



Parent/Student Handbook

2019-2020

Holy Spirit Regional Catholic School
619 Airport Road
Huntsville, AL 35802

256-881-4852 School Office
256-881-4904 (fax)
256-964-6850 Clinic
256-658-5437 After School Care
www.hstigers.org

**The mission of Holy Spirit Regional Catholic School
is to provide an education
strongly rooted in Catholic values,
reflecting each student's unique qualities
and promoting excellence in the whole person.**

(Revised August 2019)

Holy Spirit Regional Catholic School
619 Airport Road
Huntsville, Alabama 35802
Phone 256-881-4852
FAX: 256-881-4904
www.hstigers.org

Dear Parents, Guardians, and Students,

On behalf of Fr. Michael Mac Mahon and the entire Faculty and Staff, I extend a warm welcome to each of you, as we begin our year at Holy Spirit Regional Catholic School (HSRCS). Each student and family brings unique gifts and talents from God to our school community. With Jesus Christ, all of us work together to build a thriving Catholic school community that is rooted in Word and Sacrament, focused on academic excellence and centered on the welcome of all!

In choosing to attend HSRCS, you have indicated a willingness to accept and promote the values, philosophy, and the mission of our school and the Diocese of Birmingham in Alabama. We invite all students to take full advantage of all opportunities for personal growth to develop individual gifts and talents!

This *Parent/Student Handbook* summarizes the philosophy, expectations and procedures that students and their families can expect during the school year at HSRCS. The *Handbook* is an important guide for the journey for new and returning students. I urge your family to take advantage of this informational resource.

We look forward to a challenging year of learning, working and growing as a community of faith. May the Lord bless the students of Holy Spirit Regional Catholic School and may the 2019-2020 school year be one of grace for us all.

Sincerely,

A handwritten signature in cursive script that reads "Vincent S. Aquila".

Vincent Aquila
Principal

HOLY SPIRIT REGIONAL CATHOLIC SCHOOL

Holy Spirit Regional Catholic School, located on the campus of Holy Spirit Church in Huntsville, Alabama, is a Pre-K 4-yr-old through 8th grade Catholic elementary and middle school, and is under the auspices of the Diocese of Birmingham in Alabama Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels he/she is loved and respected by his/her peers as well as their teacher. Our theology is in compliance with the Catholic Diocese of Birmingham in Alabama. At Holy Spirit Regional Catholic School we attempt to teach as Jesus did.

Our curriculum guidelines are consistent with State of Alabama curriculum guidelines, and are followed for the teaching of all secular subject areas. The curriculum also complies with diocesan benchmarks that have been set by the office of the Superintendent of Schools for this diocese. Our curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program that makes use of a wide array of reading materials, audio-visual and technological tools, and includes a multi-text approach to content areas.

HISTORY

Holy Spirit Regional Catholic School opened in September 1960, under the leadership of Reverend John A. McGonegle, and was originally staffed by the Sisters of Mercy. Through the years additions were made to the original four-classroom school building. A kindergarten was added in 1978. On November 15, 1989, a devastating tornado struck at 4:37 P.M., destroying Holy Spirit Church and School. Holy Spirit Regional Catholic School was rebuilt and opened for the 1990-91 school year. Since that time there have been two more major additions to the school building.

ACCREDITATION

Holy Spirit Regional Catholic School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvancED. Holy Spirit Regional Catholic School was awarded the 2013 National Blue Ribbon Award by the U.S. Department of Education.

MISSION AND VISION STATEMENTS

The mission of Holy Spirit Regional Catholic School is to provide an education strongly rooted in Catholic values, reflecting each student's unique qualities, and promoting excellence in the whole person.

Our vision is to challenge students to be faith-filled individuals as they discover and utilize their gifts and talents through academic success and service to others.

PURPOSE OF HANDBOOK

This handbook is intended for both parents and students. Students will find in it their responsibilities as members of the Holy Spirit Regional Catholic School community. The policies contained in this handbook were written in the interest of the parents, children,

teachers, staff, and administration of our school. We hope you find this handbook a useful tool, as well as, a reference guide during the coming year. As other pertinent policies and programs are formulated and finalized, additional printed material will be sent to you. Please keep this handbook for future reference.

Holy Spirit Regional Catholic School reserves the right to interpret this handbook as individual situations arise. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at the Principal's discretion.

ADMISSION AND TRANSFER

Catholic schools in the Diocese of Birmingham of Alabama, including Holy Spirit Regional Catholic School, in accordance with Title IX, admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the schools. We do not discriminate on the basis of sex, color, race, national or ethnic origin in administration of educational and administrative policies, scholarship and loan programs, athletic or other school administered programs.

Holy Spirit Regional Catholic School complies with Alabama State Law regarding Kindergarten and First Grade entrance requirements.

- Students entering Pre-K must be four years old on or before September 1st of the current school year.
- Students entering Kindergarten must be five years old on or before September 1st of the current school year.

No exceptions are permitted other than the case of students who are transferring from another Catholic parochial school or from a public school Kindergarten in which the curriculum of that district is followed. The exact date of birth will be determined from an official and valid birth certificate, which can be uploaded or copied immediately following submission of application. Alabama State Law also requires that children entering Kindergarten or First Grade be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and varicella (chicken pox). The school must have a copy of these records on file, along with an official Alabama Immunization Card, a Health Emergency Release Form and a birth certificate, as well as a copy of their most recent report card, if applicable. A student must be in good standing and must have no disciplinary action pending against them by the school they are leaving in order to be eligible to enroll in Holy Spirit Regional Catholic School.

Students transferring into Holy Spirit Regional Catholic School from other schools are required to fill out an application for admission and meet with a school representative before entering into the registration process. Once a student has been accepted families must supply paperwork including grade reports, health forms, and documentation of exceptionalities, if needed. Registration and enrollment fees are processed through FACTS SIS. Once all paperwork is completed, families will be into the FACTS SIS system for tuition payments, etc. If a student joins us after the 1st of the month, the tuition for that month will be prorated based on the first academic day.

Students transferring out of Holy Spirit Regional Catholic School must complete a withdrawal form. In order to receive any documentation or complete a request from the new school for records, all fees must be paid, and all books and materials loaned to the student must be returned. No fees accrued through the last month of enrollment will be refunded.

Tuition is based on a full month. The fact that tuition is payable in monthly installments does not constitute a pay per month agreement. The first payment collected in July is non-refundable. Families choosing to pay by semester or annually will be refunded accordingly. No student semester and or final exam grades will be posted or releases until all tuition and fees are current, all text and library books are turned in, and sports uniforms are returned.

ANIMALS IN SCHOOL

Animals are not allowed to be brought into the school building except for academic reasons and only after prior approval of the school office. Service animals are allowed.

ATTENDANCE

Students are expected to be present and on time every scheduled school day. Any student absent twenty (20) school days within a school year may be required to repeat the grade, unless waived by the Principal and Diocesan Director of Catholic Schools. Any student absent fifteen (15) school days within a nine-week grading period will not receive any grades on their report card for that period, unless waived by the Principal and Diocesan Director of Catholic Schools.

Absences

Holy Spirit Regional Catholic School believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, we equate attendance with academic achievement and establish policies and procedures designed to encourage and require students to be in school.

Parent(s) or guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence or consecutive absences, which shall be submitted to the school office. If the written explanation is not provided within the two-day period, the absence will be coded unexcused. Any student who misses one (1) hour and forty-five (45) minutes to three (3) hours and thirty (30) minutes during any part of the day is considered absent for one-half day. Any student who is absent more than three (3) hours and thirty (30) minutes, is considered absent for a full day. Students absent from school more than ½ day may not be allowed to participate in school activities such as ball games, field trips, etc. on that day.

Absences will be excused for the following reasons: personal illness, death in the immediate family, inclement weather that could endanger student health as determined by the Principal, legal requirements such as subpoena or other required court appearance, or legal quarantine, emergency conditions as determined by the Principal, and prior permission by the Principal at the request of parent or guardian.

Any absence(s) not classified as excused absence(s) will be coded unexcused. Days absent due to suspension will be classified as unexcused. All suspended students will be allowed to make up homework, tests, or activities, etc. missed due to suspension.

Request for an extended or planned absence, not to include illness, must be submitted in writing or email to the Principal twenty-one days prior to the absence. The Principal will respond whether the absence will be considered excused or unexcused. All requests must be made directly to the Principal and not to the student's homeroom teacher.

Students who participate in school sponsored, school related, or authorized activities and are thereby absent from school or class will not be counted absent from school. Students are expected to make up work missed while attending the activities, and should be given the same opportunities as those afforded students with excused absences.

Students are considered tardy after 8:00 A.M. The parent or driver is required to bring the student(s) to the office and sign the student(s) in. No student in Pre-K through 8th grade should enter the building after 8:00 A.M. without an accompanying adult. After 9:45 A.M. students are considered 1/2 day absent. Students arriving after 11:30 A.M. are considered absent for a full day. Criteria for excused or unexcused tardies are the same as for excused or unexcused absences.

Any student absent six (6) or more consecutive school days is required to submit a doctor's certificate before being readmitted to school. Any student, who has had a contagious disease, is required to submit a doctor's certificate before being readmitted to school.

When a child is absent, the parent is required to notify the homeroom teacher of the absence of the child. If possible, the parent should notify the school daily until the student returns. Parents must submit a written note on the day that the student returns to school with the following information: the homeroom teacher's name and grade, the student name, the dates of absence, the reason for absence, and the valid signature of a parent or legal guardian, and a doctor's certificate, if required.

Absent Work

If a child is absent for multiple days and has not taken a test or turned in homework during that time period, then the student must make arrangements with the teacher(s) for the work or tests to be made up. All work must be completed within the specific number of days the student was absent or in a time frame which is agreeable with the teacher. If work is not completed within the allotted period of time, a zero grade may result.

If a student is not present for a single day when a test is given or homework is due, then the test must be taken or the assignment turned in the following day upon their return. Any work missed that day will have to be completed as agreed upon with the teacher.

Students will be given ample time by their teacher to complete the work that they missed while out. Please do not request homework for a one day absence on the day of the absence. Students may complete work upon their return the next day. Students who will be out for several days can find homework assignments on FACTS SIS. **When additional paperwork is required, work packets can be sent home with siblings, or picked up in the office after 3:00 P.M.** Only students absent for multiple days should request work packets via

email to the teacher. Due to the fact that teachers are teaching during the day, it is not always feasible to prepare a packet before the end of the school day.

In the middle school grades, students should check FACTS SIS and take the initiative and approach their teachers to arrange for completion dates of homework, tests, classwork, and project work. Notes taken in class should be obtained through a classmate as students will be responsible for the material on homework, quizzes, and tests. Teachers should not be expected to remind students repeatedly about late or missing work. Absent work not turned in when expected, based on written policy or teacher extensions, will be considered incomplete and will receive a zero grade.

Check in/check out policy

Parents should make every effort that doctors' appointments not be scheduled during school hours. However, if after-school appointments are not available, every effort should be made to have the child miss a minimum amount of school time. When parents are requesting an early dismissal, a note must be sent to the school office giving the reason and the time the student will be picked up and returned to school.

When parents wish to pick up students during the school day, they are to report first to the office to sign out the student. Also, any parent bringing a student to school after the beginning of the school day should sign in their child at the school office. The office staff will prepare an admit pass for the student. The student should give the pass to the teacher of that period that he or she is entering. When returning to school, the parent must come to the office and sign the student in before he or she can return to the class. If it is a medical appointment, a note from the medical professional must be provided upon the students return to school. The student is responsible for making up all missed work.

Inclement weather

During inclement weather, Holy Spirit Regional Catholic School will close whenever the Huntsville City Schools close, unless notified otherwise. Such closures are announced on the radio and television stations. A message will be sent out thru FACTS SIS Parent Alert System text, phone and/or email. These announcements are to be accepted as final for Holy Spirit Regional Catholic School. It is NOT necessary to call the school or school personnel to verify the announcement. When school is dismissed early due to inclement weather, Holy Spirit will dismiss as the Huntsville City elementary schools do. Early dismissal pickups will occur in normal carpool lines. No child will be allowed to leave school unless accompanied by an adult.

If a tornado warning goes into effect, children will remain at school until the tornado warning is lifted. The Principal will release students to parents (or authorized representative). However, due to the dangerous nature of tornadoes, during tornado warnings our faculty and staff will follow established safety procedures; the office and classrooms will be closed. No one will be allowed to move around the school building during tornado warnings. No one will be admitted.

AVAILABILITY OF SCHOOL RECORDS

Parents have a right to inspect and review all official records, files, and data directly relating to their own children. Anyone desiring access to student records is required to sign a written form, which is kept in the student's permanent file prior to reviewing the file. Consistent

with the provisions of the Buckley Amendment of 1975, such records are confidential and may not be released or made available to persons other than parents or students over 18, without the consent of legal guardians. Requests to review student records are to be made directly to the Principal. Records must be reviewed in the school office in the presence of a school representative. Non-custodial parents may review the educational records of a child unless the divorce decree on file in the school office states otherwise.

BEFORE AND AFTER SCHOOL CARE PROGRAMS

Our program provides supervised Before and After School Care for our students. It is under the supervision of the school Principal, and is intended to insure the safety and security of those students who must come to school before school hours and/or remain on school property after school hours. All Holy Spirit Regional Catholic School students are eligible to use this service. Students are allowed to complete homework, read, play games and puzzles, etc. The program operates every day school is in session from 6:30-7:30 A.M., and from 3:05-5:45 P.M.

Any student remaining on school grounds after 3:05 and not involved in an organized, adult supervised activities, must take part in the After Care Program. Drop-ins are allowed. If school is closed due to inclement weather, the Before/After School Program will not offer services. Discipline of children shall be consistent and fair. Limits and rules shall be understandable to the children to whom they apply. Failure to obey the rules can result in a student not being allowed to use the service.

Parents must pick up their children by the normal closing time (5:45 P.M.). Failure to do so can result in termination of available services. Families that fail to pick up their child by the normal closing time will be charged \$15.00 after the first ten minutes past closing and \$0.15 per minute after that. We understand that there may be unforeseen circumstances, families will be afforded one missed closing time before charges will be added.

The Before and After Care cell phone number is **256-658-5437 (256-658-KIDS)**. Please call that number after school hours if you need to contact a Before Care or After Care school worker.

The fee for Before and After School Care is \$6.00 per child per hour. A monthly statement will be submitted to each family through FACTS SIS. Fees are paid on a monthly basis, and it is the responsibility of parents to ensure that their charges are paid on time. Unpaid bills can be treated as, and subjected to the same policies as tuition. If you are using these records as a tax deduction, you must keep your monthly statements as calendar year-end statements will not be sent. May payment is due by June 10th. Failure to pay monthly bill will result in an inability to utilize these services.

If children should become ill or injured while in the Before/After School Care program, parents will be called. In any situation deemed a medical emergency, responsible adults will call 911. Information concerning allergies or health restrictions must be on file along with a physician's name and telephone number. Children are not to leave school premises until they have been released to a responsible adult. Your child will be released only to those authorized on your FACTS SIS account and medical release information. Athletes may not go to the gym until checked out by a coach to maintain supervision.

Children will be using badges to scan in and out of After School Care.

BICYCLES / WALKING

Students are not permitted to ride bicycles on school grounds during school. If a student rides a bicycle or walks to school, parents must first submit a written and signed note to the office stating that the child has permission to ride his or her bicycle or walk from home to school and vice versa without adult supervision. Students will not be permitted to leave the school grounds until all carpool activity has ceased.

BULLYING POLICY

Holy Spirit Regional Catholic School and the Diocese of Birmingham are committed to providing a safe and respectful environment in our school. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying which is defined as destroying or smearing a person's reputation through the use of internet-connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by our school's handbook and at the discretion of the Principal.

CAFETERIA POLICY

We maintain a stringent cafeteria policy in order to maintain a high quality of food service and to keep the cost to parents at a minimum. All school lunches are pre-ordered and prepaid by the month. A monthly statement will be emailed from FACTS SIS to each family and paid on-line on a monthly basis. *No payments will be accepted in the office.* It is the responsibility of the parents to pay their bills on time. Unpaid bills can be treated as, and subjected to the same policies as tuition.

Lunch menus and ordering will be available around the 10th of the month through FACTS SIS and are to be completed by the date set by the Cafeteria Manager. *No late lunch orders will be accepted.* **Lunches are based on pre-ordering and, therefore, no extra lunches are available.**

All school prepared lunches include salad bar and milk for \$3.50. Pizza will be offered on Friday. This lunch will include one slice of cheese pizza, salad bar and milk for \$4.00. You must order the entire lunch. If a child has not pre-ordered pizza for lunch and asks to purchase pizza for lunch they will have to pay the full price of a pizza lunch not the price for just additional slices. No credits will be issued for pizza, milk, salad.

When ordering pizza lunch additional slices are available for \$1.50

The salad bar and milk will be available daily. These items may be purchased on a daily or monthly basis. The cost for the salad bar is \$1.75, and the cost for milk, chocolate milk, or lemonade purchased separately is \$0.50.

Carbonated beverages or beverages in glass containers are not allowed. Fast food lunches with carbonated beverages and energy drinks may not be consumed at lunch time. If your child brings a lunch from home, please pack disposable utensils and condiments when needed. The cafeteria does not provide these items for children who bring their lunch. Do not send lunch items that require heating. If a student fails to bring a lunch or order lunch, he or she will be provided with cereal and one milk. If a student continually has to have cereal for lunch they will have to purchase the milk.

There are no credits on pizza lunches. There will be no credits for lunches should the school be closed or close early due to any unforeseen circumstances including inclement weather. Should a child have at least three consecutive days of excused absences and had pre-ordered lunches on all the days missed, an email can be submitted to the Cafeteria Manager to have a credit issued for the missed lunches. The Cafeteria Manager and Business Manager will issue all lunch credits.

CARPOOL PROCEDURES

MORNING DROP-OFF (Please refer to map)

Children dropped off in the morning are to use the Westbury or west end of the Airport Road entrance to the school at the cafeteria doors. No parking is allowed in the parking lot next to the gym (between the school and Trinity church). This parking lot is reserved for Holy Spirit Regional Catholic School and church staff only. No parking is allowed in the carpool line. Students should not be dropped off in the parking lot and allowed to walk up to the drop off door. Also, parents may not walk children beside the carpool line from the parking lot. All students must be dropped off by driving through the carpool line. Students may not be dropped off at the front door. Parents and students should not enter through the front door until after 8:00 A.M. Please be patient and wait behind the unloading cars for all of the children to unload. These few extra moments allow for the safety of the children.

AFTERNOON PICK-UP (Please refer to map)

For your child's safety, please display the Holy Spirit Regional Catholic School carpool number cards clearly and visibly in front or side window. Children are dismissed to their parents (or designated persons) in the carpool line. Parents remain in their cars. Children are sent to the car. After carpool, children still waiting to be dismissed are sent to our After School Care program in the cafeteria around 3:15 P.M. Charges begin 3:05 P.M.

CELL PHONE POLICY

Students are allowed to bring cellphones to school, HOWEVER, they are to stay in the OFF position during the school day, which is from the moment the student enters the school to the moment the student exits the school. Any member of the school faculty or staff, who observes a student using a cell phone, hears a phone ringing, or gets a report of a student using a cell phone during the school day will confiscate the phone and turn it into the school office. Parents or guardians may make arrangements to pick up the phone from the school office with the Principal. The use of cell phones for the purpose of harassment will not be tolerated and subject to the school discipline policy.

The phones must be kept in the student's book bag and must not be taken out for use in Before School Care or After School Care. Discipline for not following the above requirements

is at the discretion of the Principal and may involve loss of the cell phone until the end of the school year.

CHILD ABUSE LAWS

Holy Spirit Regional Catholic School abides by the Child Abuse laws of the State of Alabama. This law mandates that all cases of suspected abuse and/or neglect be reported to Madison County DHR. Faculty and staff are mandated reporters. Beyond state law, all faculty, staff, and volunteers are required by the diocese to have Youth Protection I and II classes, which are offered based on an individual's role around children or adults. In addition, background screenings are mandated in order to serve the school community.

CLINIC

Holy Spirit Regional Catholic School operates a school clinic that is staffed by registered nurses. It exists to care for students with mild injuries/illnesses. Students who are too sick to remain at school (fever, nausea, vomiting, diarrhea, etc.) will be sent home. They are to remain home until they have been fever free without the administration of acetaminophen (Tylenol) or ibuprofen (Advil/Motrin) for twenty-four (24) hours before they can return to school. Over the counter medications can be administered via the clinic with prior permission.

Any medication brought into the school building must be hand delivered by parent or guardian to the clinic. Medications require a note from the parent/guardian stating: history of illness, medication, dosage, administration time and duration. Prescription medications need to remain in the original container. All controlled substances (e.g. ADHD Medication) must be counted and logged into the clinic by a parent, our nurse or a school official, along with the medication drop off form being signed by a parent / guardian. All medications are dispensed through the clinic only. No student should carry medications around the school unless it is deemed necessary, and they have a carry permit from the doctor. All prescription medication dosage changes require a note from the physician advising the school nurses about the changes to the medication dosage.

Health forms are of vital importance. All records must be up-to-date, and must be completed as soon as possible. Medical records such as immunization cards must be on file on the first day. The Student Health and Emergency Form and the Form for Dispensing OTC Medications must be completed with valid contact information. FACTS-SIS must also be current and have all necessary and valid contact information in case of a medical emergency.

COMMUNICATION (academic)

After the morning bell has rung at 8:00 A.M., all contact with the students should be done through the school office. Parents are requested not to go to the classroom unless invited by the teacher or directed to do so by the administrative staff. Messages for the students or forgotten items should be given to office staff who will deliver those messages or items to the students.

If a parent needs to speak with his/her child's teacher, parents are requested to communicate to the teacher via email or call the school office. The teacher will then contact

the parent to set up a time to meet. Teachers cannot and will not discuss anything about any child other than your own. (FERPA)

COMMUNICATION (school-wide)

In order to remain aware of events around the school there are a few simple options to obtain information. The school website www.hstigers.org has tabs to link to several important informational pages, online forms, and general school news and information. Additionally, *Tiger Talk*, our school e-newsletter, will update you on current school events and upcoming activities. Individual notices are sent home frequently, and you should be aware that students will come home with flyers for picture days, special notices for class events, and other school activities. The FACTS SIS system for email and parent alerts is also utilized. A school mobile app will also be used for school communication.

CORRESPONDENCE

All notes or letters, sent to parents pertaining to the school, classroom activities, money collecting, field trips, parties, etc., sent home by parent volunteers are to be **APPROVED** by the school Principal prior to copying and sending. No personal correspondence may be sent to be distributed through school.

CURRICULUM

Holy Spirit Regional Catholic School follows the curriculum recommended by the Catholic Schools Office of the Diocese of Birmingham in Alabama, as well as, the State of Alabama Department of Education.

It includes:

Religion	Mathematics	Music
English Language Arts	Social Studies	Spanish
Science	Handwriting	Physical Education
Digital Literacy	Art	Theater

At Holy Spirit Regional Catholic School, the teaching of **Religion** is central to student faith formation. The goal of the entire religious education program is to help all students grow in living with God the Father, God the Son, and God the Holy Spirit through prayer and the celebration of the mystery of life. The teachings of the Catholic Church are learned through academics, prayer, sacraments, scripture, and shared through service.

Sacramental preparation for Reconciliation and Eucharist are presented during the 2nd grade year. "The Church earnestly desires that Christ's faithful, when present at the mystery of faith, should not be there as strangers or silent spectators. On the contrary, through a proper appreciation of the rites and prayers, they should participate knowingly, devoutly, and actively." (Vatican II) In accordance with this teaching, all who have received the Sacrament of Eucharist and are in good standing may receive communion. Others are welcome to come to the altar in supplication with arms crossed and receive a blessing. We encourage parents to attend any of our school Mass celebrations. Parents may sit with students. Full, active, and conscious participation in the Holy Mass of the Church is central to the faith formation of the entire community!

The Holy Spirit Church Director of Religious Education conducts the sacramental program at Holy Spirit Regional Catholic School. Parents are expected to attend meetings and participate in preparatory programs. Confirmation is celebrated at the end of eighth grade (or older) with the Bishop of the Diocese of Birmingham in Alabama presiding. Preparation includes regular attendance in the school's religion classes. In addition, the candidates of the parish meet together on a weekly to bi-weekly basis, attend one weekend retreat, and perform service projects. Two parent group meetings are held to outline catechesis for the sacrament and plans for the retreat.

It is MANDATORY that our students in grades 5 through 8 attend Mass once weekly at 7:30 A.M. (Grades 7 and 8 on Tuesdays at 7:30 A.M.; Grades 5 and 6 on Thursdays at 7:30 A.M.). On Tuesdays for grades 7 and 8 and Thursdays for grades 5 and 6, the school day begins with Mass at 7:30 A.M. If you do not arrive at school at or before 7:20 A. M., then you must be dropped off in front of the church. The Pastor of Holy Spirit Church and the administration of Holy Spirit Regional Catholic School expect that every student is to be on time and seated before Mass begins. Mass is considered part of the Religion curriculum. Those students who do not arrive on time will be marked tardy. Students in grades 3-4 attend Mass on Mondays at 12:00 noon, with grade 2 joining after Reconciliation.

English Language Arts includes, but is not limited to reading, grammar, mechanics and usage, speech, spelling, vocabulary, writing in multiple formats, and development of literary skills. Handwriting instruction begins in Grade 2. Students in Grades 4 through 8 are expected to submit all handwritten work (homework, essays, or tests) in legible cursive handwriting.

Mathematics classes in K-8 include Envision Math, Pre-Algebra, and Algebra I. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 4-8 are placed into math groups. Above-Grade Level Mathematics is an option beginning in the 4th grade. Those students that meet the requirements are taught a math curriculum that is one year ahead of their present grade level.

Digital Literacy Digital Literacy standards at Holy Spirit School are based on the Alabama Course of Study for Digital Literacy and Computer Science, ISTE (International Society for Technology in Education) standards, and are firmly aligned with our Catholic identity.

Holy Spirit students will be taught to use available and emerging technologies for problem solving, communication, analysis, research and deeper understanding and support of their academic subjects in union with our Catholic values, ethical principles and moral digital citizenship decisions. It is intended that these standards will be integrated into all curriculum areas. Students will have the opportunity to locate, process, and use information in order to enhance their abilities to learn, communicate and reason. Through our curriculum, students will develop the skills to meet the ethical and technological challenges of living and working with 21st century technology.

Music is offered for grades Pre-K through 8. Extra-curricular activities in music are: Band (grades 5 - 8) Spirit Fuel (grades 3 - 8) and Guitar Ensemble (grades 3 - 8)

Visual Art instruction is taught throughout all grades. Advanced art and art experience classes for 7th and 8th grade are offered as electives.

Science is taught at each grade level according to state course of study standards and diocesan benchmarks. Students experience science in a true laboratory setting in grades 6-8.

Social Studies is taught in grades K through 8 and encourages students to examine their role in our communities, our country, and our world with the understanding that we are global citizens. Some of the content taught is home, family, and community, as well as, World History, Civics, Geography, Economics, Alabama History, and Current Events.

In introductory **Spanish**, students at every level are given lessons in vocabulary, common expressions, grammar, conversation, and culture.

The **school counselor** works to help your child learn more effectively by offering instruction in guidance, working with individuals and small groups, providing resources and assistance to parents, teachers, and administration, coordinating testing for services, while making herself available for students in crisis and maintaining confidentiality.

The **resource teacher**, who is qualified to serve students with exceptionalities, works closely with the teachers and parents to help students succeed academically within the school by conducting student observations in the classroom as needed, working closely with classroom teachers to help students succeed, identifying students whose academic needs are not being met, while working closely with teachers and parents to develop a plan for individual students. In addition, the teacher will work with the local departments of education regarding assessment for needs, as well as, other administrative duties, as deemed necessary.

Holy Spirit Regional Catholic School's **Physical Education** provides a program based on active play that will lead to the desire of students to pursue a lifelong activity, as a way to promote the importance of staying physically fit throughout one's life.

The best grades do not necessarily go to the most athletic person, but to students who try, work, and develop their skills to the best of their ability. All students are to report and dress-out for Physical Education class, as assigned, regardless of other school commitments. Conduct and attitude are part of the P.E. grade. Any misconduct, disrespect, or failure to follow directions may affect the conduct grade. Each student can be excused **two** times per quarter for not dressing out. However, five points will be deducted from the student's final quarter grade for every time he or she fails to dress out over the two times allowed. Of course, special cases will be recognized, such as severe injuries or illness, etc. with written notice from the doctor.

Library

Lost or Damaged Books: It is the responsibility of the students and subsequently their parents to replace and/or pay for any lost or damaged books. In the instance that a book needs to be replaced, the parents will be charged through FACTS Mgt, or they may purchase the book themselves and send it in as a replacement prior to being charged. The replacement book must be hardback.

Library Procedures

Collection Development Policy: The Collection Development Policy for the school library of Holy Spirit is established in accordance with the mission of the school. Materials are collected with the needs and wants of the school community in mind while maintaining a higher education standard and expectation. Materials for all ages are acquired and sought, however there still must be a mindfulness that this is a Catholic school in which the library is shared by many age groups. Once an item is donated, it is the property of Holy Spirit School Library and is to be left to the librarian's discretion on whether and in which ways the donation(s) will be implemented.

Donations and Gifts: The procedures for donations to the Holy Spirit School Library are specified through the Collection Development Policy. Once an item is donated, it is the property of Holy Spirit School Library and is to be left to the librarian's discretion on whether and in which ways the donations will be implemented.

Material Weeding: Books and resources are weeded within the library based on several standards, including: multiple copies, inappropriate material, damage, a lack of interest in circulation and/or curriculum or copyright date.

Circulation: Students are permitted to check out two books simultaneously, except kindergarten and first grade who are permitted one. Books have a checkout period of two weeks. Books may be returned during students' library time through self-check in or in the Book Drop. If not returned by the due date, materials will incur fines of \$.05 per day maxed out at \$15.00. Once a book has been overdue for sixty days, it is marked as lost and the student's FACTS account will be charged the amount of the replacement. Once the charge is placed, the student will have 24 hours in which to return the book before they are fully responsible for the cost. Books that are returned damaged will be applied to the student(s)' account for replacement.

If a student believes that they have returned a book that is being shown as checked out and/or overdue, it is the student's responsibility to speak with a librarian to resolve the issue and find the book. Outstanding fines and checkouts will result in the student being unable to check out further materials and potentially restrict access to report cards at the end of the term. Fines and late fees will be generated and charged at the end of each quarter.

All library information is available on the school's web page under the Student Life tab. This is where you will find a link to the Library's catalog. Also, this link will allow you to renew books.

Field Trips

Educational **field trips** are supplemental enrichments to classroom learning and are privileges afforded to students. Students do not have an absolute right to participate in a field trip, and the teacher and Principal may deny this privilege to students who fail to meet academic or behavioral requirements. Parents will be notified if this privilege is denied. Parents also have the right to refuse to allow their child to participate. Students must submit the proper permission form signed by the parent or guardian. Telephone calls will not be accepted in lieu of proper form. All students must also have a properly filled out Permission and Indemnity form

on file in the school office. All chaperones must have completed Youth Protection I training and complete a background check. All forms and information must be submitted at least 14 days in advance.

Chaperones must comply with teacher requests and follow teacher instructions at all times, and may not change the field trip schedule in any manner. Chaperones are to supervise and account for all students assigned to them and in their care while on the field trip.

Drivers should drive directly to the destination and directly back to school. All drivers must have completed a driver release form on file in the school office. No one under the age of 21 years old is allowed to drive students. Drivers and chaperones may not offer and students are not allowed to have food, drink, or gum en route. Important safety precautions should be followed by drivers on field trips; drivers should never exceed the speed limit, and all students must wear a seatbelt at all times. If there is an issue, the driver must safely pull over and contact the teacher or the school immediately.

DELIVERIES

Holy Spirit Regional Catholic School does not accept deliveries (flowers, balloons, cookie bouquets, etc.) for students.

DISCIPLINE PROCEDURES

One of the most important lessons Catholic education teaches is self-discipline. School rules and regulations are no more than basic courtesy, good manners, and the creation of a Christian community where learning can take place. Students do not have the right to interfere with that process. Appropriate student behavior is expected at all activities of the school including all athletic contests and public performances, field trips, and all other school-sponsored activities. Handbook policies for discipline are applicable at all times. Students are responsible for knowing and complying with rules, regulations, and procedures set forth in the handbook.

Honor System

Each student is a member of the honor system. Each student should be respectful to teachers, staff, fellow students, and self. Each student is honor-bound to refrain from lying, cheating, and stealing, whether in person or through social media sites and the school administration will not tolerate these behaviors in others. Students should tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order, and follow the Commandments in all phases of life.

The student will abide by the uniform policy, will walk, not run, in the building, will not chew gum, will never leave school grounds without permission from the office, will follow all classroom rules, will deliver and return signed papers, will be respectful towards adults and polite to other young people, will respect all school property (books, desks, restroom, etc.), will respect other student's property, will use acceptable Christian language, will be honest, will keep all areas clean, will get along with others-avoiding any type of conflict, will be in class on time, will bring nothing to school that could harm another person, and will not use, possess, or

distribute alcohol, tobacco, or drugs on school premises. These rules may be interpreted and added to during the school year by the Principal.

Teachers are responsible for routine classroom discipline, and use appropriate discipline and positive reinforcement whenever possible. Some disciplinary actions include time-out, loss of privileges, etc.

Detentions are scheduled on Wednesdays. The student is to check into After Care at the end of the day to serve detention. The supervising teacher will pick up students in After Care and escort them to a classroom. The time spent in detention will be a time for the student to work on a detention assignment. No other homework or other work may be completed during this time. If the student misbehaves during detention, another detention will be assigned. Parents will pick up the student at after care when detention is completed at 4:15.

The Principal will handle repeat or serious breaches of conduct, such as behavior whether inside or outside the school, that is detrimental to the reputation of Holy Spirit Regional Catholic School. Such infractions will be documented, and then signed by student, teacher, Principal, and parent. Some disciplinary actions include the following:

1. Mandatory Parent Conference – required disciplinary meeting by custodial parents with the teacher and/or Principal for a discussion of the problem and potential solution.
2. In-House Suspension – isolation of a student from his/her peers at school during the school day, with isolated breaks. Teacher will provide lessons, work, and tests to be completed during the day.
3. Suspension – When it becomes necessary to suspend a student because of a disciplinary problem or a violation of school regulations, the Principal will notify the student's parent or legal guardian immediately by telephone and in writing letter no later than three (3) school days after the incident. The Principal is the appropriate authority when communicating a suspension to the parent or legal guardian. An appeal of the decision must be made by the parent or legal guardian to the Principal no later than three (3) school days after notification. The final decision to suspend will be determined by the Principal.
4. Expulsion – For serious disciplinary reasons and/or violations of major school regulations a student may be expelled from school after the Principal has met with the student and the student's parent or legal guardian. If the Principal decides that an expulsion is warranted, a written notice of expulsion will be given to the parent or legal guardian no later than three school (3) days after meeting with the student and the student's parent or legal guardian.

DRESS CODE

To promote discipline and to foster pride in being a student at Holy Spirit Regional Catholic School, and wearing a uniform does indeed achieve that purpose, students are expected to follow the dress code. Adherence to a uniform dress code serves two purposes: students appear neat and well-groomed and distractions from school work and activities are minimized. Students grades Pre-K-8 are required to wear the approved uniform. On special occasions, students are not required to wear the uniform; these days will be announced. Untidy or unkempt clothes are never permitted, nor are clothes with inappropriate logos. Boy Scout

and American Heritage Girl uniforms may be worn on meeting days. There is a special uniform (Grades 5-8) for Physical Education (P.E.) classes which is included in this section.

All uniform regulations and guidelines are subject to the discretion of the Principal.

Uniform components (pants, shorts, skirts, skorts, jumpers, blouses, shirts, vests, sweaters, sweatshirts, ties, fleece jackets and accessories) may be purchased at:

Dennis Uniform®
3058 Leeman Ferry Rd. SW #F
Huntsville, AL 35801
Phone: 256-883-7887
School Code: BAHSHA

Or order online at www.dennisuniform.com, use above school code when ordering. Pants and shorts may also be purchased at Land's End®. No other uniform components are approved for Land's End®.

All students must be in uniform every day. There is a special uniform for Physical Education class in grades 5-8. There will be out-of-uniform days which will be announced during the course of the year (a dress code for such days is included in this section.) If there is a time when the prescribed uniform cannot, for some legitimate reason, be worn a note from the parent/guardian must be written to the Principal. All effort is made to make sure Dennis Uniform® is kept up to date on all policy revisions. This handbook supersedes the store.

The following are definitions that will apply to all dress codes:

- *Crew socks* - Crew length socks are defined as socks 3" above the ankle.
- *Sport socks* - Sport socks are defined as the "no show/ankle" socks.
- *Jumper/Skirt/Skort/Short length* - Must be an appropriate length of no more than 1 inch above the knee measured when the child is standing. All plaid and khaki jumper/skorts/skirts/shorts must be purchased from Dennis Uniform®.
- *Plaid* –All plaid jumper/skirts/skorts/shorts must be #310 plaid and purchased from Dennis Uniform®.
- *Shirts* – **All** shirts (except white oxford for 7th & 8th graders) must be purchased from Dennis Uniform® with logo.
- *Sweaters and sweatshirts* – Must be purchased from Dennis Uniform®.
- *Pants/Shorts* - Pants and shorts must be purchased from either Dennis or Land's End Uniform Companies® and must stay at the "natural" waist, no sagging. Pants must be without holes and neat and clean in appearance. At no time may undergarments be visible.
- *Shoes* - Tennis (no high top/basketball style) shoes must be predominantly one color either white, black, gray or dark navy. One **small** accent color on tennis shoes is permitted. Laces must match dominate shoe color unless the shoe is all one color in which the laces may be white. Shoes with mesh may not have different color material underneath. Shoes with lights, sounds, characters, beads, wheels, etc. are not allowed. Other permitted shoes must be solid black, brown, white or dark navy only. Boots, sandals, open back shoes, ballet slippers etc. are not allowed. Dress shoes must be solid in color. Oxford style, saddle shoes, loafers and top-siders (not two-toned) are acceptable. Only non-scuff soles may be worn for P.E. Footwear must be kept securely fastened at all times. Shoes

- with laces must be tied at all times. For special occasions or out-of-uniform days, girls may not wear a shoe with a heel over 1 inch for grades PreK-6 and 2 inches for grades 7-8 (heel height is measured from the back exterior of the shoe).
- *Footwear* - Sandals and flip-flops are defined as open-toed footwear and boots as footwear that rises above the ankle. We define open back shoes as clogs (i.e. Crocs®) and slip on shoes. If the teacher deems the footwear inappropriate for any particular time or place, he/she will ask the student to change into their P.E. shoes.
 - *Watches* – Watches with a beeping device/timer/alarm should be silenced during the school day.

ALL CLOTHING MUST BE PROPERLY SIZED, CLEAN AND FREE OF HOLES. SHIRT TAILS MUST BE TUCKED IN WHILE ON CAMPUS.

BOYS UNIFORM

PANTS/SHORTS – Pre-K must wear khaki color only. PreK may also wear pull-on shorts and pants and do not require a belt. Grades K-4 must wear navy color only. Grades 5-8 may wear either navy or khaki color.

SHIRTS – Pre-K-8 must wear red or white knit shirts (long or short sleeve) with collars; white oxford button down shirts are allowed.

WEDNESDAY ATTIRE: Students are permitted to wear school sponsored t-shirts with regular uniform bottoms. Wednesday Spirit Wear t-shirts may be purchased in the school office and are red, blue or gray. These are P.E. approved shirts that can be worn on Wednesday only.

Students do not attend Mass on Wednesdays. This allows Wednesdays to be more casual day for our uniform. We are excited to provide school sponsored t-shirts at a low price of \$10 each, so students can wear a comfortable t-shirt. This is an option to the regular dress code; there is no requirement to purchase or wear these shirts. The school t-shirt is an every Wednesday option. Wednesday Spirit wear t-shirts includes Band, Spirit Fuel, Theater, Falcon Middle School Athletics, Holy Spirit Athletics, and any other school-approved item. There will be some out-of-uniform days (see handbook for out-of-uniform dress code policy) in which students have the option to wear non-uniform clothing. Those will be announced in advance.

FRIDAY MASS ATTIRE: 7th and 8th grade are required to wear a plain (no logo), white long sleeve, oxford shirt with a long neck tie (no bow ties) and khaki pants (no shorts). Ties must be solid navy and purchased from Dennis Uniform®. Shirts should be ironed and neat in appearance and worn to school on Fridays only. This shirt is to be worn all day, but sleeves may be rolled up AFTER Mass. Boys must wear solid navy ties purchased from Dennis Uniform with the oxford shirt, but may remove the ties AFTER Mass.

SWEATERS – Navy cardigans, v-neck or pullover sweaters or sweater vests may be worn. The Holy Spirit logo is optional.

SWEATSHIRTS – Sweatshirts and quarter-zip sweatshirts must have the Holy Spirit logo. They may be gray or navy. Sweatshirts must be worn over a collared shirt.

JACKETS – Only fleece jackets (with logo) and navy sport wick full-zip jacket (with logo) from Dennis Uniform® are allowed to be worn in the classroom.

SOCKS – Socks are mandatory and must be solid white, navy or black in crew length only, without emblems or brand names. Sport socks are not permitted.

BELTS – Belts are mandatory for pants and shorts and must be either stretch with magnetic closure (black or navy K-8 and khaki for PreK). Leather belts must be solid black, brown or dark navy) Suspenders are not allowed.

GROOMING – Boys are to be well groomed. Haircuts should be neat, above the eyebrows, trimmed around the ears, not distracting and may not touch the shirt collar. No coloring, tint, tails, spikes, high front lifts, Mohawks, fade cuts or styles such as these are permitted. There may not be more than an inch difference in hair length. Boys are not allowed to wear earrings. Boys are not permitted to have facial hair and therefore, if applicable, must be clean shaven.

GIRLS UNIFORM

JUMPERS –Pre-K-4 may wear jumpers (shifts) School prefers Peter Pan blouse to be worn under jumpers.

SKORTS – Pre-K-8 may wear plaid skorts; Pre-K and grades 5-8 may also wear khaki skorts.

SKIRTS – May only be worn in grades 5-8; these may be khaki or plaid.

Shorts are required to be worn under all skirts and jumpers. It is strongly recommended that grades 5-8 wear navy gym shorts under their skirts due to P.E. dress requirements.

PANTS/SHORTS – Pre-K must wear khaki color only. PreK may also wear pull-on shorts and pants and do not require a belt. Grades K-4 must wear navy color only. Grades 5-8 may wear either navy or khaki color.

SHIRTS – Red or white knit shirts (long or short sleeve) with collars, white oxford button down blouses and round collar (Peter Pan) blouses are allowed.

WEDNESDAY ATTIRE: Students are permitted to wear school sponsored t-shirts with regular uniform bottoms. Wednesday Spirit Wear t-shirts may be purchased in the school office and are red, blue or gray. These are P.E. approved shirts that can be worn on Wednesday only.

Students do not attend Mass on Wednesdays. This allows Wednesdays to be more casual day for our uniform. We are excited to provide school sponsored t-shirts at a low price of \$10 each, so students can wear a comfortable t-shirt. This is an option to the regular dress code; there is no requirement to purchase or wear these shirts. The school t-shirt is an every Wednesday option. Wednesday Spirit wear t-shirts includes Band, Spirit Fuel, Theater, Falcon Middle School Athletics, Holy Spirit Athletics, and any other school-approved item. There will

be some out-of-uniform days (see handbook for out-of-uniform dress code policy) in which students have the option to wear non-uniform clothing. Those will be announced in advance.

FRIDAY MASS ATTIRE: 7th and 8th grade are required to wear a plain (no logo), white long sleeve, oxford shirt with a long neck tie (no bow ties) and khaki pants or plaid or khaki skirt/skort. Ties must be Hamilton plaid and purchased from Dennis Uniform®. Shirts must be ironed and neat in appearance and worn to school on Fridays only. This shirt is to be worn all day, but sleeves may be rolled up AFTER Mass. Girls may remove the ties AFTER Mass.

SWEATERS – Navy cardigans, v-neck or pullover sweaters or sweater vests may be worn. The Holy Spirit logo is optional.

SWEATSHIRTS – Sweatshirts and quarter-zip sweatshirts must have the Holy Spirit logo. They may be gray or navy. Sweatshirts must be worn over a collared shirt.

JACKETS – Only fleece jackets (with logo) and navy sport wick full-zip jacket (with logo) from Dennis Uniform® are allowed to be worn in the classroom.

SOCKS – Socks are mandatory and must be solid white, navy or black, without emblems or brand names. Crew length, knee socks and tights (white, navy or black) are permitted. Lace, ribbons, pantyhose and sport socks are not permitted.

BELTS – Belts are mandatory for pants and shorts and must be either stretch with magnetic closure (black or navy K-8 and khaki for PreK). Leather belts must be solid in color solid black, brown or dark navy) and leather. Suspenders are not allowed.

GROOMING – Hair must be neat with no coloring, tint, tails, spikes, high front lifts, Mohawks, fade cuts or styles such as these are permitted. No hair accessories are permitted except school approved items available at Dennis Uniform®. Girls may also wear solid in color (red, navy, white or black) hair bows. Thin sport headbands are permitted and must be solid in color (red, navy, black, brown, gray and white). Plain clips and bobby pins are permitted to hold hair back. Nail polish, if worn, may only be clear. Only stud earrings are allowed; no double piercing. Minimal and modest jewelry is permitted. Make-up of any kind is not allowed in grades Pre-K-7. A modest amount of makeup is permitted for 8th grade.

ADDITIONAL UNIFORM INFORMATION

Exceptions or substitutions to the school **DRESS CODE** must be approved, in advance, by the Principal.

The very purpose of our school uniform policy is to achieve quality and consistency among our students in their style of dress. It takes the combined effort of students, parents and school personnel to see to it that every child comes to school in proper uniform.

For major dress code violations, the child's parent will be called to bring the item necessary to complete the uniform. After three documented uniform infractions, the student will be ineligible for out-of-uniform days for the remainder of the semester. A conference with the Principal, parent and student will be the result of continued dress code violations.

Please print your child's name on all articles of clothing worn to school and regularly check the lost and found shelving located in the cafeteria for missing articles. Articles not claimed are periodically given to those with need.

OUT OF UNIFORM DRESS CODE

A good rule to follow: if you think you shouldn't wear it, you shouldn't.

BOYS

SHIRTS – Shirts must have sleeves. T-shirts may be plain or have positive messages.

PANTS – Length, style and condition must be consistent with regular uniform policy.

SHORTS - Shorts must be middle fingertip length or longer. This is defined as when a child stands up straight, with hands extended downward by their side and material must touch middle finger tip or below. Athletic shorts (such as Nike running/tempo shorts) are permitted with compression-style shorts underneath, and must meet the fingertip length requirement. At no time may undergarments be visible.

SHOES – Sandals, flip-flops, boots and open back shoes are not allowed. If a student chooses not to wear tennis shoes on out-of-uniform days, it is their responsibility to bring appropriate tennis shoes for P.E. tennis shoes, on these days, are not restricted.

SOCKS – Socks must be worn with tennis shoes.

JEWELRY – Earrings are not allowed.

GIRLS

SHIRTS – Shirts must have sleeves. No tops such as tank tops, halters or mesh “see-through” shirts allowed. No bare midriffs or exposed shoulders are permitted. T-shirts may be plain or have positive messages.

SKIRTS/DRESSES – Skirts/dresses must meet the length requirement of the regular uniform. It is recommended that girls wear shorts under their skirts/dresses even on out-of-uniform days.

SHORTS – Shorts must be middle fingertip length or longer. This is defined when a child stands up straight with hands extended downward by their side; material must touch middle finger tip or below. Athletic shorts (such as Nike running/tempo shorts) are permitted with compression-style shorts underneath, and must meet the fingertip length requirement. At no time may undergarments be visible.

PANTS – Length, style and condition must be consistent with regular uniform policy. Jeans must be modest in fit. No leggings/jeggings are allowed unless worn under a dress.

SHOES – Sandals, flip-flops, boots and open back shoes are not allowed. If a student chooses not to wear tennis shoes on out-of-uniform days, it is their responsibility to bring appropriate tennis shoes for P.E. Tennis shoes, on these days, are not restricted.

SOCKS – Socks must be worn with tennis shoes.

JEWELRY/GROOMING – Hair must be neat with no coloring or tint, etc. Only stud earrings are permitted; no double piercing. No make-up is permitted in grades PreK-7. A modest amount of makeup is permitted for 8th grade.

PHYSICAL EDUCATION (P.E.) ATTIRE (Grades 5-8)

Students in grades 5-8 are required to dress-out in a school approved P.E. uniform. Because students are required to change their clothing, it is recommended that girls wear skirts with appropriate approved P.E. shorts underneath.

BOYS

SHIRT - Oxford grey performance t-shirt with logo purchased from Dennis Uniform® is required.

SHORTS – Navy sport shorts must be purchased from Dennis Uniform®. Length of shorts must be fingertip length or longer and fit appropriately.

SHOES – Refer to Shoes under **DRESS CODE**.

SOCKS – Socks are mandatory and must be solid white, navy or black in crew length, without emblems or brand names. Sports socks are not permitted.

OTHER – Sweat suits are allowed on cold temperature days when P.E. is held outside. Sunglasses may be worn when P.E. is conducted outside and must be plastic.

GIRLS

SHIRT- Oxford grey performance t-shirt with logo purchased from Dennis Uniform is required.

SHORTS – Navy sport shorts must be purchased from Dennis Uniform®. Shorts must be fingertip length or longer and fit appropriately.

SHOES – Refer to Shoes under **DRESS CODE**.

SOCKS – Socks are mandatory and must be solid white, navy or black in crew or knee length and without emblems or brand names. Sport socks are not permitted.

OTHER – Sweat suits are allowed on cold temperature days when P.E. is held outside. Sunglasses may be worn when P.E. is conducted outside and must be plastic.

FIELD DAY ATTIRE

All out-of-uniform guidelines apply. The following exceptions are permitted on Field Day only.

Pre-K through 4th grade: Girls may wear swimsuits under t-shirts and shorts. We encourage girls to wear one piece suits. For those wearing 2 piece swimsuits they are required to keep their t-shirts on. Boys may wear a t-shirt and swim trunks. No tank tops, halters, mesh “see-through” shirts, bare midriffs or exposed shoulders are permitted. No sandals or flip flops are permitted. Tennis shoes are required.

5th-8th grade: Girls may wear swimsuits under their clothes; they are not permitted to take their shirts and shorts off. Girl's shirts need to be darker in color. Boys may wear t-shirts and swim trunks. Boys are not permitted to take their t-shirts off. Compression style shorts are required under all athletic/basketball type shorts for boys and girls. Length requirements are the same, as stated in the **Out-of-Uniform Dress Code**. No tank tops, halters, mesh "see-through" shirts, bare midriffs or exposed shoulders are permitted. No sandals or flip flops are permitted. Tennis shoes are required.

8th GRADE GRADUATION ATTIRE

The 8th grade graduation ceremony occurs at the end of a special Mass. Due to the reverence and respect requested for Mass, the dress code is as follows:

Boys: Dress slacks, dress shirt and dress shoes are the minimum requirement. Suits/sport jackets and ties are encouraged.

Girls: Dresses and skirts are highly encouraged. They must be an appropriate length of no more than 1 inch above the knee while standing. No sleeveless or spaghetti strap tops/dresses are permitted without a sweater on at all times in the church. A modest amount of makeup is permitted.

This dress code also applies to the class photo taken after a designated Friday Mass prior to the graduation ceremony. Students will change into their school uniform after the picture and must comply with all uniform policies.

EMERGENCY PROCEDURES

At the sound of the fire alarm or tornado alarm, students are to leave the classroom in silence and single file, and are to move quickly (without running) to the designated areas, accompanied by their teachers. In case of lock down, students will be advised by their teacher to follow the protocol established at the school. Students should know well the escape route from all rooms including their classroom, the library, gymnasium, cafeteria, clinic, and church etc. Everyone will remain in the designated areas until the all clear signal is given. Teachers will call roll when their students are assembled. Visitors are to follow a teacher's or staff member's instructions.

During a true emergency, parents are encouraged not to call the school and tie up necessary communication lines, to come to the school to pick up children, or to try to enter the school building. This is for the safety of all children. All of these actions will impair the ability of Holy Spirit Regional Catholic School's administration, faculty and staff to ensure the safety and well-being of your child. Please refrain from broadcasting any information on social media. The school will alert parents as soon as safely possible. No parent will be admitted in any emergency situation. Regular and necessary drills will take place multiple times throughout the school year.

GRADING

Grading is an assessment of student progress and is based on the philosophy that students, and not the subject, are being taught. Each child is different and our teachers take

great care when evaluating each student. Grades include, but are not limited to daily work and participation in class, homework assignments, tests, etc. Neatness and promptness of work will have an impact on grades.

Grades Pre-K & K

Students do not receive letter grades. They are graded on readiness and mastery of skills taught throughout the year. MS (Meets standards), AS (approaching standards), NS (needs support), NA (not assessed). Students are assessed 2nd and 4th quarters only.

Grade 1

Grades are given for Reading, Math, Spelling and English.

Grades 2-8

Seventy percent (70%) of the class quarter grade will consist of tests, quizzes research papers, essays, projects, and book reports. Thirty percent (30%) of the class quarter grade will be divided at the teacher's discretion between homework, class work, and labs. Grades, cumulative absences, current grade averages and teachers comments comprise the information provided to parents.

In grades 7 and 8, each quarter grade equals 40%,(X 2) and the semester exam equals 20% of the semester grade for a 100% total year end grade. Semester examinations are only given in seventh and eighth grades.

All students in grades 3-8 receive a midterm progress report generated through RenWeb/FACTS. Parents are always welcome to meet with teachers and conference about ways to best address concerns. For a student in Grades 7 and 8, it is important to keep in mind that student's report cards may determine what subjects they will be allowed to take in high school. An explanation of the report system appears on the report card. Listed below is the basic grading system.

Grading System

100 - 93 equals	A
92 - 84 equals	B
83 - 74 equals	C
73 - 64 equals	D
64 or below equals	F

Physical Education Grading

Physical Education students begin each grading period with 100 points. Deductions of points from the final quarter grade may be made for the following reasons:

Deduct 5 points for: Not Dressed Out (ND)
Deduct 3 points for: Wrong Shoes, Not Tied (WS), and Locker Room Conduct (LC)
Deduct 1 point for: Gum (G), Out of Row (OR), Manners (M), and No Name (NN)
P.E. clothes will be checked periodically for names. Points will be deducted upon inspection.

Students who must be excused from Physical Education class on a daily basis must submit an excuse dated and signed by a physician. Library work will be assigned, and points will be deducted if the assignment is not turned in. Students who must be excused from P.E. for an extended period of time due to injury or illness may be required to submit a written report of one page or more according to the length of excuse. Modified physical substitution may also be used. Daily points will be deducted if work is not turned in. Make-up work for students who must be excused from P.E. for other reasons will be at the discretion of the Physical Education teacher.

Honor Roll Criteria

An Honor Roll can be a powerful motivator to encourage students to achieve. We have three types of Honor Rolls: A Honor Roll, A/B Honor Roll, and Improvement Honor Roll. To obtain the A Honor Roll, students must have all A's in graded subjects and an S (satisfactory) in non-graded subjects. To receive the A/B Honor Roll, a student must have A/B in graded subjects and an S or above in non-graded subjects. Honor Roll students must make an S in conduct and an S in effort in all subjects.

Improvement Honor Roll

If we expect students to hold the honor roll in high regard as worthy of extra effort, we must emphasize what students consider to be valuable traits. These traits should likewise be respected by teachers, parents, and the whole community. These traits should include thoroughness, cooperation, ability to listen, patience in deciding group goals, willingness to do one's part, etc. Honor Roll students should especially appreciate the value of effort. Our faculty is committed to notice what ought to be encouraged in every student: improvement. To earn a place on the Improvement Honor Roll, a student's grades must exceed the grades of the previous quarter in two subjects, go down in no subjects, and be better than D in all subjects.

Promotion and Retention Policy

Retention and/or promotion is based on the all-around adjustment of the child. The decision for retention is reached cooperatively among the teachers, Principal, and parents. Final decisions are the responsibility of the Principal. A student is retained in a grade if he/she has a yearly average of F, in two or more of the following areas: Reading, English, Math, Science and Social Studies. Students may be allowed to take summer school courses at the discretion of the Principal. Eighth grade students who do not meet the requirements for promotion will not receive a diploma and may not participate in the various activities at the end of the school year, such as dances, graduation ceremony, etc. Students who are retained in the eighth grade may not return to Holy Spirit Regional Catholic School to repeat their eighth grade year as per diocesan policy.

GRIEVANCE PROCEDURE

Where there is a misunderstanding, disagreement, or criticism with any member of the faculty, staff, or school administration, the matter is to be taken up with the party involved on an individual basis, on the level that the grievance occurs. If you should not receive sufficient satisfaction for your complaint from the individual concerned, you may then take the matter to the person's supervisor. All grievances and discussions should take place with mutual respect and concern for all. Any inappropriate behavior such as yelling or threatening will not be tolerated. Gossip and discussion throughout the community can be destructive to all concerned. Use of social media to discuss issues, vent, or express opinions is a serious breach.

HOMEWORK

Holy Spirit Regional Catholic School requires daily homework; however, it might not always be a written assignment. Study habits are a crucial part of becoming a successful student. Parents should check the homework habits of their children and provide them with a reasonable, comfortable and quiet place in which to study. Teachers may request students to submit homework through their student (not the parent portal) RenWeb/FACTS account. Instructions on login into this account will be provided to the student. As the child progresses through school, homework and study require more after school time. Ordinarily, the following homework and study time limits are suggested:

Primary Grades – 30 to 45 minutes
Intermediate Grades -- 1 hour to 1 1/2 hours
Middle School -- 2 hours

If your child takes either an unusually long or a short amount of time at a homework task, please review your child's homework for completion and content. Failure to complete homework assignments can become a serious matter. Incomplete homework in any subject can be reflected in the effort grade for that subject area on the student's report card. While occasional lapses and incompletions are part of the development and growth process, successive incompletions or failures to produce homework assignments will be reflected in RenWeb/FACTS, and zero notifications will be posted daily. If your child is in the situation of having multiple zero grades posted, a conference may be requested. If a problem is chronic and is cause for academic concern, the Principal, counselor, and/or the resource teacher and classroom teacher may meet with the parents and student to address those concerns.

While written homework is an essential part of the process, students in middle school grades should also develop study habits. This means that students should take time to review notes, textbooks, online teacher information, and paperwork, including but not limited to worksheets, study guides, and or homework help. Through written work and daily review of subject areas, students develop stronger learning habits and a deeper understanding of the subjects being taught. The rule of three for study habits is read-write-recite. Reading over material silently, reciting aloud, and writing down notes and questions help to ensure retention of the subject matter.

HOURS OF OPERATION AND GUIDELINES

- School begins at 8:00 A.M. and is dismissed at 3:05 P.M. Students not in their homeroom by 8:00 A.M. are considered tardy.
- Parents are not to enter the classrooms between 7:30 A.M. and 3:30 P.M. without permission from the administrative staff.
- Books, lunches, messages, etc. are to be brought to the school office. Students will be called to the office to pick up items.
- Students should arrive for Mass at 7:20 P.M. and be present and seated, or they will be marked tardy.
- Masses for 7th and 8th grade will be held each Tuesday unless otherwise notified.
- Masses for 5th and 6th grade will be held each Thursday unless otherwise notified.
- Carpool and aftercare services begin at 3:05 P.M.

- Adults should not enter the building to remove students from aftercare until carpool is completed at 3:20 P.M.
- All students are expected to be picked up during carpool and must exit the school grounds promptly after school with the exception of those staying for the after school activities or those in the After School Care Program.
- Students involved in after school activities are to go to aftercare if the teacher or coach is not present at dismissal. Students will then be picked up from aftercare by the supervisory adult.
- After School Care Program students must report directly to the program and may not sit in carpool lines or go to other parts of the school campus.
- After School Care Program students may only leave the school if accompanied by a parent or someone designated by the parent and must be picked up by 5:45 P.M.
- Students who walk home or bicycle from school must have written notification sent to the office for approval from the Principal. In inclement weather, students or who walk home should be picked up in carpool line. Inclement weather includes heavy rainstorms, thunder and lightning, and extreme temperatures. Please see the school policy.
- When a student's carpool driver is changed for special events or necessary circumstances, that students' parents or guardians must submit written and signed notification to the office before noon of that day, so that teachers may be notified.
- The Principal (or administrative staff) must approve any variation of these policies.

INTERNET ACCESS and ELECTRONIC DEVICES

The good name, reputation, and personal safety of each student, faculty, and staff members as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important.

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parent's responsibility to take action.
2. In order to protect each and every student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.
3. Technological activities are restricted to teacher approved apps and websites. Computers are only to be used for educational enhancement.

As technology evolves, the administration reserves the right to change, redefine, or modify these policies and procedures regarding technology. One new policy of which you should be aware is that students may not wear an **Apple Watch®** on the school campus. No student may have access to the internet through a phone, watch, or other device(s) except school mandated devices. Students and parents must sign and agree to the internet use policy/device user agreement policy for the school.

- a. Social Media: Engagement in online social media such as, but not limited to, Twitter®, Google+®, Facebook®, Snapchat®, Instagram®, etc. may result in disciplinary actions if the content of the students or parents comments are defamatory toward the school, the faculty, other students, or the parish.
- b. Sexting: Engagement in apps such as, but not limited to, snapchat®, Instagram®, etc. is prohibited. Students involved in possession or transmission of inappropriate photos or words on their cell phones or other electronic devices face disciplinary action.
- c. Texting: Students should at no time be involved in texting/instant messaging during the course of the school day. Students involved in texting/IM at school face disciplinary action.
- d. Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children. Students whose avatars depict other students, teachers, or parish staff in a defamatory nature might face disciplinary action.

**Policy adopted April 18, 2006 by the Diocesan Catholic School Board*

Catholic Schools in the Diocese of Birmingham in Alabama make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should only be present as requested by instructional staff. Any electronic device present during the school day will be used only for directed educational purposes within the acceptable use policies. If any are used, seen or heard during school hours, for other purposes than consequences will be decided by the Principal. Cell phones and devices that can take pictures and/or can connect to the internet during before and after care school hours are not permitted. The above pertains to cell phones, radios, tape players, pagers, televisions, and cameras but is not limited to these items.

LOST AND FOUND

Students should report loss of property to the school office, so that efforts may be made to trace the missing articles. Should a student find a lost item, it should be turned into the school office. These lost articles may be claimed upon proper identification. All lost articles left unclaimed will be donated to charity. Unclaimed and unmarked books, clothing, and other items will be placed in the lost and found shelves.

NATIONAL JUNIOR HONOR SOCIETY: Spirit of the Cross Chapter

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a student. The NJHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Each chapter strives to give practical meaning to the society's goals of scholarship, leadership, service, character and citizenship. Students are not inducted simply because of a high academic average. The National Junior Honor Society strives to recognize the total student. Membership, however, is more than an honor. It incurs a responsibility and an obligation to demonstrate the society's goals.

The criterion for selection at Holy Spirit Regional Catholic School is as follows:

- All candidates for membership in the National Junior Honor Society must have attended Holy Spirit Regional Catholic School for at least one full semester.
- All candidates for membership must have a combined grade point average of 93 or higher in their major subjects.
- Along with academics, candidates will be evaluated in the areas of leadership, service, character, and citizenship. These evaluations are based on information supplied by the candidates and teacher recommendation.
- Candidates for the National Junior Honor Society will be selected annually. Students meeting all requirements will receive a written invitation to join the society. Induction ceremonies will be held once each year, in the spring.
- After each semester, members who have not maintained the above qualifications will receive a letter placing them on probation. If the qualifications are not met the next semester, the student will be dropped.

PARENT-SCHOOL RELATIONS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at Holy Spirit Regional Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Holy Spirit Regional Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Holy Spirit Regional Catholic School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require to parent/guardian to withdraw his/her child or children from Holy Spirit Regional Catholic School. Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

PARENT-STUDENT RELATIONS

In order for the educational process of Holy Spirit Regional Catholic School to function smoothly and to operate in an optimum manner, daily operating procedures are in place. To function effectively, as a school, the professional staff needs the help of parents and students. Parental support, encouragement, and cooperative attitudes assist the teachers in the important job of educating the children. Included in this section are methods that have been put into place to use class time more effectively and efficiently, to cut down on distractions, to provide for the safety of the students, to promote good teacher-parent communication, and to encourage appropriate teacher-parent-student-interaction.

We, at Holy Spirit Regional Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Spirit Regional Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Spirit Regional Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.**

If there is an incident at school, parents should establish the accurate and complete story as your first step. Evidence of mutual respect between parents and teachers will model healthy mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for

an inappropriate action or behavior. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT/TEACHER CONFERENCES

Formal parent-teacher-student conferences are scheduled at the end of the first quarter, and students are encouraged to be present. These conferences occur after report cards have been issued and are an opportunity for parents, teachers, and students to meet and discuss together the best learning options for a student. Teachers will send a conference letter home with a date and time. If a conflict should arise in scheduling, parents should contact the teacher to arrange an alternate time during conferences.

During the year student/parent/teacher conferences or meetings can be arranged as the individual need arises. If a parent has any reason to meet with a teacher at any time, please call the office to make any appointments. To ensure your teacher is receiving your communications and or requests, it is recommended you communicate to teachers through RenWeb/FACTS.

PARENT/TEACHER ORGANIZATION (PTO)

The Parent/Teacher Organization functions to provide service and information to the parents of students attending Holy Spirit Regional Catholic School. In addition, it provides financial support to the school. All Holy Spirit Regional Catholic School parents are urged to show support for the school by becoming a member of the organization. Parents should make an effort to attend the meetings and support the organization and its efforts.

Parents are expected to be active and interested in the life of the school community -- social events, fundraising projects, and spiritual activities. The operation of a successful school very much depends on the participation and support of parents and friends in the community.

Children learn about service when they observe those they love, especially the adults with whom they live, serving others. If you have time and talents to share, please contact your child's teacher, an officer of the Parent-Teacher Organization, or the school office: 256-881-4852.

PARTIES AND INVITATIONS

Any classroom parties and holiday celebrations are to be cleared with the classroom teacher and Principal well in advance of the event. The parent coordinator will work with room parents to help organize the event. If parents wish to bring in a treat at lunchtime to be distributed in the cafeteria, they need to clear it with the homeroom teacher, due to possible food allergies. Parents must make sure that there are enough treats for the **entire grade of students**. No classroom birthday parties will take place. Invitations to non-school sponsored parties are **NOT** allowed to be distributed in school.

PERSONAL BELONGINGS

Only those items determined by the teacher to be necessary for school are to be brought to school. Unnecessary items (i.e., toys, etc.) can be distracting and can disrupt the learning environment we are trying to create. All students are encouraged to have a book bag. Please be sure that all items that are brought to school are clearly labeled with the child's name, so they can be easily identified.

PUBLIC DISPLAYS OF AFFECTION

Holy Spirit Regional Catholic School does not allow public displays of affection between students.

RECESS and PLAYGROUND SAFETY

Recess is an important part of each day. The purpose of the break is to allow the student's time to relax and visit with friends. It is a time for playing and running. Students may bring a snack. Students are expected to go to the playground for recess, weather permitting. Recess is held indoors on rainy days. Recess clears the mind and permits a fresh start on the work to be addressed. For the safety of everyone, students are expected to play in assigned areas only and observe safety rules. Any possibly dangerous games are prohibited. All playground equipment is to be properly used.

RENWEB (NOW CALLED FACTS-SIS)

Parents may access their students' academic progress, set up parent alerts, order lunches and see after/before care balances via FACTS SIS. You must keep all demographics updated to ensure all communication (IE: severe weather alerts, important notifications) from the school. Instructions for set up will be provided to you upon request.

RIGHTS AND RESPONSIBILITIES

Constitutional rights do not apply to Holy Spirit Regional Catholic School. While Holy Spirit Regional Catholic School students and their parents do not have constitutional rights, parents and students do have rights under statutory law, common law, and contract law. Parents have the right to have their children receive an academically sound education, to talk with school personnel and have requests for meetings answered in a timely manner, to receive fair hearings on concerns and grievances, to have students supervised in a safe and appropriate manner, to review records and respond, and to participate in the life of the school.

The school, the parents, and the student each have roles to accomplish common goals. The school is to offer opportunities to learn by using a variety of materials, techniques and styles, advise students, parents, and faculty of expected behaviors and consequences for unacceptable behavior, discern and communicate with parents about the students' progress and needs.

The student is to attend school on time, ready to participate in the day's activities, contribute to the learning environment through attentiveness and participation, behave in the

expected manner, facilitate communication between home and school by delivering messages between the two, and involve parents in his/her school life by talking with parents.

The parents are to meet the child's basic needs so that the child can be alert and open to learning at school, ensure that the student gets to school on time, provide a suitable environment for study and homework, including parental attention and help as needed and when appropriate, demonstrate to the child excitement about learning and the importance of education, support teachers and the Principal in their decisions and talk with them, and the child when appropriate, to work through problems, model responsible behavior by following through on communications from school, and participate in school activities as appropriate and when possible.

If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

SCHOOL FEES

A. TUITION, REGISTRATION AND FEES

2019-2020 School Year

	10-Month Option (July-April)	Semester Plan (due July & January)	Annual (due July)
Parishioner			
1 child family	\$ 545.00 / month	\$ 2,725.00	\$ 5,450.00
2 child family	\$ 930.00 / month	\$ 4,650.00	\$ 9,300.00
3 child family	\$ 1,240.00 / month	\$ 6,200.00	\$ 12,400.00
4 child family	\$ 1,525.00 / month	\$ 7,625.00	\$ 15,250.00
Non-Parishioner			
1 child family	\$ 685.00 / month	\$ 3,425.00	\$ 6,850.00
2 child family	\$ 1,365.00 / month	\$ 6,825.00	\$ 13,650.00
3 child family	\$ 2,045.00 / month	\$ 10,255.00	\$ 20,450.00
4 child family	\$ 2,730.00 / month	\$ 13,650.00	\$ 27,300.00

4 YR PRE-K ~ No parishioner/sibling discount or financial aid offered

	10-Month Option (July-April)	Semester Plan (due July & January)	Annual (due July)
Each child	\$ 625.00 / month	\$ 3,125.00	\$ 6,250.00

Application fee - \$ 35.00 **(Application fee is a non-refundable fee)**
Registration fee and Diocesan Tax - \$ 150.00 **(Registration fee is a non-refundable fee)**

All tuition payments are collected through FACTS management payment program. Each family is required to set up and new payment plan each year. FACTS offers a variety of ways to make your payment.

Option 1

11 monthly payments starting in July 2019 and ending in May 2020; with payments due on the 1, 7, or 25th of each month.

Option 2

10 monthly payments starting in July 2019 and ending in April 2020; with payments due on the 1, 7, or 25th of each month.

Option 3

2 equal payments. The first payment due in July 2019 and second payment due in January 2020 on the 1, 7 or 25th of each month.

Option 4

1 payment. The payment due in July 2019 on the 1st, 7 or 25th.

Payments may be made by setting up an automatic draft from your checking or savings account with no service fee or you may use a credit card. FACTS Mgt accepts Master Card, Visa, Discover or American Express. Credit cards will be assessed the customary fee of 2.85% for each transaction. There are FACTS fees associated with each families FACTS account. The fees are based on the option picked for tuition payments.

FACTS Enrollment Fees

1 Payment	\$ 20.00
2 Payments	\$ 20.00
3 or more Payments	\$ 50.00

A late fee of \$15 will be assessed for tuition and incidental billing late payments. A \$30 non-sufficient funds (NSF) fee will be assessed by FACTS as well as \$25 fee from Holy Spirit School for payments returned for NSF, plus an additional \$15 late fee.

Tuition is based on a full month. The fact that tuition is payable in monthly installments does not constitute a pay per month agreement. **The first payment collected in July is non-refundable.** Should a family decide to withdraw their student(s) the families choosing to pay by semester or annually will be refunded accordingly. No student semester and or final exam grades will be posted or released until all tuition and fees are current, all text and library books are turned in, and sports uniforms are returned.

B. FACTS MGT PAYMENT PLAN

Payment plans must be set up thru FACTS. Please log into FACTS to set this up. Once you are logged in, go under the *Resources* tab and click the link labeled *FACTS*. Keep in mind that it will not state how much the tuition will be until the Business Manager verifies your information. You will receive an email confirmation from FACTS once your account has been finalized.

C. LATE PAYMENTS

All school accounts must be kept paid up to date. Registration for the following year may not be accepted from families with delinquent accounts. Parents who experience problems in this area should contact the Principal, Pastor or Business Manager. A student is ineligible to graduate until all financial obligations to the school have been met. Official school student records may NOT be transferred until all financial obligations to the school have been met.

D. BEFORE/AFTERCARE FEES

The fee for Before/After School Care is \$6.00 per child per hour or \$.10 per minute. A monthly statement will be emailed from FACTS to each family and paid online on a monthly basis. *No payments will be accepted in the office.* It is the responsibility of parents to see that their bills are paid on time. Unpaid bills can be treated as, and subjected to the same policies as tuition. You will be able to print calendar year-end statements from FACTS Mgt.

E. LACK OF CHURCH SUPPORT

Failure to support Holy Spirit or Good Shepherd Churches, by means of church envelopes or checks, as well as time and talent, can place families in non-parishioner status.

F. FINANCIAL ASSISTANCE POLICY

All families who are practicing, participating (monetarily and/or in volunteer hours) Catholics in either Holy Spirit or Good Shepherd Parishes and have one or more children attending (or about to attend in the coming school year) Holy Spirit Regional Catholic School may apply for the financial assistance described in this policy. Those parents requesting assistance are to apply through FACTS for Grant and Aid before the middle of April for the next school year. Families may contact the business office for detailed instructions.

Financial assistance will be awarded to parishioners of Holy Spirit or Good Shepherd Parishes first. Non-Catholic or non-parishioner families are welcome to apply for assistance and will be considered for an award if there are funds remaining from the parish distribution.

G. CAFETERIA FEES (Subject to change)

Daily Lunches (includes salad bar and milk) = \$ 3.50
Pizza (includes 1 slice of cheese pizza, salad and milk) - \$ 4.00
Additional Pizza (when purchased with lunch) = \$ 1.50 each
Salad Only = \$ 1.75
Milk Only = \$ 0.50
Ice-cream = \$ 0.50 - \$ 1.00

If there are extra lunches available and a student asks to purchase the price will be \$3.75.

If a child has not pre-ordered pizza for lunch and asks to purchase pizza for lunch they will have to pay the full price of a pizza lunch not the price for just additional slices. The price of one piece of pizza lunch is \$4.00.

No credits will be issued for pizza, milk, salad. There will be no credits for lunches should the school be closed or close early due to any unforeseen circumstances. *There are no credits on pizza lunches.* Should a child have at least three consecutive days of excused absences and have ordered lunches on the days missed, an email can be submitted to the Cafeteria Manager to have a credit issued for the missed lunches. The Cafeteria Manager and Business Manager will issue all lunch credits.

H. LIBRARY FEES

Students are permitted to check out two books simultaneously, except kindergarten and first grade whom are permitted one. Books have a checkout period of one week, and the Middle School section has two weeks. When returned, books must be given to a librarian for check in and re-shelving. If not returned by the due date, materials will incur fines of \$.05 per day maxed out at \$15.00.

I. LOST OR DAMANGED BOOKS

It is the responsibility of the students and subsequently their parents to replace and/or pay for any lost or damaged books. In the instance that a book needs to be replaced, the parents may be charged through FACTS or they may purchase the book themselves and send it in as a replacement, provided that the replacement book is hardback.

SERVICE PROJECTS AND EXTRA-CURRICULAR ACTIVITIES

Throughout the school year our students participate in a number of service projects. Their purpose is to provide students with the opportunity to make a difference in our church and our community through various service and support programs. Additionally there are many extra-curricular options for students.

Students are encouraged to participate in any of the following activities:

- Altar Servers -- Grades 4-8
- Band – Grades 5-8
- Basketball (boys)
- Basketball (girls)
- Boy Scouts & American Heritage Girls
- Cheerleading (girls – 7/8th can try out for JPll Middle School Falcons)
- Chess – The Knight School
- Cub Scouts
- Guitar Ensemble
- Holy Spirit Regional Catholic School Spirit Fuel – Grades 2-8
- HS Church Children's Choir – Grades K-4 (after school practice)
- National Junior Honor Society
- Safety Patrol - NJHS
- Soccer (Indoor and Outdoor)
- T-Ball
- Theater
- Track
- Volleyball (girls)

Students may not be allowed to participate in any activity if they have an average below C in any of their subjects; checked on report card before program begins

STUDENT RESPONSIBILITY FOR THE CARE OF PROPERTY

Each student is held responsible for his or her desk and locker. Parents will be requested to compensate for deliberate damage to school or parish property caused by their children. Holy Spirit Regional School students are expected to keep their classroom and grounds neat and tidy. This includes keeping paper off the floors and grounds. It is the responsibility of each student to care for the rest rooms in a proper manner.

TELEPHONE

The school telephone system is to be used only by school personnel. Students are not allowed to use the telephone. In the event of student illness, the secretary or school nurse will contact the parent. Emergency messages will be conveyed to your child. Children will not be called to the telephone.

TEXTBOOKS

The Diocesan Superintendent of Schools specifies textbooks. All hardcover books used in Grades 1 - 8 are to be covered all year. (Large brown paper bags are excellent, and free.) Please does not use contact paper on books. Do not write in textbooks. Each book is numbered and coded for inventory, and students are responsible for the books given to them. Lost or damaged books are to be paid for at replacement value. If workbooks are lost, students must purchase new ones. All textbooks are turned in at the end of the school year.

VISITORS

All visitors must report to the main office immediately upon entering the school. No one is exempt from this rule. While adults are always welcome at our school, students are not permitted to bring friends or visitors to school. Graduates of Holy Spirit Regional Catholic School who wish to visit during class time must first report to the school office.

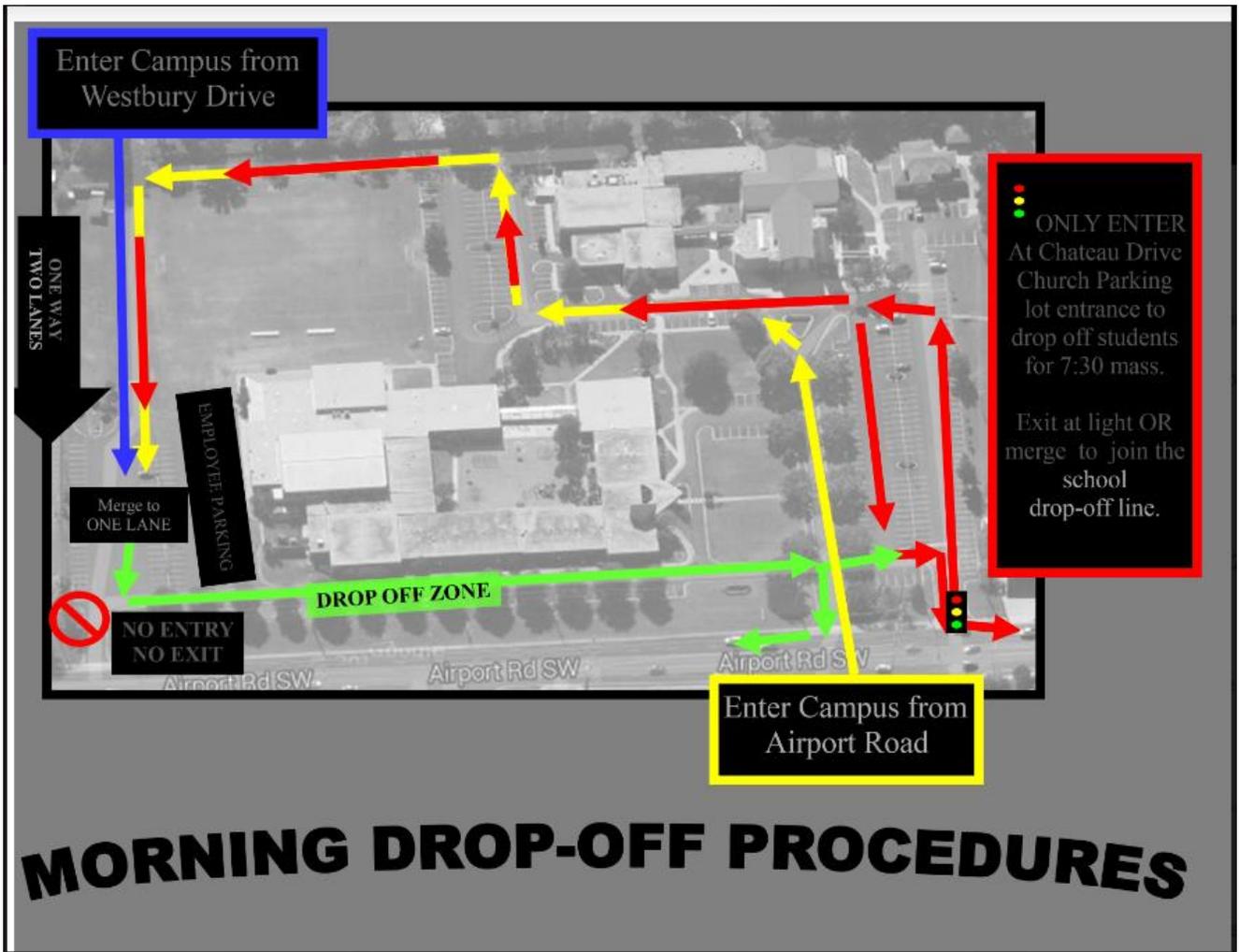
VOLUNTEERS (PARENT AND NON-PARENT)

The Diocese of Birmingham requires that ALL volunteers, including but not limited to computer helpers, cafeteria volunteers, field trip drivers, library helpers, AR parents, coaches, room parents, must have background clearance by completing an Application for Service (Form AS-1) and by attending a Youth Protection I class prior to volunteering. These forms are available in the school office.

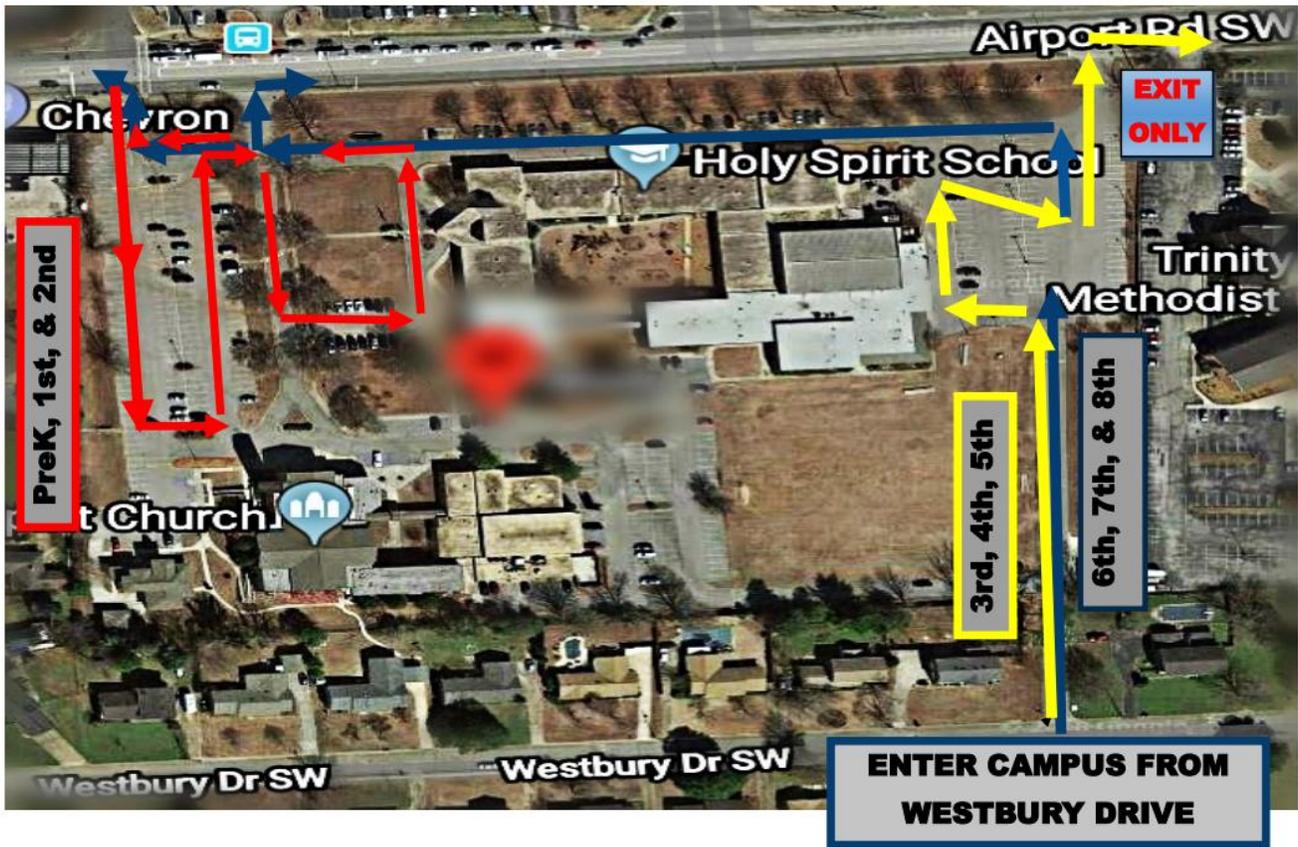
In addition, for events where additional supervision is needed to assist a teacher a minimum of 1 qualified adult is needed for every 7 minors. If both male and female youth are present, then both male and female leadership are required. Volunteers must be aware that the teacher has supervisory responsibility over them as well as the students, and it is therefore imperative that the volunteer comply with teacher requests in order to remain in compliance.

RIGHT TO AMEND

Holy Spirit Regional Catholic School and its Principal, as well as the Diocesan Director of Catholic Schools Pro Tempore for the Diocese of Alabama in Birmingham, reserve the right to amend this handbook. Notice of amendments will be sent to parents via written notification.



AFTERNOON CARPOOL PROCEDURES



This page intentionally left blank

2019-2020 Holy Spirit Regional Catholic School Handbook

By signing this agreement, we have read and will abide by all of the Handbook Rules and Policies of this handbook at Holy Spirit Regional Catholic School.

*Please complete one form for **each** student.*

Student's Signature

Grade & Teacher

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

(The Handbook is available online. Please read the Handbook and sign and return this form to the homeroom teacher by August 23, 2019).