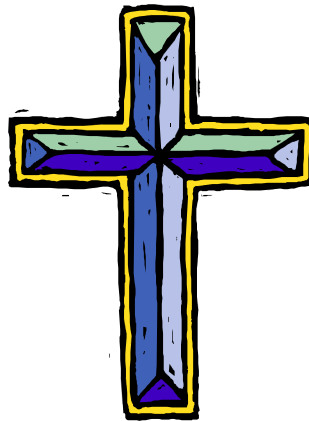


256-881-4852

# Parent/Student Handbook

2010-2011



The mission of Holy Spirit 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 2010)

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## **INTRODUCTION**

Welcome to Holy Spirit Regional Catholic School!

To those of you entering for the first time, we hope this is the beginning of many enjoyable and successful years in our school community.

To those of you returning, we wish your children continued success and look forward to seeing them grow in maturity and leadership.

Education to the Christian way is a life-long process, involving conduct, attitudes and relationships as well as Beliefs, Sacraments and Prayers. Holy Spirit School is a service to our children by being a believing community, and exists primarily for the child. Our students are respected and loved as unique children of God. Each has special gifts and talents, as well as special needs. Each requires and obtains personalized attention as he or she grows in the proper relationship to self, to God, to others, and to the world!

## **HOLY SPIRIT REGIONAL CATHOLIC SCHOOL**

Holy Spirit Regional Catholic School, located on the campus of Holy Spirit Church in Huntsville, Alabama, is a Kindergarten through 8<sup>th</sup> grade Catholic elementary school, and is under the auspices of the Diocese of Birmingham Catholic Schools.

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. 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 subjects. Our curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio visual and technological tools, and 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 in the afternoon, 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.

## **I. PURPOSE OF THE HANDBOOK**

This handbook is intended for both parents and students. It will provide parents with important information that can be helpful with the concerns and questions that may arise about their children. Students will find in it their responsibilities as members of the Holy Spirit 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 handy for future reference. **Holy Spirit Regional 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 his or her discretion.**

## **II. OFFICIAL SCHOOL HOURS**

### **DAILY SCHEDULE**

School begins at 8:00 A.M. and is dismissed at 3:05 P.M. Parents are not to enter the classrooms between 8:00 A.M. and 3:05 P.M. without permission from the principal. Books, lunches, messages, etc. are to be brought to the school office. All students are expected to leave the school grounds promptly after school except those staying for the after school activities. After School Care Program students must report directly to the program and may only leave the school if accompanied by a parent or someone designated by a parent. The principal must approve any variation of this policy.

## **III. SCHOOL FEES**

### **A. TUITION, REGISTRATION AND FEES**

#### **2010/2011 School Year**

#### **10-Month Option (August-May)**

##### **Parishioner**

1 child family \$397.50/month  
2 child family \$692.50/month  
3 child family \$928.50/month

##### **Non-Parishioner**

1 child family \$481.50/month  
2 child family \$963.00/month  
3 child family \$1,444.50/month

#### **11-Month Option (July-May)**

##### **Parishioner**

1 child family \$361.36/month  
2 child family \$629.55/month  
3 child family \$844.10/month

##### **Non-Parishioner**

1 child family \$437.73/month  
2 child family \$875.45/month  
3 child family \$1,313.18/month

Registration fee and Diocesan Tax - \$110.00 (**Registration fee is a Non-Refundable fee**)

Parents have three options by which to pay their tuition:

1. Payment in full by August 1
2. Payment by semester: ½ due August 1, ½ due January 1
3. Automatic Tuition Draft

## **B. AUTOMATIC TUITION DRAFT**

Tuition is automatically withdrawn from your checking or savings account each month. Three dates are available for automatic debit. They are the 25<sup>th</sup>, 1<sup>st</sup> or 7<sup>th</sup>. If one chooses the 25<sup>th</sup>, it is withdrawn the 25<sup>th</sup> of the month **before** tuition is due (example August tuition will be withdrawn from the account July 25<sup>th</sup>). If you choose the 25<sup>th</sup> of the month, tuition will be withdrawn July through April; for the 1<sup>st</sup> or 7<sup>th</sup> of the month, tuition will be withdrawn August through May.

To establish this with your financial institution, please submit a voided check or a deposit slip for savings account with the date you wish the tuition withdrawn.

This service is mandatory for all families who do not pay annually or by semester, or have not made other arrangements with the Principal.

## **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 or pastor. A student is ineligible to graduate until all financial obligations to the school have been met.

## **RETURNED CHECKS**

The school does not accept post-dated checks. If a check is returned, a penalty of **\$15.00** will be charged.

## **D. 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.

## **E. 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. Non-Catholic or Non-Parishioner families (i.e. non-parishioners of either Holy Spirit or Good Shepherd churches) whose children attend Holy Spirit Regional Catholic School are encouraged to seek financial assistance from their own churches and are not eligible to apply for the benefits. Those parents requesting tuition assistance are to contact the school office for detailed instructions.

## **IV. SCHOOL ADMISSION AND TRANSFER POLICIES**

### **A. ADMISSION AND REGISTRATION**

Catholic Schools in the Diocese of Birmingham, 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. They 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.

**B. ENTRANCE REQUIREMENTS**

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

a) Students entering Kindergarten **MUST** be five years old on or before September 2<sup>nd</sup>, of the current school year. This is required by state law.

b) Students entering First Grade **MUST** be six years of age on or before September 2<sup>nd</sup> of the current school year. This is required by state law. 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 will be copied and then returned to the parents immediately after registration.

Alabama State Law also requires that children entering Kindergarten or First Grade be immunized against polio, diphtheria, tetanus, pertussus, measles, rubella, and varicella (chicken pox). The school must have a copy of these records on file. Additionally, all new students are required to produce a Social Security Number, Health Emergency Release Form and Birth Certificate, as well as a copy of their most recent report card. 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.

**V. CURRICULUM**

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

It includes:

Religion	Mathematics	Health
Language Arts	Social Studies	Handwriting
Reading (and Phonics)	Science	Physical Education
English	Computer Science	Art
Spelling	Spanish	Music

**A. RELIGION PROGRAM**

At Holy Spirit Regional Catholic School, the teaching of Religion is given top priority. 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.

## PRAYER IN CLASS

Prayer is a vital part of the Christian day. As we are a part of the Catholic school system, Holy Spirit students have the privilege of praying together in class. Short prayers are encouraged at the beginning and end of each day, before lunch period, and frequently during the day.

## THE CELEBRATION OF THE EUCHARIST

“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)

Special emphasis is placed on weekly liturgies, which are planned by specific classes. Additionally, there are Masses for school opening, Thanksgiving, Holy Days of Obligation, closing of school and other special occasions. Respect for Jesus, prayerful quietness in church, participation in singing and responding to the priest is a very important part of the students’ and teachers’ lives. We encourage parents to attend any of our school Mass celebrations.

## **B. SACRAMENTAL PROGRAM**

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. The reception of the sacraments is a very important step in the life of a child. It should be a memorable, joyous event after serious preparation and forethought.

## CONFIRMATION

Confirmation is celebrated at the end of eighth grade (or older) with the Bishop of the Birmingham Diocese presiding. Preparation includes regular attendance in either the Sunday or the school religion classes. In addition, the candidates of the parish meet together on a monthly basis, attend one weekend retreat, and perform service projects in an effort to fully experience the power of the Holy Spirit in their faith community. Two parent group meetings are held to outline catechesis for the sacrament and plans for the retreat.

## **C. ATTENDANCE AT DAILY MASS**

Our students in grades 5 through 8 attend daily 7:30 Mass once each week (Grades 7 and 8 on Tuesdays at 7:30 am; Grades 6 and 7 on Thursdays at 7:30 am). It is the expectation of the pastors of Holy Spirit Church and the administration of Holy Spirit Regional Catholic School that every student will be present AND ON TIME for these mandatory daily Masses. Students in grades 2-4 attend Mass on Mondays at 12:00 noon.

## **D. GUIDANCE PROGRAM**

The School Counselor works to help your child learn more effectively.

Your School Counselor:

- Works with individuals
- Works with small groups

- Instructs in classroom guidance
- Consults with parents, teachers, administrators, and outside resources on a wide variety of topics of relevance to our student's well-being
- Coordinates school-wide events and activities to promote a positive school climate
- Coordinates special testing services
- Maintains confidentiality
- Encourages students to recognize and make the best of their own unique capabilities
- Helps children cope with emotional crisis

## E. PHYSICAL EDUCATION PROGRAM

Holy Spirit School Physical Education Goals:

To provide a program based on active play that will lead to the desire of students to pursue a lifelong activity, therefore promoting the importance of staying physically fit throughout one's life.

This will be done by:

- encouraging students to pursue active play when they are away from school
- teaching the skills needed to participate on various activities
- expressing the importance of fitness (while participating in various activities) over winning
- offering a variety of activities for students to experience

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. Students must leave their books and personal belonging in their classroom or locker. 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 can be deducted from the student's first grade for every time they fail to dress out over the **two** times allowed. (Of course, special cases will be recognized, such as severe injuries or illness, etc.) One written test is given every quarter, making up 25% of a student's grade.

In order to insure maximum participation of all students, there is a P.E. dress code consisting of the following:

### Girls

1. Solid navy T-shirt (no turtlenecks or collars)
2. Navy gym shorts -- (no biker or running etc.)
3. Cotton socks
4. Non-marring tennis shoes. It is the responsibility of parents to buy, and students to wear, shoes that will not mark the floor.
5. For cold weather, any color sweats will do, but the gym uniform must be worn underneath.

### Boys

Same as above, except boys wear white T-shirts.

Other special school T-shirts may be worn as stipulated by the P.E. Instructor.

\*Kindergarten, First, Second and Third Grade students do not change clothes for P.E.

## **F. EXTRA CURRICULAR ACTIVITIES**

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

Basketball (boys)	National Junior Honor Society
Basketball (girls)	(second semester 6-8 Grades)
Volleyball (girls)	Yearbook -- Grades 7-8
Soccer (Indoor and Outdoor)	Safety Patrol -- Grade 5-8
Track	Altar Servers -- Grades 5-8
T-Ball	Boy & Girl Scouts
Cheerleading (girls)	Bands -- Grades 5-8
Math Team	Children's Choir -- Grades K-4
Robotics	(after school practice)

Students may not be allowed to participate in any activity if they have an average below "C" in any of their subjects.

## **G. LIBRARY**

Each class is given a 30-minute period on an assigned day, in which to check out books and read. Research work can be done when necessary.

There is a \$.05 per day charge on overdue books; however, this charge is only limited to school days. If a book is lost or severely damaged, there will be a replacement charge for the book. Charges will depend upon the condition and cost of replacing the book.

## **H. 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 teachers 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.**

Important safety precautions should be followed by drivers on field trips; drivers should never **EXCEED** the speed limit, and all students **MUST** wear a seat belt at all times. Parents should drive directly to the destination and directly back to school. No one under the age of 21 years old is allowed to drive students on field trips. Students are not allowed to have food, drink, or gum en route. Any deviation from this policy must be approved by the principal.

## **I. BEFORE AND AFTER SCHOOL PROGRAM**

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.

**HOURS: The program operates every day school is in session from 6:30-7:30 A.M., and from 3:15-5:45 P.M. Any student remaining on school grounds after 3:15 and not involved in an organized, adult supervised activity must take part in the After School Program.**

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.

Drop-ins are allowed; however, if you plan on using this service on a continual basis, please make sure you register on Tiger Night.

If school is closed due to inclement weather, the Before/After School Program will not offer services.

**CELL PHONE The Before/After School Program CELL PHONE number is #658-5437 (658-KIDS) Please call that number after school hours if you need to contact a Before/After School Care Worker.**

### FEES

The fee for Before and After School Care is \$4.20 per child per hour. If a family uses less than one hour (60 minutes) of Before and After Care in a month, there will be no charge. A monthly statement will be **emailed** to each family. Fees are paid on a monthly basis, and ***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. Fees are due by the 20<sup>th</sup> of each month and are paid through the school office. Please make all checks payable to Holy Spirit School. The top portion of the invoice must be returned with payment. ***Calendar year-end statements will not be sent.***

**NOTE:** Please note at the bottom of your statement, *“Payments are due the 20<sup>th</sup> of the month following the service. May payment is due by June 10<sup>th</sup>. A \$10.00 late fee will be added to every unpaid account on the 20<sup>th</sup> of the month.”* (The late fee is applied to all balances - no minimum.)

Prepayments for the Before/After Care Service are accepted. An invoice will still be sent each month for your records.

### HEALTH AND SAFETY

If children should become ill or injured while in the Before/After School Care Program, parents will be called. Information concerning allergies or health restrictions must be on file along with a physician's name and telephone number. The Before and After School Care Program does not offer accident insurance on the children, therefore a signed release statement must be on file for each child. 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 registration form. In an emergency, please call to give permission for other persons to pick-up your child.

### DISCIPLINE

Discipline of children shall be consistent and fair. Limits and rules shall be understandable to the children to whom they apply. No corporal punishment will be allowed. Failure to obey can result in a student not being allowed to use the service.

## **K. CAFETERIA POLICY**

Holy Spirit Regional Catholic School does not take part in the federally funded hot lunch program. Therefore we must 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.

- 1) **All school lunches are pre-ordered and prepaid by the month.**
- 2) Lunch menus and order forms will be available the 15<sup>th</sup> of the month via Edline and are due no later than the 22<sup>nd</sup> of the month (some monthly exceptions may apply). ***Lunch orders will not be accepted after the 22<sup>nd</sup> of the month.*** There are no minimum times you must order. **Lunch orders will only be accepted with a valid check or cash payment. Post-dated checks will not be accepted. If a lunch order is turned in without a valid check or cash payment, it will be considered late and therefore not accepted.**
- 3) **Families must fill out one order form per child, per month**, but may pay with one check so long as all orders and checks are in the same envelope. If more than one child is on an order form, the order form will be returned and deemed unacceptable until each child has an order form. Please send orders and payments with your most responsible child. Make checks payable to *Holy Spirit School Cafeteria*.
- 4) All school prepared lunches include salad bar and milk for \$3.00. Pizza will be offered on Friday. This lunch will include one slice of cheese pizza, salad bar and milk for \$3.00. You must order the entire lunch. Additional slices of pizza, when purchased with a lunch cost \$1.50 each. ***There are no credits on pizza lunches.***
- 5) No credits will be issued for the first missed lunch in a month. Credits will be issued for additional missed lunches each month. Credits will be issued once each semester in December and April. Ex.: Two (2) days missed in the month of September, One (1) lunch credit will be issued in December to be used with your January lunch order. **The Cafeteria Manager will issue all lunch credits.**
- 6) The salad bar and milk will be available daily. These items may be purchased on a daily or monthly basis. There are no credits on pre-ordered salad or milk.
- 7) All children must be provided with a lunch. **Under no circumstances can lunch be charged.**
- 8) **Carbonated beverages and beverages in glass containers are not allowed.**
- 9) 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.
- 10) Do not send lunch items that require heating. Due to time, facilities and staffing, heating of food items is not a possibility.

### **Pricing (Subject to Change):**

Daily Lunches (includes salad bar and milk) = \$3.00

Pizza (includes 1 slice of cheese pizza, salad and milk) - \$3.00

Additional Pizza (when purchased with lunch) = \$1.50 each

Salad Only = \$1.00

Milk Only = \$0.50

## **VI. ATTENDANCE**

### **A. ABSENCES**

Students are expected to be present and on time every scheduled school day.

Any student absent twenty (20) school days within a school year will be required to repeat the grade, unless waived by the Principal and Diocesan Superintendent of 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 Superintendent of Schools.

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 school office that day between 7:30-9:30 A.M. This is to be done every day that the student is absent unless the parent states the number of days in advance. Parents must also submit a written note on the day that the student returns to school with the following information:

- a) Name of student
- b) Dates of absences
- c) Reason for absences
- d) Parent or guardian's signature
- e) Doctor's certificate, if required

### **HOMEWORK REQUESTS DURING ABSENCES**

If your child will only be out for a short period of time, e.g. one or two days, your child may pick-up their homework when they return to school. Students will be given ample time by their teacher to complete the work they missed while out. Please do not request homework for one day absent. For students who have been out for several days, parents need to request homework **before 10:00 AM**.

### **B. ATTENDANCE**

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.

### **STUDENT ABSENCES**

- A. Excused Absences** – Parent(s)/guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence (or consecutive absences). If the written explanation is not provided within the two-day period, the absences will be coded unexcused. Any student who misses one (1) hour and 45 minutes to three (3) hours and 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 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 only for the following reasons:

1. Personal illness without doctor's excuse, with parent/guardian excuse
2. Personal illness with a doctor's statement
3. Health treatment
4. Death in the immediate family
5. Weather preventing attendance (would endanger student's health)
6. Legal requirements, such as subpoena or other required court appearance
7. Prior permission by the principal at the request of parent or guardian
8. Legal quarantine

**B. Unexcused Absences** – 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.

**C. Absences Due to School Related Activities** – 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.

### **C. TARDY POLICY**

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.** After 9:45 A.M. students are considered 1/2 day absent. Students arriving after 11:30 are considered absent for a full day. Criteria for excused or unexcused tardies are the same as for excused or unexcused absences.

### **D. EARLY DISMISSALS**

#### **CHECK IN/CHECK OUT POLICY**

**Parents should make every effort that doctor's 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 giving the reason and the time the student will be picked up and returned to school. The note will be sent to the office and signed by the Principal (or his designate). Before a student may leave the classroom, the parent must come to the office and sign him/her out. When returning to school, the parent must come to the office and sign the student in before he/she can return to the class. The student is responsible for making up all missed work.

### **D. TORNADOES**

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***.

### **E. INCLEMENT WEATHER**

During inclement weather, Holy Spirit School will close whenever the Huntsville City Schools close, unless notified otherwise. Such closures are announced by the radio, television stations and a message will be sent to parents via “School Cast” system. 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 to be dismissed early due to inclement weather, Holy Spirit will dismiss as the Huntsville City elementary schools do. Come directly to the office (not the classroom) and your child will be dismissed. No child will be allowed to leave school unless accompanied by an adult.

## **VII. ACADEMIC PROCEDURES**

### **A. HOMEWORK**

Holy Spirit Regional Catholic School requires daily homework; however, it might not always be a written assignment. Parents should check the homework habits of their children and provide them with a reasonable, comfortable and quiet place in which to study. Folders containing student’s work are sent home every Wednesday. Please look for them, sign all papers requested, and see that they are returned promptly to the teacher.

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 -- 30-45 minutes
- Intermediate Grades -- 1 hour to 1 1/2 hours
- Upper Grades -- 2 hours

If your child takes an unusually long or short amount of time at the homework task, please contact your child’s teacher.

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 can result in the following action:

1. Parents will be notified of the problem by telephone, and the matter be referred to the principal.
2. Parents will be requested to attend a conference with principal and teacher.
3. If, after the conference, the problem still persists, more drastic measures may be necessary.

### **B. GRADING**

Grading is a method of evaluating 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 are based on daily work, daily participation in class, homework assignments, written test at conclusion of certain activities, extra work, notebook, oral reports, neatness, promptness of work, initiative, etc.

Report Cards are issued quarterly. Grades, cumulative absences, current grade averages and teacher's comments comprise the information provided to parents. In grades 7 and 8, each quarter grade equals 40%, and the semester exam equals 20% of the semester grade. Semester examinations are only given in seventh and eighth grades.

If your child is generally not working to potential, a midterm report will be sent indicating the suspected reason. For a student in Grades 7 and 8, it is important to keep in mind that students' report cards may determine what subjects they will be allowed to take in high school.

#### Grading System:

93 - 100 equals	A
84 - 92 equals	B
74 - 83 equals	C
65 - 73 equals	D
64 or below equals	F

An explanation of the report system appears on the report card. If at any time parents have questions regarding their child's work or progress, they are to contact the teacher.

#### PHYSICAL EDUCATION GRADING

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

Deduct 5 points for:	Not Dressed Out (ND)
Deduct 3 points for:	Wrong Shoes, Not Tied (WS) Locker Room Conduct (LC)
Deduct 1 point for:	Gum (G) Out of Row (OR) Manners (M) *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 parent or physician. Library work will be assigned and points will be deducted if not 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. Dailey 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.

### **C. HONOR ROLL CRITERIA**

An Honor Roll can be a powerful motivator to encourage students to achieve. We have three types of Honor Rolls; an “A” Honor Roll an “A & B” Honor Roll, and an “Improvement Honor Roll.

To obtain the “A” Honor Roll, students must have all “A’s” in graded subjects and an “S” (satisfactory) or above 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**

Professional educators recognize that Honor Roll students do not necessarily work the hardest, write the best, or cooperate the most congenially on classroom projects. 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, a sense of humor, 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 “F” in all subjects. It is possible, of course, to merit “All-A” or “A/B” Honors and also “Improvement Honors”.

### **D. NATIONAL JUNIOR HONOR SOCIETY**

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 90 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 from the Honor Society.

## **E. 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.

Eighth Grade students who do not meet the requirements will NOT receive a diploma and may not participate in the various activities at the end of the school year (graduation ceremonies, dances, class trips, etc.)

## **VIII. PUPIL SERVICES**

### **A. FIRST AID ROOM**

Holy Spirit Regional Catholic School operates a school First Aid Room, which exists primarily to care for minor injuries and to provide **temporary** care for children who become ill at school. Minor injuries, such as skin abrasions, bruises, etc., will be cleaned with soap and water, and unmedicated band-aids or ice packs will be applied, as necessary. Parents are required to complete a medical emergency form for each student. This form must be updated during the year as necessary.

### **B. ADMINISTRATION OF MEDICINE**

Medications can be dispensed in school if there is a need, and only under the following conditions:

- 1) The school principal must determine that this is one of the few unusual situations where no other appropriate medical solution is possible.
- 2) A written doctor’s order must be on file in the school office stating the drug to be given, the time it its to be given, and the dosage.
- 3) A written statement from the parent must also be on file requesting the principal to administer the medication.
- 4) The medication, in the form of pills, liquid, aspirin, cough drops, etc., must be delivered directly to the school office, **in its original container.**
- 5) All medications will be kept in a locked cabinet.

## **C. 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.

## **IX. 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.

### **A. PARENTAL COMMITMENT**

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.

### **B. VOLUNTEERS**

Children learn about service when they observe those they love - especially the adults they live with - 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: 881-4852.

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 attending a "Youth Protection I" class, PRIOR to volunteering. These forms are available in the school office.

In addition:

1. A minimum of 1 qualified adult for every 7 minors.
2. If both male and female youth are present, then BOTH male and female leadership is required.

### **C. PARENT/TEACHER ORGANIZATION**

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.

#### **D. PARENT/TEACHER CONFERENCES**

Formal Parent-Teacher conferences are scheduled at the end of the first quarter and midway through the third quarter. Other 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.

#### **E. COMMUNICATION**

Communication and mutual support between parents and teachers is imperative. If there are any questions about or concerns with school matters, parents are encouraged to meet with their child's teacher.

#### **F. GRIEVANCE PROCEDURE**

Where there is a "problem" -- misunderstanding, disagreement, 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.

#### **Gossip and discussion throughout the community can be destructive to all concerned!**

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. In other words, all grievances and discussions should take place in the correct order: Student/Parent - Teacher - Principal.

#### **G. RESPONSIBILITIES/RIGHTS -- SCHOOL, PARENT, STUDENTS**

"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 do have the following rights:

- 1) To have their children receive an academically sound education.
- 2) To talk with school personnel and have requests for meetings answered in a timely manner.
- 3) To receive fair hearings on concerns and grievances.
- 4) To have students supervised in a safe and appropriate manner.
- 5) To review records and respond; and
- 6) 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:***

1. Offer opportunities to learn by using a variety of materials, techniques and styles;
2. Advise students, parents, and faculty of expected behaviors and consequences for unacceptable behavior;

3. Discern and communicate with parent about the student's progress and needs.

***The student is to:***

1. Attend school on time, ready to participate in the day's activities;
2. Contribute to the learning environment through attentiveness and participation;
3. Behave in the expected manner;
4. Facilitate communication between home and school by delivering messages between the two;
5. Involve parents in his/her school life by talking with parents.

***The parents are to:***

1. Meet the child's basic needs so that the child can be alert and open to learning at school
2. Ensure that the student gets to school on time
3. Provide a suitable environment for study and homework, including parental attention and help as needed and when appropriate
4. Demonstrate to the child excitement about learning and the importance of education
5. Support teachers and principal in their decisions and talk with them, and the child when appropriate, to work through problems
6. Model responsible behavior by following through on communications from school
7. 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.**

## **X. 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. 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 student (over 18) without consent of such parents or students. 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 the principal. The school respects the right of the non-custodial parent to review the educational records of a child unless a copy of the custody section of the divorce decree stating otherwise is supplied by the parent and is on file in the office.

## **XI. DISCIPLINE PROCEDURES**

### **A. STUDENT CODE OF CONDUCT**

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. The authority to control student behavior extends to all activities of the school including all games and public performances, field trips, and all other school-sponsored activities. **Students are responsible for knowing and complying with rules, regulations, and procedures set forth in the handbook.**

1. **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 and to 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.

**2. Rules of Conduct:** The student...

- a. will abide by the uniform policy
- b. will walk, not run, in the building
- c. will not chew gum
- d. will never leave school grounds without permission from the office
- e. will follow all classroom rules
- f. will deliver and return signed papers
- g. will be respectful towards adults and polite to other young people
- h. will respect all school property (books, desks, restroom, etc.)
- i. will respect other students' property
- j. will use acceptable Christian language
- k. will be honest
- l. will keep all areas clean
- m. will get along with others, avoiding any type of conflict
- n. will be in class on time
- o. will bring nothing to school that could harm another person (knives, fireworks, firearms, etc.)
- p. will not drink alcohol, use drugs, use tobacco products, nor have them on campus

These rules may be interpreted and added to during the school year by the principal.

**B. DISCIPLINARY MEASURES**

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

Detention: Before school or on Saturday mornings usual time is one hour, but can be reduced to thirty minutes or increased to include Saturday mornings up to four hours. This can be a work detail. (No homework, eating, sleeping, talking etc.) Failure to comply will result in further disciplinary action.

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 done during the day.
3. Suspension – When it becomes necessary to suspend (remove from school setting) a student because of a disciplinary problem or a violation of a major school regulation, the school authority will notify the student and parents (by telephone). The student will remain at home and receive zeros for all missed work and tests. Parent conference is mandatory for re-admission.

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 his/her parents. A written notice of expulsion will be sent to the parents within three school days after the meeting.

### **C. INTERNET ACCESS\***

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predator. 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 parents' 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.

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

## **XII. 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 schoolwork and activities are minimized. All students 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 Girl Scout uniforms are permitted on the day of the scout meeting.

### **BOYS UNIFORMS**

**PANTS/SHORTS** – All shorts and pants must be purchased from either Dennis-Larose or Land's End Uniform Company. Grades K through 5 must wear navy chino style pants and shorts only; grades 6-8 may wear either navy or khaki pants; or navy or khaki shorts. All pants and shorts must have belt loops. Navy "sport" shorts (from either Dennis-Larose or Land's End Uniform Company) are allowed and are optional for P.E. only.

**SHIRTS** – Grades K-8 wear white or red knit shirts (long or short sleeve), with collars; white oxford button down shirts are allowed; red or white long sleeve turtlenecks are allowed, however, “mock” turtlenecks are not allowed. Red shirts must be purchased from either Dennis-Larose or Land’s End Uniform Companies. Shirts purchased from Land’s End or Dennis-Larose may have the Holy Spirit logo.

**SWEATERS** – All sweaters must be purchased from Land’s End or Dennis-Larose Uniform Companies. Navy cardigans, v-neck or pullover sweaters, or sweater vests may be worn. The Holy Spirit logo is optional.

**SWEATSHIRTS** – Sweatshirts must be purchased from Land’s End or Dennis-Larose Uniform Companies, and must have the Holy Spirit logo and may be gray or navy. Sweatshirts must be worn over a shirt.

**JACKETS** – Only approved fleece jackets (with logo) from Dennis-Larose 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, aka “no show socks” are **NOT** permitted.

**SHOES** – Tennis shoes must be predominately white, black, gray, brown, or dark navy. Small accent colors on tennis shoes are allowed. Shoes with lights, sounds, characters, beads, wheels, colored laces, etc. are not allowed. Shoes must be black, brown, white, or dark navy leather only. Boots, sandals, etc. are not allowed. Only non-scuff soles may be worn for P.E. Footwear must be kept securely fastened at all times.

**BELTS** – Belts are mandatory and may be black, brown, or navy. Suspenders are not allowed.

**GROOMING** – Boys are to be well groomed. Haircuts should be neat, out of the eyes, not distracting, and not extend over the collar. “Tails” are not allowed. Boys are not allowed to wear earrings.

## **GIRLS UNIFORMS**

**JUMPERS** – Grades K-5: Must be purchased from Denise-Larose Uniform Company.

**SKORTS** – Grades K-5 must be #60 plaid and must be purchased from Dennis-Larose Uniform Company; Grades 6-8 may be khaki or #60 plaid and must be purchased from Dennis-Larose Uniform Company. Skorts are not allowed to be re-hemmed.

**SKIRTS** – Grades 6-8: Must be purchased from Dennis-Larose Uniform Company.

It is recommended navy gym shorts be worn under skirts and jumpers.

**Jumpers, skorts, and skirts must be an appropriate length of no more than 3 inches above the knee.**

**PANTS/SHORTS** – All pants and shorts must be purchased from either Dennis-Larose or Land’s End Uniform Company. Grades K-5 must wear navy chino style pants and shorts only. Grades 6-8 may

wear either navy or khaki pants, or navy or khaki shorts. Navy “sport” shorts (from either Dennis-Larose or Land’s End Uniform Company) are allowed and are optional only for P.E.

**SHIRTS** – White or red knit shirts (long or short sleeve), with collars; white oxford button down blouses and round collar “peter pan” blouses are allowed; red or white long sleeve turtlenecks are allowed, however, “mock” turtlenecks are not allowed. Red shirts must be purchased from either Dennis-Larose or Land’s End Uniform companies. Shirts purchased from Land’s End Uniform Company may have the Holy Spirit logo.

**SWEATERS** – All sweaters must be purchased from Land’s End or Dennis-Larose Uniform Companies. Navy cardigans, v-neck or pullover sweaters, or sweater vests may be worn. The Holy Spirit logo is optional.

**SWEATSHIRTS** – Sweatshirts must be purchased from Land’s End or Dennis-Larose Uniform Companies, and must have the Holy Spirit logo and may be gray or navy. Sweatshirts must be worn over a shirt.

**JACKETS** – Only approved fleece jackets (with logo) from Dennis-Larose 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, or tights are allowed. Lace, ribbons, or pantyhose are not allowed. Sport socks, aka “no show socks” are **NOT** permitted

**SHOES** – Tennis shoes may be predominantly white, black, brown, or dark navy. Small accent colors on tennis shoes are allowed. Shoes with lights, sounds, characters, beads, wheels, colored laces, etc. are not allowed. Shoes must be black, brown, white, or dark navy leather. Navy/white saddle shoes are allowed. Boots, sandals, etc. are not allowed. Only non-scuff soles may be worn for P.E. Footwear must be kept securely fastened at all times.

**BELTS** – Belts are mandatory and may be black, brown, or dark navy. Suspenders are not allowed.

**GROOMING** – Hair must be neat. Nail polish must be clear. Only stud earrings are allowed. Make-up of any kind is not allowed in Grades K-7. A modest amount of make-up is permitted in Grade 8.

***ALL CLOTHING MUST BE SIZED PROPERLY TO THE STUDENT.***

**EXCEPTIONS OR SUBSTITUTIONS TO THE SCHOOL DRESS CODE MUST BE APPROVED, IN ADVANCE, BY THE PRINCIPAL.**

The very purpose of our school enforcing a uniform policy is to achieve quality and consistency among our students in their style of dress. If these uniform regulations are to succeed, it will take the combined effort of students, **PARENTS** and school personnel to see to it that every child comes to school in the proper uniform.

If, for any reason, a child must be out of uniform, a note of explanation, signed and dated by the parent, must accompany the student and be given to the homeroom teacher.

Please print your child’s name on all articles of clothing worn to school and regularly check the lost and found box located in the cafeteria for missing articles. Articles not claimed are periodically given to the poor. For Dress Code violations, the child’s parents will be called in order to bring the item necessary to complete the uniform. The child will wait in the office until the parent arrives with the

necessary item. After three documented incidences, the child will be ineligible for out-of uniform passes for the remainder of the year.

It is the hope of the uniform committee that we begin the school year as “tight” as possible. It is the responsibility of all parents to ensure their child is dressed according to policy, or be inconvenienced when they are not.

### **XIII. OUT OF UNIFORM DRESS CODE**

#### **GIRLS**

**SHIRTS** – All shirts must have sleeves. No halters or mesh “see-through” shirts allowed. No bare midriffs or shoulders, or “bell” shirts allowed. T-shirts must have positive messages.

**SHORTS/SKIRTS/DRESSES** – No shorter than five (5) inches above the knee, or fingertip length, whichever is longer.

**PANTS** – Must stay at “natural” waist. No “sagging” or “wide” jeans allowed. Pants must be without holes, neat and clean in appearance.

**SOCKS** – Socks must be worn with shoes.

**SHOES** – Boots and “flip-flops” are not allowed; students must come to school with shoes for Physical Education.

**JEWELRY** – Please refer to Dress Code Policy.

#### **BOYS**

**SHIRTS** – Shirts must have sleeves. T-shirts must have positive messages only.

**PANTS** – Must stay at “natural” waist. No “sagging” or “wide” jeans allowed. Pants must be without holes, neat and clean in appearance.

**SHOES** – Boots and “flip-flops” are not allowed; students must come to school with shoes for Physical Education.

**SOCKS** – Socks must be worn with shoes.

**JEWELRY** – Earrings are not allowed.

**We define sandals as open-toed footwear and boots as footwear that rises above the ankle. We will accept clog-style shoes. If the teacher deems the footwear inappropriate for any particular time or place, he/she will ask the student to change into their sports shoes.**

**If a student chooses to not wear sport shoes on out-of-uniform days it is their responsibility to bring appropriate shoes for P.E.**

## **XIV. GENERAL SCHOOL PROCEDURES**

### **A. ELECTRONIC DEVICES**

Catholic Schools in the Diocese of Birmingham 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 not be in the school building. If any are used, seen or heard during school hours, this includes before and after care hours, they will be confiscated. Consequences will be decided by the principal.

The above pertains to cell phones, radios, tape players, pagers, televisions, and cameras but is not limited to these items.

### **POLICY CONCERNING CELL PHONES**

We recognize that due to Holy Spirit students being involved in after school activities both on and off the Holy Spirit Regional Catholic School campus that parents desire that their children have access to cell phones in order to communicate their whereabouts to their parent.

Policy: Students are allowed to bring cell phones to school, however, they are to stay in the OFF position during the school day, that 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 phone, hears a phone ringing, or gets a report of a student using a cell phone during the school day will have the phone confiscated and kept until either 1) the end of the quarter/semester/year or 2) until a parent come to school to pick up the phone (at the discretion of the principal).

The use of cell phones for the purpose of harassment will not be tolerated. Camera phones are prohibited.

Cell phone may be brought to school under the following conditions:

- (1) Phones must be kept in the OFF position from the moment the student enters the building until the moment the student leaves the building at the end of the school day.
- (2) No cell phone may be used for picture taking.
- (3) No harassment or threatening of persons via the cell phone is permitted.
- (4) Cell phones may not be used for game playing, Internet or email access, gambling, or making purchases of any kind.

Those who violate any of the rules regarding cell phone may forfeit their privileges of bringing them to school.

### **B. 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.

### **C. MORNING DROP-OFF -- AFTERNOON PICK-UP PROCEDURES**

Children dropped off in the morning are to use the Westbury or West end of the Airport Road entrance to the school. **NO PARKING IS ALLOWED IN THE CAR POOL LINE!!!!** If you need to park, please use designated parking areas.

Please be patient and wait behind the unloading cars for all of the children to unload. It only takes a few moments to be safe!!!

### **D. REGULAR DISMISSAL** -- Please refer to map.

Children are dismissed to their parents (or designated person) 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 program in the cafeteria. Charges do not begin until 3:30 P.M.

**FOR YOUR CHILD'S SAFETY, PLEASE DISPLAY THE HOLY SPIRIT SCHOOL CARPOOL NUMBER CARDS IN FRONT OR SIDE WINDOW.**

### **E. PARTIES/INVITATIONS**

All classroom parties and holiday celebrations are to be cleared with the classroom teacher and principal **BEFOREHAND**, and should be in keeping with the spirit of the season. Invitations to non-school sponsored parties are **NOT** allowed to be distributed in school.

### **F. 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.

### **G. FIRE ALARM/TORNADO ALARM**

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. Students should know well the escape route from all rooms including their classroom, the library, gymnasium, cafeteria, first aid room, 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.

### **H. BICYCLES**

Students are not permitted to ride bicycles on school grounds during school hours. All bicycles brought to school are to be locked in the bicycle rack.

### **I. TELEPHONE**

The school telephone system is to be used only by school personnel. **Students are not allowed to use the telephone without permission from the principal.** 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.

#### **J. 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.

#### **K. RECESS**

Recess is an important part of each day. The purpose of the break is to allow the students 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.

#### **L. PLAYGROUND SAFETY**

For the safety of everyone, students are expected to play in assigned areas only and observe safety rules. All possibly dangerous games are prohibited. All playground equipment is to be properly used.

#### **M. TEXTBOOKS**

The Diocesan Superintendent of Schools specifies textbooks.

1. *All hard cover books used in Grades 1 - 8 are to be covered all year. (Large brown bags are excellent, and free.)*
2. **PLEASE DOES NOT USE CONTACT PAPER ON BOOKS.**
3. Do not write in textbooks. Each book is numbered 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.

#### **N. 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.

#### **O. ANIMALS IN SCHOOL**

Animals are not allowed to be brought into the school building except for Show and Tell after prior approval of the classroom teacher or the school office. Please leave your pets at home!

**P. NOTES/LETTERS TO PARENTS**

All notes or letters, sent to parents pertaining to the school, classroom activities, money collecting, field trips, parties, etc., are to be **APPROVED** and **INITIALED** by the school principal prior to copying and sending.

**Q. SCHOOL WEB SITE**

Holy Spirit has an interactive web site: [www.hstigers.org](http://www.hstigers.org). Information is posted regularly to provide parents with a direct communication on events at the school. Many necessary forms are also posted and available for printing at home. Parents are encouraged to use the web site daily/weekly for the latest news.

**R. EDLINE**

Parents may access their student's academic progress via Edline. Activation codes are available through the Computer Lab.

**S. PUBLIC DISPLAYS OF AFFECTION**

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

**T. DELIVERIES**

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

**U. SERVICE PROJECTS**

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.

We have read and understand the Handbook Rules and Policies at Holy Spirit Regional School.

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*Student's Signature*      *Grade & Teacher*      *Date*

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*Student's Signature*      *Grade & Teacher*      *Date*

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*Student's Signature*      *Grade & Teacher*      *Date*

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*Student's Signature*      *Grade & Teacher*      *Date*

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*Parent's Signature*      *Date*

*(Please sign, tear out of Handbook, and return to the school the first week of school.)*