for his/her books. Students will be assigned books by number and they must be covered and carried in a book bag to ensure that they have a long life. If a book is damaged or lost, payment is subject to its replacement value and must be made before final report cards are issued.

Bullying

This school seeks to be a place where students, parents, teachers, non-instructional staff, administrators, and others live ever more fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word, and in each other. Bullying is thus fundamentally and wholly incompatible with the Gospel values that are the foundation of this school. We therefore will not tolerate bullying in our school, on our property, or in our programs and activities.

It is not possible to comprehensively define the concept of “bullying.” Individual incidents of unkindness, such as a fight or an insult, are improper, but might not constitute bullying. Bullying goes further, normally involving one or more students intentionally subjecting another student to repeated degrading actions, words, or social interactions that are deliberate and sustained, and are intended to isolate, hurt, or humiliate.

Bullying could involve silence or inaction, or mere physical presence. It is possible that these non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur in the victim’s hearing or elsewhere, and could be oral, written, or electronic.

Any student, parent, teacher, or other person who is aware of a potential bullying situation should immediately notify the principal. Upon such a report, the principal will determine the facts and take appropriate action.

Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses that the school might choose to take. However, by enrolling a child in the school, parents and guardians give consent to the school’s exercise of complete discretion to take any action it deems appropriate including, without limitation, oral caution, written warning, probation, conditions, suspension, expulsion, or even referral to civil authorities.

Every member of our community shares, in the manner appropriate to age and role, responsibility for the well-being of this Catholic Christian educational community. As appropriate to age and role, each of us should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of this community.

Bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. This school exists for the purpose of introducing children to a fundamentally different way of living — a life in Jesus.

Classroom Parties

School parties or celebrations occur at the discretion of the principal with the teachers. Birthday parties are not permitted; however, a treat may be brought to the class in the morning to be distributed at a time deemed appropriate by the teacher.

Car Pools

Car pools can be arranged at your convenience, provided that the office and staff are aware of your plans. Car pools must adhere to parking lot procedures.

Change of Address/Phone Number/Email Address

It is very important, for emergency and administrative reasons, that every student maintains up-to-date contact information at the school office. Notify the school immediately if you have a change of address, phone number, or email address during the school year.

Classroom Rules

The following rules and guidelines will be adhered to in all classrooms, in conjunction with the behavior modification programs of each teacher. All students will follow these rules and parents are expected to support the teachers fully in their implementation.

1. Keep your hands to yourself
2. Use a pleasant voice and always speak at an appropriate volume
3. Use acceptable language
4. Walk at all times
5. Keep all four legs of the chair on the floor and maintain a straight and alert posture
6. Respect personal property
7. Respect the rights and feelings of others
8. Respect and obey all supervisors
9. Always wear shoes
10. Bring in only those articles that are related to school
11. School property is to be removed only with the proper authorization
12. Place litter in wastebaskets
13. Learn and follow fire drill, tornado, and lockdown procedures
14. Leave room only with permission from teacher or supervisor

Communication

The school tries to keep everyone informed about events that happen at the school. Some of the main sources utilized are the Weekly School E-News, Weekly Classroom E-News, Red Folders, MyStudentProgress, Parent/Teacher Conferences, and Parent Association meetings. Any questions or concerns in regards to the school and students should be brought to the attention of the Principal and/or the Teachers. Please feel free to call or to set up an appointment and we will be more than happy to meet with you.

- **Weekly School E-News**
The Weekly School E-News is sent out at the beginning of each school week. This e-mail will include a weekly Holy Spirit Mailer newsletter and all-school communications that occur during the school year. It is essential that both parents take the time to read through this important information regarding the school.
- **Weekly Classroom E-News**
Each teacher will send a weekly e-news to parents of students in his/her class containing information pertinent to their classroom.
- **Red Folders**
Teachers use Red Folders to send home student work as it is graded.
- **MyStudentsProgress (MSP)**
Holy Spirit Catholic School utilizes this web-based student information system to keep parents abreast of student grades. MSP is a secured site with access codes for individual families.
- **Parent/Teacher Conferences**
Mandatory conferences are held after the completion of the first and second marking periods. Other conferences are scheduled at the request of the teacher or parent.
- **Parent Association Meetings:**
These meetings are scheduled on a periodic basis to update parents on school activities, events and fundraisers. Membership is open to all parents/guardians, faculty and administration. All parents are considered members and encouraged to attend meetings. There will be two meetings each year that are mandatory attendance by each family: one at the beginning of each semester. See Parent Association.

Concerns

We encourage you to come to us with your concerns. Please call, send a note, or an email and the teacher will get in touch with you. We feel strongly that there must be a proper procedure for communicating concerns back and forth in order to meet the needs of each child and the families. After communicating your concerns to the teacher, you may contact the Principal if you feel that further discussion is needed. All questions or concerns about school administration or procedure should go directly to the Principal of the school. Holy Spirit Catholic School follows the diocesan procedures in addressing concerns.

Always go directly to the person if you have a concern, whether it is a staff member, teacher, administrator or another parent. Please be careful never to gossip, as this is contrary to Christian charity and the spirit of our school. Gossip is any talk that criticizes, demeans, puts down or casts a negative light on someone else in his or her absence, and is corrosive to community life.

Dental/Doctor Appointments

We request, whenever possible, that all appointments be made after school or on early dismissal days or vacations days.

Dismissal

All students will be dismissed at the scheduled time. When in the pick-up line, please remain at your vehicles at all times to ensure parking lot safety. If you need to come into the school before or during dismissal, please park in the designated parking spots and never in the line where the children are dismissed. Always drive slowly and with extreme caution when coming into or leaving the parking lot. Always follow the staff's instructions. Children who are not picked up within 15 minutes of dismissal time will be placed in after school care or wait in the office (see late-pick-up policy). Please notify the office ahead of time if someone else is picking up your child.

After All-School or Classroom Events and on Half Days, students will follow the regular end of the day dismissal routine.

Early Dismissal

A written note is required if parents wish their children to leave before dismissal time. When a child is to be dismissed during school hours, he/she will wait in the office for his/her parents or authorized person.

Electronic Devices

No personal radios, CD players, cell phones, iPods, handheld personal devices/computers or the latest technological gadgets are permitted during school hours.

Emergency Information

In case of emergency, each student is required to have on file at the school office the following information:

1. Names of parents or guardians
2. Complete and up-to-date home and email addresses
3. Home, work, and cell phone numbers of parents
4. Emergency phone number of a friend or relative to whom the child may be released
5. Physician's name and phone number (address)
6. Medical alert information

This information must be filled out completely and on file in the office prior to your child beginning the school year.

Faculty In-Service days

Periodically, a Faculty In-Service day is scheduled. Please check the school calendar for these dates. Please do not schedule conferences with a teacher on these days. Dates are subject to change and will be communicated via E-News.

Field Trips

Field trips at Holy Spirit Catholic School are planned with the purpose of supplementing and enriching the curriculum. **No student may attend a trip without the necessary permission slip signed and returned to the teacher.** The students are expected to maintain the same level of discipline away from school as is required at school. These trips are a privilege and may be denied to students who have not met behavior standards for the semester.

Guidelines for Parent Chaperones

There are times throughout the school year when parents may be asked to serve as chaperones. All parents are required to complete the *Virtus 'Protecting God's Children'* training required by Diocese of Lansing in order to serve as a chaperone. The school requires parents to follow the same standard of dress and conduct as is required of the teachers. Chaperones are expected to help supervise the students. If a parent volunteers to be with the class he/she must be aware of the responsibility.

It is a serious responsibility to drive/chaperone a classroom trip. Holy Spirit Catholic School depends upon you to take good care of the students placed in your care. Parent Drivers for class trips must have a Volunteer Driver Information Sheet with current information on file in the office.

We require the following:

1. Each student must be in a seat belt at all times when riding in your car, so only take as many children as you have seatbelts for in your car.
2. Students under 8 years old or under 4'9" in height must be in a properly belted booster seat as required by Michigan State Law.
3. Everyone 8 years and older, including drivers and front seat passengers, are to be individually buckled.
4. You make no unscheduled stops going to or from the trip.
5. You are FULLY responsible for each child assigned to you. Their safety rests with you. Please give careful attention to each child as if he/she were your own.
6. If you need to bring younger siblings, make prior arrangements with the teacher.

We appreciate your generosity in offering to help out on field trips and we depend upon your sense of responsibility for the safety of our children.

Fire and Tornado Drills

In accordance with Michigan State Law, a minimum of five fire drills, two tornado drills, and three lockdown drills must be held during the year. When students hear the signal for a fire, tornado, or lockdown drill, they should comply with the directions immediately. The teacher in each room has specific directions that must be heard and followed, if the drill is to be carried out appropriately.

Fundraising

Due to a per student budget deficit, every family is required to participate in the annual major fundraising raffle. Families have the option to earn monies through Parent Association sponsored fundraisers. See Tuition Offset Program.

Gum

Gum is not allowed at Holy Spirit Catholic School at any time or place during the school day. Candy is only permitted at certain times, at the discretion of the teacher.

Half days

When a half-day of school is scheduled, lunch is not served.

Harassment

Harassment of any kind (including sexual harassment) will not be tolerated and will be addressed in accordance with diocesan guidelines. Holy Spirit Catholic School cooperates with all law enforcement agencies whenever and wherever possible, especially when it will serve the best interest of the students.

Health Issues

Holy Spirit Catholic School works cooperatively with the Livingston County Health Department to enforce and adhere to the Michigan Public Health Code for prevention, control, and containment of communicable disease. All students are required to have a completed emergency card and health form on file in the office. This is necessary so contact can be made with parents or physicians if necessary. We require a physical for all new students entering the school, pre-kindergartners, and kindergartners. An up-to-date immunization record or waiver must be on file in order for children to attend class.

Communicable Diseases must be reported to the school office immediately.

To minimize the spread of communicable infections, Holy Spirit Catholic School follows Health Department guidelines advising that students are not to come to school if they are experiencing vomiting, diarrhea, and/or are running a fever of 100° or higher. They should be free of these symptoms for 24 hours before returning to school. Students will be sent home if they are experiencing any of these symptoms.

Medication:

Medications are rarely necessary for pupils during the school day. Today's antibiotics allow for flexible dosing. A schedule not requiring dosage administration during school hours can be arranged with physicians upon request.

The practice of allowing children to carry medications with them endangers other children who might experiment with another child's medicines. When over-the-counter medications are given to keep children in school, potentially communicable conditions are more likely to spread, and injuries or serious medical conditions may be masked.

The school does not employ a nurse. The school staff may not administer prescription or over-the-counter medications to children at school except on rare occasions. The principal or the principal's designee may administer medication to students under the following conditions:

1. Medications must be delivered to the school office in person by the parent. Medications are to be kept in the office unless specifically ordered by the physician.
2. Medication must be accompanied by a dated authorization form, which has been signed by the parent and physician. New signed forms and new prescription bottles must be presented each new school year and whenever medication, dosage or time of administering is changed.
3. Medication must be in original container, correctly stating name of student, name of medication, name of physician, and directions for taking medication.
4. Over-the-counter medication follows the same guidelines with a parent's signature only and a call home before any medication will be administered to a student.
5. Parents may request permission for a student to carry and self-administer their own asthma inhaler if written permission is presented from the physician and parent, and notification is provided to principal and classroom teacher.
6. Individual records will be kept when medication is administered by school personnel.

Homework

Homework is planned to meet the needs of students and is to be completed by the student. Research shows that schools that incorporate homework into the curriculum produce better students. Homework is assigned in an effort to:

1. Reinforce concepts and skills that have been presented in class.
2. Foster the students' creativity and discipline through enrichment projects or research.
3. Train the students to work independently and to accept responsibility for completing a task.

Homework time allotments differ due to the variation in ability level of students and the skills covered in class. Some students may require more practice time with some skills. Parents are encouraged to provide conditions at home which are conducive to the formation of good study habits and good work.

Students have assignment books to help organize assignments and keep track of due dates. Parents are encouraged to check these periodically.

Make-up Work

A student who has been absent is responsible for making up missed assignments. Teachers should not be interrupted to provide homework. In case of an illness, requests for homework are available. Such requests should be made to the secretary before 10:30am. Please indicate who will be picking up homework. When teachers are able, work will be sent home at the end of the day. In such cases as teachers are not able, work will be sent home no later than the following day if the student is still absent from school.

Honesty and Integrity

1. Students are expected to tell the truth. Lying, the forging of signatures or falsification of any home-school communications (verbal or written) is prohibited.
2. Cheating is dishonest and the equivalent of lying. Cheating may entail, but is not limited to: “cheat sheets”, notes, or the use of prohibited devices for a test or assignment; obtaining copies of a quiz or test before it is given; looking at or copying the answers of another during a quiz or test; copying an answer on an assignment that was intended for individual completion (or knowingly allowing another to copy your work or answers); plagiarism-which is copying the text of a published work and presenting the copied words or ideas as your own without citing the source; any other means whereby the student does not make a concerted effort to complete an assigned task on his/her own in the manner as directed by the instructor.
3. Students may receive a zero or “E” on any assignment, quiz, or test that involves cheating.
4. Continued violations may result in further disciplinary action.

Honor Roll

The Honor Roll is posted for students in Grades 5-8. K-Grade 4 does not have an Honor Roll.

Criteria for Honor Roll is as follows:

First Honors: Three or more A’s and the rest B’s, with no lower than a “3” in conduct.

Second Honors: All B’s, with no lower than a “3” in conduct

Physical education, music and fine arts are enrichment courses and lower grades in these classes will not keep a student off the honor roll. However, unsatisfactory cooperation, attitude, and conduct in these classes will prevent a student from making honor roll.

Late Pick-Up Policy

Children who are not picked up within 15 minutes of dismissal time will be placed in after school care or wait in the office. There is a \$5.00 charge per child, per 15 minutes. Fee is applied to the next tuition invoice.

Liturgy

All Catholic families are expected to fulfill their Sunday Mass obligation. We must not confuse the children by teaching the doctrine yet not requiring the fulfillment of it. All students are required to attend school Masses. Parents are expected to encourage their children to see Mass as a daily fount of God’s merciful grace where we encounter the love of the Blessed Trinity. Jesus in the Eucharist is at the center of all that we do in our school. All students are required to be reverent, to remain alert, to sit up straight and to participate to the best of their ability in school Masses. Reverencing of the altar and tabernacle, folding hands going and returning from Communion are expected. Reception of the Blessed Sacrament should be done either with the hands held high, left hand over the right, or on the tongue. Reception must be preceded by a bow. A solemn bow or genuflection is required whenever passing the tabernacle and when entering or leaving the pew. Reverence is key to reception of this awesome sacrament! These guidelines require discipline, practice, and the full support of the parents. **Parents and family members are encouraged to join us in the celebration of the Divine Liturgy on a daily basis.**

Lost and Found

Children's names should be placed on all personal items. These include each gym shoe, gym shorts, gym shirt, book bag, lunch box, coat, hat, sweater, etc. Lost articles will be placed in the lost and found and may be claimed by identifying them. Articles not claimed will be given to an appropriate charity at the end of each quarter.

Lunch Time and Lunch Duty

We do not have a hot lunch program. Each student must bring a lunch to school. At least once a week there is a pizza/special food day, which is pre-ordered. Deadlines for ordering these lunches are adhered to strictly. On occasion there will be special fundraising lunch programs

All parents of students in Kindergarten – grade 8 are required to participate in a series of lunch/recess duties throughout the course of the year. All parents are required to complete the *Virtus 'Protecting God's Children'* training required by Diocese of Lansing in order to fulfill this obligation. The number of families registered in the school will determine the amount of lunch/recess duty days for the year. Families have the opportunity to buy-out of this responsibility for \$10 per day. If you miss your assigned duty, you will be charged \$10.00. When you are on duty, please be prompt. If you are not able to attend, you are responsible to find a replacement. In emergencies, please phone the school. Your help is greatly needed and appreciated as it helps us to keep our costs down and ensures the safety of all the students.

Mistreatment of Minors

In accordance with state law, Holy Spirit Catholic School is required to report immediately any suspected cases of child abuse or neglect involving a student under the age of 18 to the proper authority. The Chairperson of the Diocesan Department of Education and Catechesis shall also be notified, in writing, of the reporting of the suspected case of child abuse or neglect.

Money and Valuables

Students are requested not to bring money and valuables to school unless it has been approved by the parent and classroom teacher for a specific occasion such as bake sale, lunch money, show and tell, etc. The school cannot accept responsibility for money or valuables that are lost or stolen. If it is necessary to have them with permission of the teacher, the owner is to leave them in the office for safekeeping.

Movies and Videos

Movies shall be used for curriculum enhancement and/or on a special occasion for entertainment. Movies are previewed by the teacher and approved by the principal. Only those which are of an appropriate content and rating will be shown.

MyStudentsProgress

MyStudentsProgress is a web-based Catholic School Management Software system designed to improve communications between school and home. MSP offers the opportunity for parents to keep abreast of student attendance, grades, and assignments. It enables the school to quickly send parents important and/or emergency notifications. All student and family information is secure and confidential. The student information system is accessible to individual families through secure parent assigned passwords.

Parent Association

The Principal and the Parent Association officers will schedule meetings on a periodic basis. The purpose of this parent association is to support the goals and objectives of the school administration and teachers, to promote understanding of the mutual educational responsibilities of the parents and to foster communication between the school administrations, teachers, and parents/guardians. The meetings are designed to discuss items such as enrichment opportunities for students, fundraisers, and other school related issues, and to update parents on special events and activities.

Membership is open to all parents/guardians, faculty and administration. All parents are considered members and encouraged to attend meetings. There will be two meetings each year that are mandatory attendance by each family: one at the beginning of each semester.

Executive Committee consists of all officers, the school principal, and the committee chairpersons. The school Principal gives the final approval of the officers and chairpersons.

Parent Association Services

The Parent Association assists the principal and staff to coordinate many services to the school. Some services include prayer, lunchroom/recess monitors, reception for special events, fundraising, hospitality for new families and faculty, room mothers, uniform sales and many other activities.

Holy Spirit Catholic School considers its parent volunteers as a very special resource. All parents are encouraged to volunteer in a variety of areas throughout the course of the year. All parents are required to complete the *Virtus 'Protecting God's Children'* training required by Diocese of Lansing in order to volunteer at the school. If a parent volunteers to help at school he/she must be aware of this responsibility. The school requires parents to follow the same standard of dress and conduct as is required of the teachers. Volunteers are expected to help supervise the students.

Family involvement in the school and the education of the children is central to the philosophy of Catholic Education as parents are the primary educators of their children. There are many ways in which you may volunteer at the school including but not limited to:

Lunch/Recess Helper	Special Event Driver	Repairs and Maintenance
Field Trip Chaperone	Décor/Bulletin Boards	Advertising
Classroom Assistant	Special Events Assistance	Cleanup
Science and Technology	Hospitality	Garden Care
Works of Mercy	Fundraising	

Your child's teacher may provide you with opportunities throughout the course of the year. Please phone the office to sign up for various volunteer activities.

Parent/Teacher Conferences

Formal Parent-Teacher Conferences are conducted twice a year. For the first and second marking periods, CONFERENCES ARE REQUIRED FOR ALL STUDENTS. Additional conferences are scheduled at the request of either the parent or the teacher. Parents are requested not to bring students or siblings with them to Parent/Teacher conferences unless invited by the teacher.

It is not allowed to interrupt teachers while their classes are in session. Please do not attempt to have a conference or lengthy conversation outside of pleasantries with a teacher prior to Mass, at lunch/recess, or during dismissal. Please call or email the office during school hours and leave a message for the teacher and he/she will get back to you within 48 hours. You may also communicate via e-mail or through a letter directly to the teacher. Communication between the home and school is greatly encouraged.

Physical Education

Physical Education is one day per week and is conducted outdoors except during inclement weather.

Pictures

Individual student pictures will be taken sometime during the fall. If a child's picture is not taken due to illness or some other reason, a picture re-take day is usually scheduled.

Playground Rules and Safety

These are the playground rules:

1. Respect each other and adults on duty. Disrespect in speech or action is to be reported to the teacher on duty.
2. If you run into someone by accident, stop and excuse yourself before going on to play.
3. Play only in the assigned area and do not climb trees or fences.
4. No fighting, wrestling, tackle-play or tackle-football.
5. When the bell rings to come in, stop playing and talking immediately and line up in the designated area.
6. Teasing of students will not be tolerated under any circumstances and will be dealt with in a very strict manner.
7. No snowball throwing or king of the mountain is permitted.
8. No food or drinks are to be taken outside at recess.
9. Students must get permission from the teacher on duty to go inside for any reason.
10. All equipment is to be respected and all balls, skipping ropes, etc, are to be brought in at the end of recess.

Students are expected to use playground equipment in a safe manner that will not cause injury to themselves or others and will not cause damage to the equipment. Students are expected to follow all rules and respect the authority of the playground supervisors (teachers and parents). Students are expected to show consideration and respect for the rights and possessions of other students so that recess will be a happy experience for every child. Students are encouraged to report problems to the supervising personnel when the students themselves cannot find a peaceful resolution. Since we are a Catholic school, we expect students to play in a Christ-like manner. It may be necessary to contact parents if a child is involved in a serious playground problem or continues to be uncooperative during the recess period.

Prayer

Prayers are said during each day including in the morning, at lunch, and at dismissal.

Registration Policies

Registration will be accepted for the Fall of the upcoming year according to the following priority structure:

First - Returning students and their siblings

Second - Students from other families who are supporting members of Holy Spirit Parish

Third - Students from other Catholic parishes

Fourth - Non-Catholic students

Note: All non-Catholic students must be willing to accept non-compromised Catholic educational atmosphere and school faith life.

A non-refundable deposit is required for school registration. All children planning to enter Holy Spirit Catholic School kindergarten must be 5 years old by September 1 of the year they intend to enter kindergarten.

Incoming Students

Incoming students must submit the following records by the first day of school in order to attend classes at Holy Spirit Catholic School:

1. Copy of Official Certificate of Birth
2. Copy of Certificate of Baptism
3. Immunization/Health Record
4. Previous School(s) Record(s)
5. Special Education Record
6. Application
7. Child Information Record

All incoming students must meet school standards. Michigan law requires a student to submit written evidence of immunizations (or a signed waiver) before being admitted. Special academic and/or psychological evaluation may be required at the discretion of the Principal. ALL STUDENTS ARE ENROLLED ON A ONE-YEAR BASIS.

Report Cards/Reporting of the Student's Progress

Report cards will be issued four times a year. Tuition must be current to receive the report card. If a student is absent fourteen days in a grading period, he/she will not receive a report card until all work is satisfactorily completed. It is the student's responsibility to ask for and complete all missed work due to absence.

For Pre-kindergarten through 2nd Grade, students are assessed on a variety of skills; refer to your child's report card for the marking codes for his/her level.

For 3rd through 8th Grades, marks are given according to the following grading scale:

A	100 – 93%
B	92 – 85%
C	84 – 75%
D	74 – 67%
E	66% and below

Deficiency Notification

A deficiency notification is sent home to inform parents if their child is not working to his/her potential or if he/she is doing below average work or exhibiting continued poor conduct or study skills.

School Calendar

The yearly school calendar is published by early August. Dates are subject to change and will be communicated via E-News.

School Closing/Snow Days

When unforeseen situations necessitate late start, early closing or cancellation of school, our MSP system will send an automated phone message as well as an email alert to the phone numbers and email addresses on file for each family. When inclement weather conditions force the closing of school, the MSP system alerts will be activated, and the closing will be announced (as Holy Spirit Catholic School) on local radio and television stations.

School Office/Telephone Usage

The school office is open from 7:30 a.m. – 4:00 p.m. Monday through Friday when school is in session. Teachers or students may not be called out of class or to the telephone except in the case of an emergency. Any messages or articles should be left at the office. Faculty members may be reached by calling or emailing the school office. *Teachers should not be called at their homes unless this has been arranged in advance with the teacher.*

The phones in the school office are for school business only. *Students need to use the phone RARELY and only in the case of an emergency.* Arrangements for transportation, etc., should be taken care of before the student leaves for school in the morning by an email, note or phone call to the teacher or office.

School Property

Students are required to pay for all damages done to school property for which they are at fault. Students are required to have all hardbound textbooks covered. Students have the sole responsibility for all books issued to them. All lost hardbound and softbound books must be replaced at the publisher's price. All desks and storage areas provided for students on school premises remain the property of the school. The Principal, Assistant Principal, or Teacher may search any of these places when there is a reasonable cause.

THERE IS NO SMOKING OR OTHER DRUG OR ALCOHOL USE ALLOWED ON SCHOOL PROPERTY. Violators will be disciplined according to the Student Code of Conduct.

Search

Because the teacher or Principal has a legitimate interest in personal safety and protection of all students within his or her care and custody, the administration reserves the right to search for and seize weapons or other dangerous or illegal objects where the teacher or Principal has reasonable grounds to believe that such are in the possession of a pupil, especially where the pupil has no reasonable expectation of privacy - e.g. lockers, desks and books. In addition, the Principal and teachers may make reasonable searches of persons, clothing, lockers, desks and books or book bags in any effort to uphold school guidelines or basic classroom rules.

Student Records

Teachers, because of their legitimate educational interests are granted access to student records. Designated clerical staff may have access to student records for the purpose of making entries or maintaining records. The student's parent or legal guardian has the right to inspect all of their child's records in the presence of the principal or her delegate. In cases of parent separation or divorce the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by order of the court. Student records are transferred/released only when payments are up-to-date.

Technology

The Diocese of Lansing Department of Education and Formation encourages and strongly promotes the use of technology for educational purposes in the Catholic schools and Parish Educational Programs of the Diocese. To ensure that students make full use of the technologies available, all use of technology must have proper authorization and follow the school's terms, conditions and regulations for the use of the Internet and other technologies. An *Acceptable Use Contract for Student Technology* must be signed by both the student and parent/guardian before the student is allowed access to school computers or the Internet.

Testing

In order to ensure that Holy Spirit Catholic School is meeting the highest possible academic standards, students in grades 3-8 are tested three times a year using the Northwestern Evaluation Association (NWEA) Measurement of Academic Progress (MAP). MAP testing measures individual student academic progress but results will not be reflected on the student's report card. MAP data is used to analyze and develop curriculum.

Tuition and Fees

Tuition for each year is determined by the needs of the school. Specific tuition information is e-mailed to each family before registration. Tuition contracts must be signed and payments are to be made according to the contract agreement, unless special arrangements have been made with the school principal. Payments must be kept up-to-date.

Tuition Assistance

Assistance may be granted by Holy Spirit Catholic School. Application forms for financial aid can be obtained in the school office. All personal information is mailed directly to the Private School Aid Service in Ohio for evaluation.

Tuition Offset Program

Families have the option to earn monies through Parent Association sponsored fundraisers based on the calendar year from January through December. Monies accrued from any or all of the Tuition Offset opportunities are distributed to the family tuition payment plans prior to the January and February invoicing. Any tuition overage balance from the Tuition Offset will be credited to the next school year tuition and will be indicated on the first invoice in July.

Uniform and Dress Code

The school dress code attempts to ensure a look that is conservative, modest, clean-cut and uniform. It is up to the school administration to interpret and determine the dress code, any exceptions or amendments necessary to address unforeseen issues, and what clothing and “look” is appropriate or inappropriate for its students.

Students in Grades PreK-8 wear uniforms purchased from Lands’ End. *Our school Lands’ End School Code is: 9000-7842-9.* It is the responsibility of each student’s parent to make sure that the dress code is followed. Any student not in the proper attire is asked to bring a note from home. The dress code is as follows:

BOYS

- Pants:** Navy blue dress pants from the Lands’ End School catalog. *No cargo pants.*
(Similar cut and style by permission of principal only.)
- Belt:** A dark dress belt must be worn. *(Pre-Kindergarten and Kindergarten students do not need belts.)*
- Shirts:** White oxford dress shirt.
Lands’ End Approved White Polo shirt. ***Grades 5-8 must have school logo monogram.***
- Sweaters:** (Optional) Approved Red sweater ***V-neck, Crewneck, Vest, or Zip-front*** from the Lands’ End School catalog.
- Shoes/Socks:** Lands’ End Approved Black Shoes. (Similar style by permission of principal.)
Dark socks.

GIRLS

- Jumper:** For PreK – 4th Grade: ***Solid Jumper*** in Classic Navy from the Lands’ End School catalog. The skirt must touch the floor when kneeling. (Similar cut and style by permission of principal only.)
- Skirt/Skort:** For 5th – 8th Grade: ***Below the Knee Solid A-line Skirt*** in Classic Navy from the Lands’ End School catalog. The skirt **must touch the floor when kneeling.**
Solid Pleated Skort (Top of the Knee) in Classic Navy from the Lands’ End School Catalog.
- Blouse/Shirt:** For PreK – 4th Grade: White blouse (cotton or cotton blend) with Peter Pan collar .
For 5th – 8th Grade: White oxford blouse (cotton or cotton blend).
For PreK – 8th Grade: Lands’ End Approved White Polo shirt. ***Grades 5-8 must have school logo monogram.***
Regarding all blouses: No fitted styles. No ¾ or cap sleeves - Only long or standard short sleeve are allowed. No ruffles, lace, fringe or pleats. Shirt must be tucked in at all times.
- Sweaters:** (Optional) Approved Red ***Fine Gauge or Zip-front Cardigan*** from the Lands’ End School catalog.
- Shoes/Socks:** Lands’ End Approved Black Shoes. (Similar style black Mary Jane, ballet, penny loafer or flats with heels less than 1” by permission of principal.) *No backless shoes or semblance of tennis shoes.*
Tights, over-the-ankle or knee-socks in navy blue or white. *No socks below the ankles.*
If not wearing tights, navy or black shorts (bike shorts are available from Lands’ End) are required under the jumper or skirt. Navy or black leggings (not loose fitting) may be worn under skirts.
- All Students:** (Optional) Lands’ End ***Fleece Jacket or Vest (zipper-front only)*** in Red or Classic Navy.
School logo monogram required on all fleece.
All outerwear other than the school approved Lands’ End fleece is not to be worn indoors.
All outerwear should be free of graphics.

Gym Day Apparel: Navy or black athletic pants (knee length athletic shorts may be worn in September and May); **Holy Spirit School** shirt; tennis shoes (not crocks). *On gym day, gray hoodies with the school logo may be worn in the classrooms.* Gym shirts are available for purchase through the school office.

Dress Down Day Apparel: Jeans, pants, capris, or knee-length shorts; knee-length or longer dresses, skirts or jumpers; shirts must have sleeves; clothing should not have inappropriate graphics, wording or slogans.

Other Policies to be Adhered to at All Times:

- No extreme hair styles or artificial hair coloring. Boys hair must be clean cut and above the collar.
- Only religious medals and watches allowed. *Girls may wear non-dangling, post earrings.*
- No body tattoos or piercings. No makeup or nail polish.
- No form-fitting spandex type leggings or yoga pants allowed unless under a skirt or jumper.
- All attire must be modest.
- Shirts must be tucked in at all times.

Withdrawal

When students are withdrawn from school, parents are asked to notify the office several days in advance of the date of withdrawal. This gives the office sufficient time to complete the proper records. School records are not released until all materials are returned, bills paid, and release signed. No tuition or fees that were due/paid through the semester in which the student is withdrawn will be refunded.

Vacation during the School Year

Parents are discouraged from taking their children out of school for vacation purposes. Teachers cannot be expected to make long-range assignments under these circumstances. They may however, at their convenience, offer assistance in helping the child keep up with some of the work. If it is necessary for a student to miss an extended period of time during the school year for non-health related reasons, missed work is expected to be made up when the student returns. The acquisition and completion of the missed work is the responsibility of the student in communication with the teacher.

If parents do take a vacation during the school year out of absolute necessity, the student must do the following:

1. Submit a note signed by parents to the principal at least one week in advance of the vacation stating the reason for absence and the dates that will be missed.
2. Take the note to the teacher for filing.
3. Complete all missed schoolwork within a reasonable time at the teachers' convenience when the child returns. For every one day missed, one day is allowed to make up school work.

If a family vacation occurs at the end of the school year, the student may receive an Incomplete for their grade until all work is completed.

Visitor Sign-In/Sign Out Policy

In the interest of school security, it is our policy that all visitors must check in and out at the office. All visitors will be given a Visitor Pass upon arrival which is to be worn in a visible location and returned to the office when signing out. Unnecessary classroom interruptions disturb instructional momentum. Accordingly, all communications to the students must go through the school office.

STUDENT CODE OF CONDUCT

The word “discipline” comes from the same root as the word “disciple.” Therefore, discipline is seen as something essentially positive, coming from each student’s following of the precepts of Christ. The emphasis is placed on each student’s development of self-discipline and responsibility based on Christian virtue. Students are expected to conduct themselves at all times according to the highest standards of polite, respectful, Christian conduct. Actions, behaviors, or items contrary to teachings of Christ and his Church are inappropriate in our Catholic school.

The greatest obligation for teaching a child good moral conduct and self-discipline rests with the parents; the school accepts the responsibility of assisting the parents with that task. It is imperative that the student be convinced that his/her parents fully support the school and expect the student to adhere to the school’s rules. Without this understanding, the student may think that home and school bear no relation to one another. This can cause the student to behave/communicate differently at home and school. Even in situations of disagreement, it is in the best interest of the student that parents and teachers come to an understanding which will safeguard the student’s respect for parental and school authority. We can best serve the children by working together.

Code of Conduct

Holy Spirit Catholic School’s Code of conduct shall include, but not be limited to, the following:

1. A student is considered a student 24 hours a day, and is expected to act in a manner consistent with his/her enrollment at all times.
2. Students shall treat each other, school employees, and guests with Christian courtesy and respect at all times.
3. Any disruption of the learning environment is considered an infringement on the rights of others and handled accordingly.
4. Students shall use material items with care and respect to show that they understand the necessity to be stewards of creation.

Student Misconduct

All school rules govern student behavior in the following situations:

1. On the school grounds at any time
2. Off the school grounds at a school activity, function, or event

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. We reserves the right to decide serious disciplinary actions and the consequences which will arise from them, including detention, suspension, and expulsion.

Examples of behaviors worthy of stringent disciplinary action include, but are not limited to, the following:

1. Disruption or obstruction of any lawful mission, process, or function of the school
2. Damage or attempted damage of school property or the property of another
3. Physical or verbal assaults
4. Use of profane or vulgar language
5. Possession of knives, firearms, weapons, etc.
6. Obscene conduct or possession of obscene literature
7. Stealing, gambling, extortion
8. Smoking or use of drugs or alcohol

Other acts of misconduct include:

1. Truancy, excessive absenteeism, tardiness, self-dismissal
2. Cheating, forgery, plagiarism
3. Use of mopeds/motorcycles at school or school related functions
4. Violation of uniform code
5. Missing or late homework assignments
6. Disrespectful language or actions toward any staff member, faculty or student
7. Use of cell phone, ipod or other electronic devices during school hours

Please Note: A zero-tolerance policy is enforced with regard to the possession and/or use of alcohol, drugs, mood-altering chemicals of any kind, tobacco, the associated paraphernalia, and counterfeits or look-alikes to these. Offending students are subject to suspension or expulsion at the discretion of the principal or his/her designee.

Discipline and Disciplinary Forms

The teacher is the key person in school discipline. He/she is expected to make every effort to handle personally the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school principal, then the teacher should seek his/her assistance. Parents are expected to fully support the teachers in the implementation of their behavior modification programs. This is essential in assuring an environment of respect and order. This is necessary in order for a classroom to run in an efficient manner.

Serious unacceptable behavior may result in automatic suspension or expulsion. The administrator reserves the right to judge the seriousness of actions, and to resort to automatic suspension or expulsion if the influence of a particular student is detrimental to the purposes of the institution or to the morale of the student body. Other acts of misconduct can result in disciplinary action. Usually these offenses would not result in expulsion or suspension; however, repeated occurrences may result in such action.

Normal disciplinary procedures in the classroom include, but shall not be limited to, the following:

1. Warnings, written or verbal
2. Loss of free time or recess
3. Contacting the parents
4. Detention scheduled by the teacher
5. A visit to the principal
6. Student contract
7. Assigned additional schoolwork including work after hours or an educational project
8. Denying the privilege of participating in outings or educational trips
9. Any other disciplinary measure deemed appropriate by the administrator may be used.

Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulation of the school.

Detentions

1. Detentions will be given for 5 tardies in one quarter, or at the discretion of the administration and teacher. The teacher and/or the principal schedule detentions.
2. Students may not be tardy to detention.
3. Detentions are required school events, which take precedence over all other student obligations and commitments.
4. Failure to report to a detention is a serious matter resulting in additional disciplinary action.

Student Contract

1. A student contract is a signed agreement between school, teachers, students, and parents.
2. Contracts may cover academic or behavioral areas.
3. School personnel may draft them at any time during the school year as deemed necessary.
4. A contract may be used as criterion for earning special class privileges, i.e. class trips, field trips, etc.

Suspensions

In cases of suspension from school, either in school or out-of-school, the following guidelines apply:

1. The principal may suspend.
2. No suspensions are to exceed ten (10) days.
3. The principal gives written notice of intention to suspend and the reasons why to the student, unless immediate suspension is required. In this case, the parents will be notified at the earliest possible date.
4. The parent, guardian, or custodian of the student is notified of the suspension, in writing. The notice includes the reasons for the suspension, and the right of the student, and/or parent to appeal to the principal or his/her designee.

Removals

1. A teacher may judge particular behaviors of a student to constitute a disruption to the learning process or a danger to persons or property. In that case, a teacher may enact an exclusion from the class.
2. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. The principal or his/her designee is to be notified immediately of such action and may make decisions concerning the student accordingly.
3. The principal, assistant principal, or his/her designee may remove the student from the premises, curricular or extracurricular activity.
4. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is resolved, either by reinstatement, suspension, or expulsion.

Expulsion

Any student receiving two (2) suspensions in a school year is a candidate for expulsion. A review of the situation with teacher and principal could lead, but may not necessarily lead, to this decision.

FAMILY CATECHETICAL AID

Please assist your children in memorizing the following:

THE TEN COMMANDMENTS

- 1 I am the Lord your God: you shall not have other gods besides me.
- 2 You shall not take the name of the Lord, your God, in vain.
- 3 Remember to keep holy the Lord's day.
- 4 Honor your father and your mother.
- 5 You shall not kill.
- 6 You shall not commit adultery.
- 7 You shall not steal.
- 8 You shall not bear false witness against your neighbor.
- 9 You shall not covet your neighbor's wife.
- 10 You shall not covet your neighbor's goods.

THE BEATITUDES

- 1 Blessed are the poor in spirit, for theirs is the kingdom of Heaven.
- 2 Blessed are they who mourn, for they will be comforted.
- 3 Blessed are the meek, for they will inherit the earth.
- 4 Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- 5 Blessed are the merciful, for they will be shown mercy.
- 6 Blessed are the clean of heart, for they will see God.
- 7 Blessed are peacemakers, for they will be called children of God.
- 8 Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in Heaven.

WORKS OF MERCY

Corporal

Feed the hungry.
Give drink to the thirsty.
Clothe the naked.
Shelter the homeless.
Visit the sick.
Visit the imprisoned.
Bury the dead.

Spiritual

Counsel the doubtful.
Instruct the ignorant.
Admonish the sinner.
Comfort the sorrowful.
Forgive all injuries.
Bear wrongs patiently.
Pray for the living and the dead.

STATEMENT OF ACCEPTANCE

Both parents and all students must sign this form and return it to the office.

We have read and agree with the policies set forth in the *Holy Spirit Catholic School Family Handbook*.

PARENTS:

Print name: _____ Date: _____

Signature: _____

Print name: _____ Date: _____

Signature: _____

CHILDREN:

Signature: _____

