



God asks of You  
Only This:

To Act . . . Justly  
To Love . . . Tenderly  
To Walk . . . Humbly  
With Your God

Michah 6:8

# HOLY SPIRIT SCHOOL FACULTY AND STAFF

## 2016 – 2017 SCHOOL YEAR

Fr. William Arnold, Pastor  
Mrs. Linda Saelzler, Principal

### FACULTY

|                               |                                    |
|-------------------------------|------------------------------------|
| Mrs. Becky Springer .....     | Kindergarten                       |
| Mrs. Susan Butler .....       | Grade 1                            |
| Ms. Kathleen Costello.....    | Grade 2                            |
| Mrs. Mindy Mays .....         | Grade 3                            |
| Ms. Amy Chessler .....        | Grade 4                            |
| Mrs. Tonia Soulas.....        | Grade 5                            |
| Ms. Andrea Annetta .....      | Grade 6                            |
| Mrs. Pamela Marsh-Eitel ..... | Grade 7                            |
| Ms. Hannah Rogers.....        | Grade 8                            |
| Mr. Tyson Williams .....      | Physical Education & M.S. Health   |
| Ms. Ella O'Neil .....         | Music/Vocal                        |
| Ms. Stacy Hinton .....        | Art                                |
| Mrs. Jennifer Garnica .....   | Library/Media                      |
| Ms. Dia Mixon.....            | Spanish                            |
| Mrs. Jennifer Lawrence .....  | Grades 5 – 8 Remedial Reading/Math |
| Mrs. Mary Jane Himes.....     | Grades 1 – 4 Remedial Reading/Math |
| Mrs. Sunny Cook .....         | Health Aide                        |
| Mrs. Anne Heinmiller .....    | Preschool                          |
| Mrs. Angela Welsh .....       | Preschool                          |
| Ms. Sarah Denman.....         | Speech Pathologist                 |
| Mr. Alex Heinmiller .....     | Intervention Specialist            |

### SUPPORTIVE SERVICES

|                             |                                |
|-----------------------------|--------------------------------|
| Mrs. Molina Oros .....      | Administrative Assistant       |
| Mrs. Lori Dininni.....      | Office Assistant               |
| Mrs. Jane Feeney.....       | Teacher Aide                   |
| Mrs. Sara Altier .....      | Teacher Aide                   |
| Ms. Anne Oros.....          | Teacher Aide                   |
| Mrs. Marianne Wenger .....  | Teacher Aide                   |
| Ms. Mary Fenneken.....      | Teacher Aide/After School Care |
| Mrs. Julie Heinmiller ..... | Teacher Aide/After School Care |
| Ms. Kelly Eckstein .....    | After School Care              |
| Ms. Elizabeth Weber .....   | After School Care              |
| Mrs. Lori Dininni.....      | Auxiliary Services Clerk       |
| Mrs. Marilyn Castle.....    | Cafeteria Manager              |
| Mrs. Moné Hertzell .....    | Cafeteria Assistant            |
| Mrs. Candy Estep .....      | Cafeteria Assistant            |



## **WELCOME TO HOLY SPIRIT SCHOOL!**

The families, students, staff, administration, and Parish of Holy Spirit wish to welcome you to our school. We hope you enjoy your educational and community experiences with us. We invite you to feel at home and encourage you to participate in the many programs and activities at Holy Spirit School.

This handbook provides a concise summary of Holy Spirit curricula, activities, and general guidelines for its day-to-day operations. Please take the time to read it carefully. Ask questions on issues that are not clear and feel free to suggest ways for improvements. We are all dedicated to providing an excellent Catholic education for our children and rely on our Parish and school families' enthusiasm and cooperative goodwill to strive toward that goal.

May the Lord continue to guide us through the wisdom of His Spirit in carrying out our mission in Catholic education. May the Lord's peace dwell in our hearts, among our families and within our community.

## **OUR SCHOOL**

Holy Spirit School, established in 1954, is a state chartered, Catholic elementary school of Holy Spirit Parish, under the auspices of the Diocese of Columbus Office of Catholic Schools. By offering academic excellence in a Catholic Christian environment, Holy Spirit makes a unique contribution to the range of educational choices available in the community.

Holy Spirit school admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. The school will not discriminate on the basis of race, color, gender or the administration of its educational programs and athletics/extra curricular activities.

The school is open to students of families who sincerely seek the religious nature of our program. New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. Holy Spirit School will not enroll a student for whom financial obligations to this or other schools of the Diocese remain unpaid.

The Catholic Church and Holy Spirit School recognize parents as the primary educators of their children. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the Administration. If, in the opinion of the Administration, the policies and/or regulations are irretrievably broken, the Administration reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly. Newly accepted students are on a probationary period for one quarter. After the quarter ends, the Administration, with advice from the teachers, will make a decision as to the progress of the child.

## **PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES**

Students *and* parents are required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook should be kept at home where it is available to both students and parents.

Acceptance of admission/enrollment to Holy Spirit School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the Advisory Board or the Administration. The principal is the final recourse and reserves the right to

amend this handbook. Parents will be given prompt notification. A signed statement indicating agreement by students and family to be governed by this Handbook must be returned to Holy Spirit School at the beginning of each school year.

## OUR MISSION

While nurturing active Christ-centered citizens, Holy Spirit Catholic School's mission is to maximize student learning through the development of responsibility, reasoning, and resilience.

## HOLY SPIRIT SCHOOL'S BELIEFS

- ✦ Christianity and student learning should be the primary foci of all decisions impacting the work of the school.
- ✦ All students can learn.
- ✦ All students should demonstrate measurable progress within a school year.
- ✦ Students should be given opportunities to learn about and practice Catholic faith and values on a daily basis.
- ✦ Students need to learn and apply 21<sup>st</sup> Century thinking skills in order to actively solve problems and to produce quality work.
- ✦ Each student is a valued individual with diverse needs.
- ✦ Curriculum and instructional practices need to incorporate a variety of differentiated teaching strategies that address different learning styles.
- ✦ Teachers should utilize a variety of assessment tools to measure student progress.
- ✦ A student's self-esteem is enhanced by positive relationships and mutual respect among and between the students and the staff.
- ✦ A safe environment promotes student learning.
- ✦ Teachers, administrators, parents and/or guardians, and the community all share in the responsibility for advancing the school's Mission.
- ✦ The commitment to continuous improvement is imperative if our school is going to assist in the development of responsible, resilient students who have the ability to reason on a global perspective.

## GOALS AND OBJECTIVES

**GOAL # 1:** To offer a quality religious education program, comprising studies, service and worship which invites our students to an informed faith and is designed to guide students and families in integrating gospel values into their lives.

### Specific Objectives:

1. Teach the Catholic faith at an assigned time in the curriculum each day.
2. Integrate Religion with other subjects; i.e., Social Studies, Language Arts, Music, etc.
3. Make Scripture and Eucharist central experiences, through school-wide Liturgies, and daily prayer.
4. Hold Communal Reconciliation services during Advent and Lent, and provide the opportunity for individual reception of the Sacrament of Reconciliation for Grades 2 – 8.
5. Provide students in Grades 5 through 8 the opportunity to serve their school community in the ministries of lector, altar server and cantor.

6. Promote outreach programs that encourage parents, faculty and students to respond to the needs of the poor and vulnerable of our society.
7. Prepare our students to receive the Sacraments of Reconciliation, Eucharist and Confirmation.

**GOAL # 2:** To offer a challenging academic program which seeks to develop students' intellectual abilities, raises their social consciousness, and nurtures their physical and moral growth.

**Specific Objectives:**

Holy Spirit Students will:

1. Become self-educating, self-motivating individuals to as great extent as their age and ability allow.
2. Learn to read with fluency, ease and comprehension.
3. Learn to communicate effectively, orally and in writing.
4. Become knowledgeable in mathematical learning and be able not only to handle numbers arithmetically, but also to use numbers to solve problems.
5. Develop an awareness of the world around them – their community, state, nation, and world – how it functions and how it came to be what it is today.
6. Experience inquiry into the scientific world and gain an appreciation and understanding of science.
7. Experience learning a world language such as Spanish.
8. Work creatively in art, music, dance and drama.
9. Be offered physical education classes to appreciate the importance of fitness and learn skills in playing team and individual games and sports.
10. Learn standards of classroom participation, individual study, homework and extra-curricular assessments and learning skills in a climate of high expectation and responsibility.
11. Learn social responsibility and respect for diversity among peoples through curriculum, guest speakers, and hands-on service.

**GOAL #3:** To encourage each student to recognize, develop and offer to others his/her unique gifts and talents.

**Specific Objectives:**

1. Offer musical productions which give students the opportunity to showcase their talents.
2. Offer piano lessons that enable students to acquire a lifelong skill.
3. Promote multi-cultural themes, technology education, young authors' programs, music programs, math and science projects that offer a variety of extra-curricular activities to our students.

**GOAL # 4:** To foster each student's emotional well being according to his/her needs.

**Specific Objectives:**

1. Whitehall Public School System provides a health aide five days a week.
2. Promote teachers' encouragement of students through methods of positive reinforcement.
3. Encourage teachers to communicate with parents in ways that promote student success.
4. Promote joint consultations of teachers, parents, administration and support personnel regarding students who are having difficulty and need further intervention; the intervention specialist, tutor, principal, and teacher shall meet with the parents to inform them as to how

the child is being helped at school and will discuss with parents ways students may be helped at home.

**GOAL # 5:** Maintain a faculty who are committed to personal and academic excellence.

**Specific Objectives:**

1. Encourage teachers to attend workshops, conferences, in-service programs in academic and religious education certification as well as post-graduate work.
2. Each staff member is asked to develop objectives for professional growth each year. At the end of the year, each staff member participates in a self-assessment based on his/her set of objectives.
3. Provide teachers the opportunity to observe methods, techniques, programs and teachers in other schools.
4. Hold monthly faculty meetings and staff development days.
5. The principal shall appraise the faculty, and the faculty appraises the principal.
6. Faculty members actively participate in the school's life of worship through the planning of liturgies.
7. Follow all academic standard skills set by the Diocese and the State of Ohio.
8. Promote teachers' use of a variety of aids in instruction including print, audio-visuals, interactive white boards, manipulatives, records, skill kits, hands-on experiences, etc..
9. Encourage teachers to use a variety of questions including "how" and "why" questions in their instructions, as well as "what" and "who", in order to develop the students' critical and evaluative thinking skills along with memory and recall skills.
10. Have teachers available to assist students individually or to confer with parents on several days after school for approximately thirty minutes.
11. Provide teachers follow-up with students who do not complete their daily work and homework.
12. Rely on our faculty to guide our students by precept and example, and we look to our parents to reinforce those attitudes. Faculty and parents must expect the best from our students and we must hold our children to the expectation.
13. Faculty and administration expect appropriate behavior of our students. We expect that each student will behave in ways that reflect positively on themselves, their school and their families.

**GOAL # 6:** To form a Christian community of students, faculty, parents, clergy, school board, and other persons related to the school.

**Specific Objectives:**

1. Encourage our community of students, faculty, parents, clergy, school board and parishioners to be examples of faith, have a mutual respect and trust in order to accomplish this goal.
2. Recognize that parents are an integral component of Holy Spirit School, as models of the faith, cooperating with the faculty and administration in the education of their children. Promote parental volunteering, which ranges from school board sub-committee, and providing assistance for faculty and students to fundraising efforts.
3. Invite parishioners to the school's activities, which are held throughout the year and encourage them to participate as volunteers in the school.
4. Invite parents and the community to share their professional expertise with students in formal and informal settings throughout the year.
5. Recognize that the parish priests play an important role in the faith of the school by teaching, praying, playing and talking with the students and supporting the school programs.

# **I. ACADEMICS**

## **Class Day:**

### **Preschool:**

Morning hours are 8:15 to 11:00 – Monday, Tuesday, Thursday and Friday (Pre-K)

Afternoon hours are 11:45 to 2:15 – Tuesday, Thursday and Friday (3 and 4 yr. Olds)

### **Grades K through 8:** 7:45 AM to 2:30 PM (**Tardy marks begin after 7:50AM**)

### **Breakfast Period:** 7:30 AM to 7:40 AM

**Lunch Periods:** We have three separate lunch periods: 11:00AM, 11:40AM and 12:20PM.  
This a 40 minute time slot which includes time for recess.

### **Classroom/School Visitors:**

Parents are welcome to visit classes for special presentations. Drop-in visits tend to be disruptive. When parents wish to see a student during the school day, they are asked to stop at the office and obtain a visitors pass. *By law, any visitor **MUST** report to the school office upon entering the school building.* This includes anyone entering the building other than teachers and students. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., should report directly to the office. For the protection of our students, anyone found in the building or on school property without authorization, will be asked to leave immediately. Parents are welcome to observe in the classroom and are asked to contact the principal to make arrangements for a suitable time.

### **Educational Programs:**

Holy Spirit School adheres to the Diocese of Columbus kindergarten through eighth grade courses of study that have been approved by the Ohio Department of Education. A highly qualified staff through the use of sound educational policies and procedures administers a standards-based educational program promoting academic excellence.

The Roman Catholic religion is the basis of the Holy Spirit Program. Students take religious instruction during the course of the school day and are taught by teachers certified through the Diocesan Religious Education Program. No students attending Holy Spirit School may be excused from participation in these classes, liturgies or prayer services.

### **Grade Placement, Promotion, and Retention:**

If a student has Ns in 2/3 of all sub-skills under a subject area (Reading, Language Arts, Math, Science, and Social Studies), the student has failed that subject. When a student in the upper grades (6, 7, or 8) fails one academic subject, the student must successfully complete a summer school program, or they will be placed, not promoted, to the next grade level. Students in Grades, 6, 7, or 8 who have failed two subjects must successfully complete a summer school program to be promoted. They will be placed, not promoted, if they pass only one of the two failed subjects after completing a summer school program. Failure of two subjects in the upper grades will automatically require a student to repeat the grade level.

There are many factors that affect a student's promotion or placement into the next grade level. This is especially true, in grades kindergarten through 5. A final decision as to the child's grade placement rests with the principal, based primarily upon teacher recommendation and in conferencing with the parents. Grades alone may not be the sole determination of a child's placement. Other factors such as maturity, basic skills acquisition, or predictable success may be considered in this decision. Such decisions do not necessarily imply that a child "passed" or "failed", but may involve some

determination as to the likelihood of a child's success in a given grade. These factors will be considered both for students returning to Holy Spirit and for students entering the school for the first time.

Parents will be notified of the possibility of retention at all grade levels by the end of the third quarter.

### **Grading System:**

The grading system for grades K through 8 is based on the following scale:

- + = Advanced Proficiency
- √ = Proficient
- I = Improving Proficiency
- N = Not Proficient

**Progress Reports** are sent home quarterly. Envelopes are to be signed and returned by parents/legal guardians. Parents are encouraged to discuss this report with the child, pointing out areas where improvement is expected, supporting the child's efforts to improve and sharing obvious pleasure in the child's accomplishments. Cooperation with the child's teacher is extremely important in helping to correct deficiencies.

**Interim Reports:** These reports will be sent home with each child, halfway between each of the first three grading periods. An interim report will be sent home, half way between the fourth grading period for only those students who are dropping a grade level or failing. One should realize, that it is possible for a student to have all "+"s at interim time and drop to mostly Ns with a few "+"s after interims are given. If your student tends to not complete homework or assignments, a parent is advised to check every couple of weeks with his/her teachers regarding the student's progress.

**Effort Reports** are sent home quarterly with the interim and the quarterly progress reports. Again, parents should discuss this report with their child.

**Life Skill Forms** are sent home when a teacher sees a pattern developing.

**Please note:** All financial obligations to the school must be met by the end of each quarter in order for progress and interim reports to be sent home.

### **Homework:**

Homework is necessary in the development of the child's skills and the mastery of the content area. Recommended and suggested study times are as follows:

|                |                           |
|----------------|---------------------------|
| Grades 1 and 2 | 30 minutes each day       |
| Grades 3 and 4 | 60 minutes each day       |
| Grades 5 and 6 | 60 to 90 minutes each day |
| Grades 7 and 8 | 90 minutes each day       |

If the teacher feels that a particular skill has been mastered or lesson completed in class, no specific homework will be assigned. However, it is recommended that students review and study each day's work to ensure that they have understood the material that has been presented. All written work should be done neatly and completely and is to be handed in on time. If a child's homework study time goes beyond this, parents are urged to discuss the situation with the teacher.

Parents are encouraged to monitor their child's homework. It is helpful to check it on a regular basis, encouraging quality work. It is the responsibility of the student to complete all assignments and turn them in on time.

**Holy Spirit Homework Website:** Homework information will be recorded on the Homework Hotline (ext. 37) and published daily on the school's website [www.holy-spirit-school.com](http://www.holy-spirit-school.com) by 4:00PM each day.

**Parent, Student, and Teacher Conferences:**

While the progress reports and interim reports can be valuable, they do not tell the whole story. For this reason parents are encouraged to take advantage of the opportunities for parent-teacher conferences in Grades K through 8 at the end of the first quarter, and parent-student conferences in Grades 6 through 8, at the end of the second quarter. We encourage parents to confer at times throughout the year. If your student has difficulty completing assignments or avoids or is frustrated studying at home, we encourage you to call periodically or stop to set up an appointment for after school.

**Awards:**

Positive reinforcement for effort is continuous, but at the end of each quarter steady effort is recognized. The Honor Roll, Principal's Award, and Attendance Award at Holy Spirit aspire to encourage and to commend students for academic achievement, for consistent effort in the development of study skills, and the traits of a strong Christian character. Students with no infractions within the quarter will be treated to lunch with the principal.

**HONOR ROLL (Grades 5-8):**

- **OUTSTANDING ACHIEVEMENT AWARD:** Awarded for meeting the standard in all subject areas with 2 or more "+" progress codes.
- **MERIT AWARD:** Awarded for meeting the standards in all subject areas.

**PRINCIPAL'S AWARD:**

**Middle School Qualifications:**

1. The student must not have served more than two Noon Study halls within the quarter.
2. The student must not have served any After School Detentions for behavior within the quarter.
3. The student must display an active willingness to learn, which includes positive participation, good listening skills and the observing of classroom and school rules within the quarter.
4. The student must not have received any "Ns" for the quarter in the **Effort** portion of the progress report.

**Qualifications for Grades 1 – 5:** The student must be observed reflecting the following behaviors throughout the quarter:

1. Completing homework and daily work assignments on time and to the best of their ability.
2. Showing responsibility in having classroom supplies and returning family envelopes, library books, report cards, etc., on time.
3. Observing the rules that are established in the classroom/school for respecting the rights and property of others.
4. Maintaining an attitude that is positive and displaying a willingness to learn through listening, sharing, following directions, and remaining on task.
5. Showing a continued effort towards improving any **Effort** areas that are in need of mastering.

**ATTENDANCE AWARDS:**

- **PERFECT ATTENDANCE:** Awards students that have not been absent, tardy or have had an early dismissal.
- **SUPERIOR ATTENDANCE:** Awards students that have no more than two absences, tardies, and/or early dismissals.

### **Awards Recognition Ceremony:**

At the end of the academic year, the school will have a Recognition Ceremony for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who have attained any awards. Families may attend. Pins, certificates and plaques will be presented to the students.

### **OTHER AWARDS THAT THE STUDENTS CAN ACHIEVE:**

**MONSIGNOR GRIMES AWARD:** This award will be presented to the eighth grade female student and the eighth grade male student who achieved the highest score on the ACRE religion assessment.

**PIANO PARTICIPATION:** Students who have taken Piano throughout the entire school year.

**POWER OF THE PEN TEAM:** This award is for students in grade 7 and 8 who have made the Power of the Pen team. Students who have won special awards at the District, Regional or State Competition or who have qualified for the District, Regional or State Writing Competition will be recognized.

**SCIENCE FAIR:** Students that attained a Superior in our local Science Fair and went to the District and/or State Science Fair.

**SPELLING BEE AWARD:** This is awarded to students who won the Spelling Bee at Holy Spirit go on to competition with other Eastside schools.

**SCHOLARSHIPS:** Scholarships are awarded to students in grades 5 through 8. They are granted at the discretion of the principal and pastor based on teacher nominations.

**THE JON FOWLER SCHOLARSHIP**

**THE WALTER & RITA M. SIEMER SCHOLARSHIP**

**THE TINA D'AGOSTINO SCHOLARSHIP**

**THE JACK BJORK MEMORIAL SCHOLARSHIPS**

### **Graduation:**

A simple, appropriate, inexpensive graduation exercise is held for students completing the eighth grade at Holy Spirit School. In order to receive a diploma, a child must be in good standing academically and have satisfied the requirements for the completion of eighth grade. Diplomas may be withheld when tuition and other fees are not paid in full. Graduation exercises are considered a privilege for students. Participation may be denied to students whose flagrant violations of the Code of Conduct are evident, and in those cases, the diploma will be awarded privately.

**Graduation Dress:** The girls are to be dressed appropriately and "modestly" for church. Dresses may not be strapless or low cut. The skirt of the dress must be no more than three inches above the knee. Girls' cleavage must be covered. Spaghetti strap dresses are not permitted. The boys should be dressed in a suit or dress pants, a shirt and tie, socks and dress shoes. Tennis shoes are not permitted for the graduation ceremony.

### **Auxiliary Services:**

Through the State of Ohio's Auxiliary Services program, students at Holy Spirit are able to receive help through the following programs.

- ❖ Reading remediation and enrichment
- ❖ Math remediation and enrichment
- ❖ Speech, hearing and language therapy

- ❖ Educational evaluation through consultation with Whitehall City Schools
- ❖ Health services provided by a health aide
- ❖ Intervention Assistance Teams (IAT)

Students are referred to these programs through their classroom teachers, principal, parents or other involved parties. Parents should contact the classroom teacher if they wish to initiate the process. Prior to admission to the speech and hearing program, a student receives special screening to determine the extent of his/her need and qualification for the program. A parent's permission is usually required for a student to participate in a program. Auxiliary personnel hold parent/teacher conferences.

Referrals are made for additional educational assessment when disabilities are suspected or learning differences require further consideration.

The reading and math enrichment teacher provides time to tutor any student in grades K-8 who need help on any math skill and/or reading skill.

### **Library/Media Services:**

Holy Spirit School enjoys a library media center that is growing and developing. K through 8 library classes' use of audio-visuals and instructional materials enhances the curriculum and helps supplement printed materials.

Students are encouraged to visit the library and check out books regularly. Books are loaned for two weeks, encyclopedias for over night, and other reference materials for three days under normal circumstances. Fines for overdue books are 2 cents per day, 5 cents per day for reference materials, magazines, articles and records; and 10 cents for overnight loans. Students are held responsible for the loss or damage of any library materials loaned to them. Students who cannot locate library materials within a reasonable length of time will be expected to pay for the material. If materials are located and returned in good condition, the replacement cost of the item will be returned. Prudent use and care of books and materials is expected by all students.

### **Accelerated Reader Program**

Beginning in the First Grade, students have the opportunity to participate in the Accelerated Reader Program. This program is a collaborative effort between the librarian and the classroom teacher that provides an additional component to the development of reading skills. While the Reading Course of Study and the standards that are taught are the essential components of the reading curriculum, the Accelerated Reader Program provides incentives for our younger students and an assessment tool for teachers in grades 2 – 8 in evaluating independent reading progress outside the classroom literature curriculum.

The AR Enterprise is a subscription to all of the AR tests ever developed; students have access to over 120,000 tests. The librarian has shown the students how to use [www.arbookfind.com](http://www.arbookfind.com) to find books on their level that we may not have in the school library, but that they could find at the Columbus Metropolitan Library. **They will only be able to take the tests at school.**

Parents are required to monitor appropriate content of these books if the parents and their child choose to utilize the public libraries for books in the AR program that are not available in our school library. Some of the public library books that are targeted for the middle school audience have mature themes that will require a parent's guidance. Holy Spirit School will continue to monitor Holy Spirit School library book purchases for appropriate content that supports the school's mission statement and philosophy.

### **Music Program:**

1. **Music Classes:** All students will be taught music twice a week. Students in K through 5 and 6, 7, 8 will have the opportunity to participate in a musical performance or program each year to help develop self-confidence and poise. The evening performances are mandatory and will

be the final assessment for the target goal, which is the performance of the musical selections or musical production.

2. **Piano Lessons:** Children in grades K through 8 may take weekly piano lessons. Lessons will be scheduled on a rotating basis so that the same subject is not missed. The piano fees are paid directly to the piano teacher.

### **Spanish Program:**

All students will be taught Spanish twice a week.

### **Multimedia Materials:**

The school administration recognizes that audio-visual materials, when used in a proper classroom setting, can be a useful tool in learning. Therefore, we encourage their use under the guidelines established by the principal with his/her prior approval.

### **Guidelines:**

1. In most cases, multimedia materials used during class time should be consistent with the Diocesan Graded Course of Study.
2. With teacher discretion and prior principal approval of content, other multimedia not of an educational nature, may be used.
3. Any multimedia on file in the Holy Spirit Library may be used without prior approval of the principal.
4. Multimedia materials which contain inappropriate language or situations not consistent with the values of the school will not be shown.
5. Television viewing in the classroom will be limited to educational programs.
6. If there are any questions of any multimedia material being appropriate for classroom viewing, the teacher should refer to the principal.
7. Only programs provided by Holy Spirit School will be used on the computer.
8. No student shall use or install a program without prior approval of school personnel.
9. No student may log on to the internet in the computer lab, library, classroom or any room in the building without a teacher or teacher aide's permission or presence.
10. No student may use the Internet until the Holy Spirit Parent –Student agreement on use of the internet is read and signed.
11. If in a search on the Internet and the student comes upon inappropriate material, the student must inform the teacher or teacher aide immediately. Failure to inform the teacher or teacher aide present, the student will lose the privilege of using the Internet. The student will be suspended if he or she continues to remain on inappropriate topics or material.

### **Plagiarism Policy:**

Revised Policy 3/14/95

Plagiarism is the use of another person's ideas, words or thoughts as if they were one's own. It is, by its very nature, a form of cheating and violates our value of honesty.

#### **1. Plagiarism From A Written Source:**

Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a critical source or from any printed source. On research papers, this type of plagiarism is avoided by end-noting sources. In general, the rule is simple: if in doubt cite the source.

#### **2. Tutorial Plagiarism:**

Tutorial Plagiarism occurs when a student has received so much outside help that the final product is not the work of the student. Judgment is made based on the diction, style,

sentence structure, organization, and mechanics of the essay in question compared with those elements from other essays the student has written.

Revised Policy 3/14/95

## **II. RELIGIOUS EDUCATION PROGRAM**

### **Religious Education:**

A comprehensive program of religious instruction is at the heart of our educational program. Students participate regularly in Mass, Sacraments and various liturgical activities. Religion class is part of the daily routine, as we follow the Religious Course of Study of the Diocese of Columbus. Students also participate in various service projects and mission drives throughout the year. All children are expected to participate in the religious life of the school. While reception of the Sacraments is not an option for our students of other faiths, all students attend Mass and participate in the various services.

In classroom instruction, the message of Christ is integrated in the curriculum and activities. A sense of community is fostered in an atmosphere of respect and concern for all students. While the school provides a quality program of religious instruction, we recognize that parents are the primary religious educators. Children learn best by the example of parents and we urge your active participation in your faith through regular attendance at Mass, active practice of your faith, and your involvement in parish life.

### **Religious Goals for our Religion Program:**

**GOAL #1:** To Continually Improve Our School Liturgy Program by:

1. Inviting speakers with expertise and experience in working with children's liturgies to give an in-service to the faculty.
2. Continuing to build a Liturgy Library for teachers to use in preparation for class liturgies.
3. Using One Religion class a week to prepare our children for the Sunday Readings for Mass.
4. Continuing to build our lector, altar server and cantor programs by giving proper training to the students involved.
5. Having weekly all school liturgies celebrated by the entire student body. Parents and parishioners will be invited.
6. Providing Reconciliation Services during Advent and Lent for the school children.
7. Providing the liturgy leadership for the parts of our parish Sunday Schools Weekly Mass.

### **Masses:**

ALL SCHOOL MASSES: We will have weekly All-School liturgies celebrated by the entire student body. Parents are encouraged to attend. Students are to wear dress uniforms.

RECONCILIATION SERVICES: Advent and Lenten Reconciliation services will take place for the students in Grades 3 through 8 each year.

GRADUATION LITURGY: A graduation liturgy will be held at the end of the school year for the Eighth Grade.

**GOAL #2:** To Assist Parents with Their Role as Primary Educators

1. The school administration will offer an adult enrichment program by providing a parenting course at Holy Spirit School.

2. Sacramental parent preparation programs to parents to assist in their support of the daily Religion classes.

### **Sacraments and Parental Development of the Faith:**

Sacramental preparation is an integral part of the religious program of the school for First Eucharist, First Reconciliation and Confirmation. Second graders prepare for First Eucharist and for First Reconciliation. Eighth graders prepare for Confirmation. Home study and family involvement are important to these preparations.

While the school provides a quality program in religious instruction, it is the home where faith is monitored and shared. We encourage parents to take their God-given responsibility for the development of faith by their example seriously. The example of parents' regular attendance at Mass, active practice of the faith and involvement in parish life are crucial to the child's faith development.

### **GOAL #3:** To Provide Adequate Opportunities for Worship by Staff and Students

1. By providing a morning of reflection for the faculty to begin the school year.
2. By beginning all Faculty meetings with time for prayer.
3. By providing a variety of styles of prayer to begin the school day with the student body.

**GOAL #4:** To help students to acquire the Gospel Values of Justice to others, love of neighbor and service to their world. "So also faith itself, if it does not have works, is dead." (James 2:17) We must back up our faith with action for it to have any meaning.

**Service Hours:** Service is time spent contributing to others and/or the community with a cheerful attitude and without pay or reward. All students are asked to give of themselves in service opportunities throughout the year; however, students in 7<sup>th</sup> and 8<sup>th</sup> grades will have a set amount of required service hours.

### **Service Events that Take Place Throughout the Year:**

**Blessed Baby Bundles** – Throughout the school year, students are encouraged to donate pennies to support the purchase of necessary baby items for bundles. Gently used supplies are also collected. The bundles are donated through a local hospital to families of newborns in need.

**Quarterly Food Drives** – Quarterly, the 8<sup>th</sup> grade class with the assistance of the Student Council collect donated food items for the parish St. Vincent de Paul Food Pantry.

Students are encouraged to create service projects as a class. Examples of recent projects include household goods collections for The Bishop Griffin Center, Catholic Social Services and Huckleberry House and food donations to St. Stephen's Community House. Students also assembled **Blessing Bags** to help meet the needs of our homeless community.

### **Other Service Opportunities:**

Students can share their time and talents in a number of ways with the school, church, community, and at home. Remember service is completed **without** pay or reward. Examples of ways to earn service hours include the following:

- a. Altar serving for weekend Masses, funerals, weddings, etc.
- b. Safety Patrol
- c. Helping with the annual Holy Spirit School Flower Sale
- d. Volunteering at *The Community Kitchen*, *The Bishop Griffin Center*, COSI, the local library, an animal shelter, Meals on Wheels, etc.
- e. Babysitting

- f. Helping the elderly/neighbors around the house by mowing the lawn, raking leaves, shoveling of snow, doing odd jobs, etc.
- g. Tutoring after school
- h. Visiting shut-ins

**All service projects are completed without pay or rewards!**

**Instruments of Peace Family Meetings:**

Families of students meet quarterly to discuss topics related to Catholic values and service to others.

### **III. GENERAL INFORMATION**

**Arrival:**

School begins at 7:45 AM. The school will not be responsible for student supervision until 7:30 AM. In the morning between 7:30 AM and 7:45 AM, children are to enter by the Yearling Road gymnasium entrance or through the glass doors on the playground. At 7:30 AM, a faculty member will open the doors and begin supervision. At 7:40 AM, students will proceed to their classrooms. Students should arrive by 7:40 AM so that all students are in their seats and ready to begin by 7:45 AM.

At NO time should students be dropped off on Duchene Lane or on Yearling Road. Drop-offs should take place in the parking lot, only for the safety of all students.

**After School Activities:**

Holy Spirit School offers academic programs for middle school students such as math tutoring and Power of the Pen. **ANY STUDENT PARTICIPATING IN AN AFTER SCHOOL PROGRAM MUST BE PICKED UP ON TIME OR HE/SHE WILL BE DIRECTED TO THE AFTER SCHOOL PROGRAM. Parents are responsible for any fees incurred.**

**Backpacks:**

Due to the dangers created in classroom aisles and narrow hallways (fire codes), backpacks are not permitted to be used during school hours. Students must hand carry their books to class. Backpacks will be stored in students' cubbies and closets.

**Bus Service/Bus Transportation:**

Transportation Services

The phone number of each bus company is below in case parents have a concern that they feel should be brought to the bus company's attention. Safety is our concern and that too must be the bus driver's:

|                                                    |          |
|----------------------------------------------------|----------|
| WHITEHALL.....                                     | 417-5140 |
| COLUMBUS TRANSPORTATION DEPT. (Routing Info) ..... | 365-5074 |
| GROVEPORT-MADISON – Peterman Transportation .....  | 836-8300 |
| GAHANNA .....                                      | 751-7581 |

Bus Transportation

Columbus Public, Whitehall, Gahanna, and Groveport buses may transport only properly authorized students. No student may ride the bus if not assigned.

Students are expected to be at their pick-up points at least five (5) minutes prior to the scheduled morning pick up.

**Care of Building:**

The vast majority of students take great pride in our school building and equipment. Intentional damage to school property is a rare happening in our school. Students violating the property code by

damaging the building, grounds, or contents are responsible for the entire cost of replacement or satisfactory repair and are subject to expulsion. This includes writing on desks, etc..

### **Change of Address, Telephone, or E-mail:**

If you should change your address, have a new telephone number (home, work or cell) or E-mail address, please notify the school office so that our records will remain updated.

### **Classroom /School Parties:**

Special days such as a Fall Celebration Day or Christmas, may be observed with a *simple* classroom party or treat. A party fee of \$2.00 is charged to parents as part of students' supplies to cover the costs of such celebrations. Members of the Mothers' Club and other parents may be contacted to help organize these events. The structure of our program and the minimum time allocations for the various subjects make elaborate parties impossible during school hours. An exception to this would be an all school Christmas Party. Other parties are to be the last 20 or 30 minutes of the day.

### **Birthdays:**

#### **Grades K through Grade 5 Policy:**

We will be having a small birthday celebration for each child on the appropriate day. It is up to you and your child if you would like to send in a treat. Some suggested treats are: pencils, erasers, stickers, pre-packaged nutritious snacks (fun fruits), etc. If you wish to pass out a non-packaged food item (example: cookies, *Rice Krispies Treat*, etc.) please place it in a baggie so that the treat could be passed out at the end of the day. At no time may a treat be handed out to the students in the classroom or lunchroom without the prior approval of the teacher. Found in the classroom are various allergies to food that may affect the treats handed to our students. We will not take any risk in regards to the health and safety of our students. **NO BIRTHDAY CAKES, CUPCAKES, ICE CREAM OR DRINKS!**

Birthday invitations can be passed out in the classroom only if everyone is included. If the party is to be an all boy party, all of the boys are to receive an invitation. If the party is to be an all girl party, all the girls are to receive an invitation. Thank you for your co-operation and understanding. In addition, please do not make arrangements for the celebration to begin at dismissal.

### **Closing/Early Dismissal Due to Weather:**

Holidays declared because of hazardous or inclement weather conditions will be announced over the local media stations. The principals listen to the radio also to see if the schools are closed. The superintendent of Catholic Schools calls the radio stations and declares a day of no school. The Office of Catholic Schools staff understands that the decision to open or close schools in bad weather has a significant impact on families. We also understand that our students are better served--both academically and socially--by being in school. However, the students are always the top priority. Once the principal has been informed she will send out a voice message alert via School Announcement to all our parents.

#### **How is the decision made?**

Please understand that the decision to open or close schools in bad weather is based on careful consideration of all relevant factors, such as:

- Information on road conditions--Even if the streets in your area do not seem to be "that bad," the students in our schools come from a great number of different school districts. We have to look at all the areas from which our students will be coming. Additionally, many of our high school students are driving to school from great distances, and their safety is a primary consideration.
- Amount of snow and ice accumulated.
- Whether precipitation is continuing.

- Building conditions (such as whether there is electricity or heat).
- Temperature and wind chill. Please remember that some of our students walk to school and some must wait for the bus.
- Weather predictions-It is preferred that the decision not be made on the basis of weather predictions, which are not always accurate. However, we must use the information available to us.

### **Who makes the decision?**

The superintendent makes the decision for our schools located in the Columbus Public School District.

### **How is the public notified?**

A member of the Superintendent's staff contacts the media and asks that the announcement be made for Columbus Catholic Schools. Unless you see or hear that Columbus Catholic Schools have closed, our schools will be open.

### **When is the decision made?**

The decision is usually made before 6 AM, but no later than 6:30 AM. After 6:30 AM, the buses are already on their way to pick up students.

### **Will we close school if conditions worsen?**

Keep in mind, once the decision to keep schools open is made, we cannot reverse the decision in the morning without endangering students. Once the decision is made to open the schools, many parents rely on that information to make work plans. If we would attempt to send the students back home, many would be returning to empty homes.

Early dismissals for weather emergencies will be reported to the media. Since we have five bus companies from different districts we will give each family a form at the beginning of the school year to fill out. This form will indicate that you will be called at home or work if there is an early dismissal because of weather or emergency. If we cannot reach a parent at work or home, the child will remain at a school with supervision until their parent is located.

### **Dances:**

Policy 5002.0 H.S.

School dances will be allowed for seventh and eighth graders under the guidelines specified by the principal.

1. The principal must give authorization.
2. Parents are responsible for a student's transportation to and from the dance.
3. Dances can be set up as follows:
  - a. Closed seventh/eighth grades of Holy Spirit or
  - b. Seventh and eighth grade invitation to Eastside vicariate seventh and eighth grades.
4. Adequate adult supervision is essential. A minimum of ten to twelve chaperones are required, two of which must be male.
5. If deemed necessary by the principal, the Whitehall Police Department will provide security.
6. Students will observe the discipline code of Holy Spirit School.

### **Dismissal:**

At dismissal, the front of school (Duchene Lane) is reserved for school buses. No picking up of children in front of the school is permitted.

Car Riders are to be picked up by the parent or designated person in the school gymnasium and walked to their car in the school parking lot. The Safety Patrol students will direct the cars out of the lot.

Walkers are to meet a faculty member at the Yearling Road door next to the preschool. Do not use the public Library parking area or parking lots across the street. It is illegal to cross the street without

a street light or crossing guard. If you arrive to pick up a walker on Yearling Road, motion that child to go back to the gym where you will pick him/her up. It is dangerous to stop traffic on Yearling Road.

Students are not permitted to remain on the playground after school without parent supervision. No student may remain in the gym at any time without adult supervision and then only with the permission of the principal unless it is after school athletics provided by the parish sponsored athletics.

### **Fingerprinting:**

Any adult responsible for the care, custody or control of students in any school or school sponsored activity must submit to a criminal background check, including fingerprinting and attend a ***Protecting God's Children*** workshop as prescribed by the Diocese of Columbus prior to their involvement. Rolled finger prints are no longer accepted. For the locations of electronically submitted fingerprints, please contact the school office.

### **Food and Drink (See Food Allergy Guidelines in Policies Section):**

Food and drinks are not to be brought into the classrooms or hallways. This includes before and after school care. The only exceptions to this are the following:

- a. Water bottles
- b. Times that we must eat lunch in the classrooms because the gym is not available
- c. Teacher requested snacks
- d. At lunch, when a party includes lunch for the whole class

### **Hall Regulations:**

- a. Students in the hall to change classes are to keep to the right at all times.
- b. In the hall, students should refrain from running, loud talking or boisterous behavior or any other behavior, which may interrupt the academic atmosphere of the school.
- c. Students in the halls during class time, going to the restroom, office, library etc., are to have a hall pass. Any student in the hall without a hall pass will receive a noon study hall.
- d. Students working in the hall may do so quietly and with supervision.

### **Before School Care:**

Holy Spirit students have the opportunity for supervision before school. The Holy Spirit School Before Care program is open from 6:30AM until 7:30AM. The Holy Spirit School Child Caregiver will take your child to the gym at 7:30AM where the child will be met by the teacher and taken to their classroom.

The cost is \$2.75 per child brought anytime between 6:30AM to 7:30AM. An invoice is sent from the school office weekly to the parent via the red Friday folder. Payment is due (cash or check) to the school office the following week. Checks are to be made payable to HOLY SPIRIT SCHOOL.

**WHOM DOES IT SERVE?:** Any child from Grades K – 8 from Holy Spirit

**WHERE IS IT LOCATED?:** In Holy Spirit's Extended Day Room

**WHEN DOES IT TAKE PLACE?:** The program will begin on the first day of school and will run through the last day of school. The program will follow the school calendar. **THERE IS NO PROGRAM WHEN THERE IS NO SCHOOL.**

## **After School Care:**

### **Holy Spirit After School Care Rates**

|                              |                                                                        |
|------------------------------|------------------------------------------------------------------------|
| Dismissal to 2:59 = \$1.75   | 2:30 to 5:00 - 5:14 = \$10.50                                          |
| 2:30 to 3:00 - 3:29 = \$3.50 | 2:30 to 5:15 - 5:29 = \$12.25                                          |
| 2:30 to 3:30 - 3:59 = \$5.25 | 2:30 to 5:30 - 5:44 = \$14.00                                          |
| 2:30 to 4:00 - 4:29 = \$7.00 | 2:30 to 5:45 - 5:59 = \$15.75                                          |
| 2:30 to 4:30 - 4:59 = \$8.75 | At 6:00PM, the charge is \$15.75 plus \$5.00<br>for every late minute. |

### **Please NOTE the \$5.00 per minute late charge beginning at 6:00PM!**

An invoice is sent from the school office weekly to the parent via the red Friday folder. Payment is due (cash or check) to the school office the following week. Checks are to be made payable to HOLY SPIRIT SCHOOL.

Your child only incurs a charge when she/he participates in the program. We are trying to keep the costs affordable for all. Only parents, legal guardians or adults with your permission may sign out your child from After School Care. A permission slip and an emergency contact form will be provided for you to fill out.

If a child comes to the After School Care Program after a school function the fee is \$1.75 per half hour until 5:00 PM. After 5:00 PM all regular charges apply.

Checks returned for 'not sufficient funds' will be charged a \$35.00 service fee.

The After School Care Program **follows the same Holy Spirit Code of Conduct** in the classroom, in the gym and outdoors.

## **Lost and Found:**

Please make certain your student's last name is clearly written in the labels of clothing so we may return the items to the family. Lost items may be reclaimed upon proper identification. Begin searching for lost items where your child believes s/he lost the item. Check places such as the classroom, lunchroom, playground, gymnasium or the school office. All articles not claimed by the end of the month will be put into the uniform exchange or given to charity.

## **Lunch Program:**

School lunches will be available for purchase Monday through Friday. The cost of a lunch is \$2.80 and \$0.40 reduced. The lunch includes milk. An extra entrée is an additional \$1.00. If a student chooses to purchase milk *without* the lunch, the milk must be paid for at a cost of \$0.40 per milk. Any amount sent in for lunches or milk will be applied to that families' account. Please send this amount in a sealed envelope labeled with the family's name and the words *Lunch/Milk Money*. Lunches must be pre-paid. Students without a lunch will be required to call home. No credit will be given.

Holy Spirit School participates in the government's **Free and Reduced** Price School Lunch program. Applications are sent home to all families by the second week of school. Applications may be obtained from the school office throughout the school year.

### **Breakfast Program:**

Breakfast will be available for purchase Monday through Friday. The cost of a breakfast is \$1.50 regular and \$0.30 reduced. Any amount sent in for breakfast will be applied to that families' account. Please send this amount in a sealed envelope labeled with the family's name and the words *Breakfast Money*. Breakfast must be pre-paid. No credit will be given.

### **Parking:**

In order to insure the safety of all persons, the regulations regarding parking during the school day must be followed. Parking is only permitted in the lot near the gymnasium and parish office. In the morning, parents are asked to drop off students. They may park in the parking lot near the gymnasium and parish office when they pick up students at the end of the day. All doors of the building will be locked during the school day. The office will monitor the front door by the office.

#### **GUIDELINES:**

1. Drive slowly in the lot.
2. Do not drop off or pick up your child on Yearling Road or Duchene Lane.
3. Do not drop off or pick up your child in the lots across from the school on Yearling.

### **Restricted Areas:**

There are certain areas on the school grounds which are off-limits to all students, unless with an adult (administration, faculty or staff members).

These restricted areas are:

1. Faculty and staff lounge
2. All maintenance areas (storage closets, boiler rooms, garage and roof)
3. Athletic storage room, basement storage
4. Parish offices, parish office kitchen
5. Any classroom or room without an adult present. Those students who must wait after school to be picked up should go to the after school care program in the Extended Day room.

### **School Records:**

No data will be released without the written consent of the parents/guardians of a minor student. The following individuals are permitted to view an individual student's records:

1. School personnel
2. Parent / Guardian of a minor student
3. Non-custodial parent of an individual minor student unless denied access by a court order
4. Officials of other schools to which the student transfers

Parent(s)/guardian(s) of a student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s) / guardian(s) of the minor student.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

### **Solicitation:**

Students may not sell any item on school property without specific permission from the administration. This includes snacks before, during, or after school hours. School sponsored organizations must clear their fundraiser through the administration before engaging in the sales or solicitations.

### **Withdrawals/Transfers:**

State law requires that parents sign a release form before student records may be sent from one school to another. No school records will be released until school tuition is paid in full. Parents of students who withdraw before the end of the school year must inform the school office in writing of the

effective date of withdrawal, and must also fill out a request for records at the receiving school. Should the school office remain uninformed of the withdrawal, the student must remain enrolled and marked as absent until a request for transfer of records is received.

The school must be notified in writing if a parent needs to withdraw a student prior to the end of the school year. The effective date of the withdrawal is determined by the written notice. Parents must also sign a release so that records can be forwarded. A parent may not transfer official school records. Records may only be released upon full payment of all financial obligations and only to the receiving school. Tuition is charged for the remainder of the term (quarter) in which the student is in attendance as determined by the effective date of withdrawal. An enrolled student who is withdrawn after August 1 will be charged a fee equal to 10% of the total tuition for the year.

### **Science Fair:**

In 8<sup>th</sup> grade, a science paper and project are expected of every student. Since the grade for the Science Fair encompasses a whole grading period in Language Arts in the learning and the writing of a paper; in Art in learning to display their project and in Science; failure to complete any part of the project will result in an incomplete grade. If at the end of the school year the science project and experiment are not in, the student must go to summer school and take a science course to receive a passing grade.

Students will begin their research for their project in 7<sup>th</sup> grade.

### **Summer School:**

In order to return to Holy Spirit School all required subjects failed during the school year must be made up in one of the area summer school programs.

### **Standardized Testing:**

The Diocesan regulations for testing state that the Terra Nova Test and the In-view Test be given in Grades 3, 4, 5, 6, 7 and 8. These tests help us to measure individual and class growth, evaluate teaching effectiveness and design curriculum. The eighth grade test results are used by high schools to help in placement. Results of these tests are always shared with the parents and the students.

Once the Diocese releases the Diocesan Report Card which includes an overall comparison of Catholic schools to national norms, it will be published for parents to view.

Holy Spirit School also participates in the Ohio State testing at scheduled times during the school year.

### **Technology Policy:**

Revised 12/10/1996

Holy Spirit School provides computer equipment, computer services, E-mail and internet access through the guidance of faculty, to enable all students to use modern electronic technologies to enhance learning.

All students are expected to abide by all current copyright laws. Students may not use the equipment for any illegal activity. Students may not use the school's equipment to transmit, download, or receive any materials, which could be considered slanderous, sexist, racist or otherwise inappropriate. No student may install, upload or download software without permission. Any software having the purpose of damaging other students' accounts or the Diocesan network (e.g. computer viruses) is specifically prohibited. During class time, students are to work only on program(s) assigned by the teacher. Students are asked to use the printing facilities judiciously as unnecessary printing adds expense and shortens the life of the equipment. Any student who misuses internet or E-mail is subject to the termination of use and other action in compliance with the school's discipline code.

### **Wellness Policy:**

Policy 5145.0

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially and emotionally. Wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to provide information or instruction to positively impact eating disorders. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

All schools with a lunch program must follow nutritional guidelines.

## **IV. ATTENDANCE REGULATIONS**

### **Student Absences:**

Achievement and attendance are highly related. Classroom attendance is essential for a student to progress academically. Regular school attendance now will have a vital bearing on references given to colleges and future employers later in life.

1. The state of Ohio requires school to be in session 910 hours per year for students in grades K-6. Students in grades 7 and 8 must attend 1,001 hours per year.
2. Parents or guardians are legally responsible for student's attendance in school; therefore, the parent or guardian of any student may not give permission for unexcused absences.
3. Any student who accumulates a total of 15 days of school absences, 7 or more days in a month, or 5 consecutive days must have a written statement from the doctor stating the illness and the need for being absent from school in order for the absence to be considered an excused absence.
4. According to Diocesan Policy 511.3, we are justified in refusing credit for the year to any student who misses 28 days whether absences are excused or unexcused.
5. Absence from school for more than one hour will be recorded, as a half-day's absence.
6. A student must be in school for a full half day in order to attend practice or to participate in a contest on that day.

### **Excused Absences:**

1. Excused absences are those that include a reason for absences according to the Ohio Revised Code. These reasons are:
  - Personal illness. The principal may ask for a statement from a physician if she deems it advisable. (See above guidelines.)
  - Illness in the family. The absence under this condition does not apply to children under 14 years of age.
  - Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
2. An excused absence permits the student the privilege of receiving credit for make-up work.
3. It is the responsibility of the student to make appropriate arrangements with the teacher for make-up work completion.

### **Unexcused Absences:**

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. Students will be encouraged to complete assignments in order to remain current. Disciplinary action may result from unexcused absences. Family vacations taken during school time are discouraged.

## **Reporting Absences:**

The parent or guardian of a student who will be absent from school must call the school office by 9:00 AM each day of the absence. A message explaining the student's absence may be left on voice mail extension 36. Upon returning from an absence, a parent's signed note stating the reason for the absence must be turned in to the school office.

## **Early Dismissal:**

1. Request for early dismissal must be in writing, signed by a parent/guardian and contain the following information:
  - a. Student's name
  - b. Date
  - c. Time to be excused
  - d. Reason for leaving
2. The student is to present the request to the school office for approval at the beginning of the day.
3. A student leaving school at anytime must be signed out by a parent or guardian in the book that is kept in the main office.

## **Illness:**

Students who become ill at school must obtain a pass from the classroom teacher to go to the nurse's office. A student may remain in the nurse's room for up to approximately 20 minutes after which a decision as to whether the student should return to class or go home must be made. The parent of the student will be called at that point. The parent or guardian of the student must come to pick up the student. When the parent/guardian arrives, they must sign the student out at the school office.

## **Tardiness:**

A purpose of an education is to develop habits and patterns of behavior for life.

1. **BEFORE SCHOOL TARDINESS:**

A student who arrives after 7:50AM for school should report immediately to the office. An admittance to class slip will be given and the student is marked tardy. An absence for one hour will be recorded as a half-day's absence. All students will be allowed four "emergency" tardies per quarter for inclement weather, traffic conditions, etc.
2. **EXCESSIVE TARDINESS:**

Students who exceed the four morning tardies are considered to have an excessive tardiness problem. A tardy received after four morning tardies will be considered unacceptable. As these tardies accumulate during the quarter, the following penalties will be assessed, in the hope of preventing habitual tardy problems.

  - a. First accumulated tardy (5<sup>th</sup>): Noon Detention
  - b. Second accumulated tardy (6<sup>th</sup>): 2 Noon Detentions
  - c. Third accumulated tardy (7<sup>th</sup>): After School Detention
  - d. Fourth accumulated tardy (8<sup>th</sup>): After School Detention
  - e. Fifth accumulated tardy (9<sup>th</sup>) and beyond: 2 After School Detentions

## **Assignments During Absence:**

Policy 5113 H.S. Revised 6/14/01

If parents want homework and make up work for any student, THE PARENT MUST REQUEST THAT THE WORK BE LEFT AT THE SCHOOL OFFICE WHEN THE PARENT CALLS THE SCHOOL TO REPORT THE ABSENCE BEFORE 9:00 AM. The work may be picked up at the school office between 2:45 and 3:30 PM. If requested, work may be sent home with the absent student's sibling. Students may take the same number of days they missed to complete daily assignments up to a maximum of one week. Tests will be made up as soon as possible upon returning. It is the responsibility of the students in Grades 5, 6, 7 and 8 to ask the teacher to make up the tests. It is the responsibility of the teachers to make sure the student's assignments are in the office at the end of the day. The school office secretary or assistant will give each teacher a list of who called in at the beginning of the day to request assignments. It is the responsibility of the student/parent to make sure assignments are completed.

# VACATION FORM

## THIS PORTION OF THE FORM IS TO BE COMPLETED BY THE PARENT/GUARDIAN:

I have read the policy on page 24 of the handbook concerning assignments during absences, and I will make sure that my student completes all assignments in an acceptable manner.

\_\_\_\_\_  
Student's Name

The first day of absence will be: \_\_\_\_\_.  
Day Date

The student will return to school on: \_\_\_\_\_.  
Day Date

\_\_\_\_\_  
Signature of Parent/Guardian Date

---

## THIS PORTION OF THE FORM IS TO BE COMPLETED BY THE TEACHER:

I am aware that \_\_\_\_\_ will be on vacation.

At this point in the grading period he/she is not meeting the standards in the following subject areas:

- \_\_\_\_\_ Language Arts and/or Reading
- \_\_\_\_\_ Science
- \_\_\_\_\_ Social Studies
- \_\_\_\_\_ Health
- \_\_\_\_\_ Religion
- \_\_\_\_\_ Mathematics

\_\_\_\_\_  
Teacher's Signature Date

\_\_\_\_\_  
Principal's Signature Date

## **V. CODE OF CONDUCT**

### **Introduction:**

Discipline is training which inspires and strengthens as opposed to a program of punishment. The ultimate aim of any program of discipline is self-discipline.

Maintenance of discipline in the school results from the combined efforts of every student, parent, and teacher. For teachers to maintain a learning atmosphere in the classroom, it is essential that children be taught Christian responsibility and respect for others at home, as well as school. The Code of Conduct of Holy Spirit School will be enforced in all areas of the school and at all school related activities.

Overall class discipline continues to remain at the discretion of each teacher.

Parents/guardians should use the following avenues when needing to communicate their concerns about their student's behavior or homework needs:

1. Communicate and meet with the teacher.
2. Communicate and meet with the principal, only after first communicating with the teacher and you are not satisfied.
3. Contact the pastor only if you have first communicated and met with the teacher and the principal and are not satisfied.

### **Philosophy:**

The Code of Conduct at Holy Spirit School exists to insure students the best possible atmosphere for learning and to direct the students toward self-discipline. We allow students to make choices in a guarded and loving atmosphere. We respond to those choices in a way that encourages right choices and supports the students' efforts to correct negative behaviors. It supports right behavior and draws attention to the positive aspects of the child's growth in self-discipline. Our expectations are high, but we remain committed to maintaining high standards in order that students may be challenged to be the best that they can be. We take our responsibility in this regard seriously, and enlist the cooperation of all our families in supporting these policies. The administration reserves the right to make the final judgment on any discipline matter and may waive any disciplinary rule for just cause at his/her discretion.

### **Expectations for Students:**

With Christ as our model, we maintain the following standards for behavior:

1. Students are expected to treat students and adults alike, with respect and courtesy.
2. Students are expected to respond to teachers and adults in a positive, obedient and respectful manner.
3. Students are expected to be respectful of the building, supplies, materials and facilities.
4. Students are expected to conduct themselves in a manner that respects the learning environment, characterized by a quiet, orderly building.
5. Students are expected to be reverent and give meaningful participation in liturgy and other religious activities. This is expected without exception.

6. Students are expected to be in uniform according to the dress code with all necessary supplies and materials, books and assignments prepared to meet the demands of the day.
7. Students are expected to participate in the learning process of the classroom, complete assignments on time and in an acceptable manner. They are also expected to cooperate with teachers and others in getting the best advantage from their education.
8. Students are expected to conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, gymnasium, etc..
9. Students are expected to use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
10. Students are expected to resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher or adult in charge.
11. Students are ambassadors of Holy Spirit School and are expected to act responsibly at all times, and refrain from actions contrary to our faith or those which might endanger the health, safety, or well being of others. This applies to all activities of the school and all related school activities (ex. school dances).
12. Students are expected to accept correction with respect.
13. Students who are aware of serious violations of the school rules are expected to report this to the principal or teacher in an honest and direct manner.
14. Students are expected to use acceptable language. Obscene language and disrespectful tone of voice is unacceptable.
15. Students should expect that any items related to drug and gang culture will be confiscated.
16. The Diocese of Columbus has a concern with conduct by students at school or away from school, such as the public library, that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

To sum up these expectations students are to:

- Review their *Student Handbook* with a parent or guardian.
- Always try to do their best.
- Be honest.
- Treat everyone with respect.
- Be prepared for all classes.
- Complete their work on time.
- Get permission to leave the room.
- Be quiet in the halls and restroom.
- Show self-control, particularly with talking during class and in the halls.
- Walk, don't run.
- Play safely at recess. No playful gestures should involve violence.
- Don't fight.
- Behave, be quiet, and participate at Mass. The church is a sacred place!
- Take care of all school property and the property of others.

Properly wear the correct uniform of the day.  
Don't chew gum.  
Don't use bad language or inappropriate gestures.  
Don't use or bring to school tobacco, alcohol, drugs (including over the counter medications).  
Don't threaten or harass anyone.  
Don't bring toys or ANY electronic devices to school (If they are brought to school, they will be taken to the principal's office where parents will have to make arrangements to pick them up. The school and its staff are not responsible for any cell phones or electronic devices brought on to school property.  
Don't change any computer settings without permission of the teacher.

In other words...

Follow and obey all school rules and guidelines.  
Let your teachers catch you being good! 😊

Serious infraction of any school code/rule may result in an immediate conduct referral or suspension. Detailed descriptions of conduct and inappropriate behaviors begin on page 34.

## **BEHAVIOR PROCEDURES**

### **Lower Elementary Grade Students (Grades K-4):**

Students in the lower elementary grades follow the individual classroom teacher's behavioral system. This system may include a positive reward system for good behaviors as well as a tracking system of inappropriate conduct. Students may receive a Noon Study Hall from a teacher for inappropriate conduct. When this happens, a form called a *Refocus Slip* will be filled out by the student and sent home for signing and returning by the parent/guardian. At times, a student's behavior may be deemed more serious and may require a student to serve an After School Detention. Failure to return a signed *Refocus Slip* or an After School Detention form will result in another Noon Study Hall until the form/slip is returned.

### **Middle School (Grades 6-8) and Grade 5:**

Students must abide by the basic behavior guidelines listed above for learning to occur in the classroom. Middle School students and students in Grade 5 are expected to know and follow school and individual classroom rules. The following consequences will result for inappropriate behaviors:

- 1. Behavior Warning:** The student receives a verbal warning from the teacher.
- 2. Demerit:** After one warning, the student receives a behavior demerit for the inappropriate behavior. When a third, sixth, and ninth demerit is received, the student will receive a *Noon Study Hall* and will fill out a *Refocus Slip* form. On the twelfth demerit, the student will be at the First Infraction Level and will receive an *After School Detention* to be served on an assigned day.

## **INFRACTION LEVELS**

The overall classroom discipline continues to remain at the discretion of the teacher in charge. Generally, students move to Infraction Levels when the number of demerits reflects that a pattern is developing with their choices. **However, any student who chooses to make a choice that the Principal deems serious will immediately go to one of the Infraction Levels and will have their discipline determined by the seriousness of the behavior. In this case, parents will be contacted regarding the serious behavior.**

For students in Grades 5 and 6, the Infraction Levels will start over after the first semester. For students in Grades 7 and 8, the Infraction Levels will be in affect for the entire year.

The *Noon Study Halls* and *After School Detentions* will be recorded to ensure fairness to students and to help the teachers, principal, and parents monitor students' behavior. Individual discipline conduct reports may be sent to parents with *After School Detention* forms to inform them of the number and type of violations their student has received at that point in time.

- First Infraction** = The teacher will contact the parent. An *After School Detention* will be served by the student. (12<sup>th</sup> Demerit)
- Second Infraction** = Conduct Referral – A mandatory *Parent/Teacher Conference* will be scheduled at which the principal may be present. An *After School Detention* will be served by the student. (15<sup>th</sup> Demerit)
- Third Infraction** = Conduct Referral – A mandatory *Parent/Teacher/Principal Conference* will be scheduled. An *After School Detention* will be served by the student. (18<sup>th</sup> Demerit)
- Fourth Infraction** = A warning letter will be sent to the parent/guardian regarding probation. An *After School Detention* will be served by the student. A mandatory *Parent/Teacher/Principal Conference* will be scheduled. (21<sup>st</sup> Demerit) \*
- Fifth Infraction** = Student will receive a suspension and family attendance will be required at a Middle School Family Workshop if the suspension is more than one day. (24<sup>th</sup> Demerit)
- Sixth Infraction** = A suspension or expulsion may occur. This action will be determined by the principal after consultation with the teachers and parents. (27<sup>th</sup> Demerit)

- ❖ The principal will determine the length of the probation. Students on probation who continue to violate school policy may be subject to immediate suspension. More than two suspensions could result in the dismissal of the student.

The following restrictions (this list includes, but is not limited to every possibility) are imposed upon those on probationary status. Students on probation may not participate in any special school activities or school sponsored extra curricular activities.

|                    |               |             |                    |
|--------------------|---------------|-------------|--------------------|
| school parties     | school dances | field trips | Washington DC trip |
| special activities | pep rallies   | field day   | Camp Kern          |
| pizza parties      | assemblies    | recess      | sporting events    |

## **HOMEWORK PROCEDURES**

### **Lower Elementary Grade Students (Grades 1-4):**

Students in the lower elementary and intermediate grades follow the individual classroom teacher's system for the collection of homework. This system may include a positive reward system for the return of all homework on time as well as a tracking system for incomplete or missing homework.

### **Middle School (Grades 6-8) and Grade 5:**

The purpose of homework is to review and strengthen the skills that have been taught during the day or to finish incomplete work assigned during the day. To make sure that students are taking their homework seriously and applying the effort they should, the work needs to be completed at a level of accuracy that is satisfactory and which meets the teacher's expectations for it to be considered complete. Students who do not complete their homework or leftover assignments to the teacher's expectations will be issued a homework demerit, will complete a *Missing Homework* form and must complete the missing or incomplete work. Homework also includes the returning of tests, quizzes and other important documents on time. Demerits will be issued when these documents are late.

Homework demerits will be tracked separately from behavior demerits. They will accumulate in a similar fashion as the behavior demerits. If a teacher has a student for more than one subject, then the student could receive more than one demerit from the same teacher for missing or incomplete work. A running total of demerits will be maintained each quarter and throughout year.

### **The Accumulation of Homework Demerits is as follows:**

- 1) A *Missing Homework* form will be filled out by the student. The student will take the form home to be signed by the parent/guardian to be returned the next day with the completed homework. Also, a homework demerit will be given and the student will stay in from recess to complete the work/or to get ahead, depending on the time the homework is reviewed by the teacher.
- 2) After a student misses or fails to complete twelve homework or leftover work assignments across multiple subject areas, the student will be required to meet with the teacher, the parent/guardian, and the principal. This may also be required if a student is missing a majority of the work from the same subject (6 total in a quarter) or the student elects to fall into a pattern of missing homework and/or leftover assignments. Patterns might include: missing homework on a particular day such as Monday, the student stops completing homework toward the end of the quarter, etc.. In some subjects such as Religion, Science, and Social Studies a student may not have proven that they can read or write in the content area of the missing work if they miss over 20% of their assignments; therefore, this may affect that student's mark for a standard on their quarterly progress report.
- 3) The teacher and the principal will regularly review students' records during the quarter to look for consistent problems with completing homework and leftover assignments. They will evaluate how the issue should be addressed.

## **QUARTERLY REWARDS**

Middle School and Grade 5 students who have no demerits for the quarter will be treated to a special lunch provided by the principal.

Middle School and Grade 5 students who have less than three missing or incomplete assignments per quarter will earn a special reward such as a dress down pass. The dress down pass will not be used on days in which the dress uniform is required to be worn.

Teachers may also choose to incorporate their own reward systems at their grade level.

# Middle School and Grade 5 Missing Homework Form

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Subject: \_\_\_\_\_

Completing your homework or assignment is **your responsibility** as a student.

## Missing Assignment:

\_\_\_\_\_

I do not have my homework today because:

\_\_\_\_\_ It is completed, but I did not bring it to class/school.

\_\_\_\_\_ I **chose** not to do my homework.

\_\_\_\_\_ I **forgot** to do my homework.

\_\_\_\_\_ I did not have the appropriate materials at home.

\_\_\_\_\_ Other – please explain below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Parent Signature:

\_\_\_\_\_

**\*Attach this paper to your missing assignment and return to your teacher. Failure to return this paper and your assignment will result in another noon study hall and a second homework demerit.**

RETURN BY: \_\_\_\_\_



## IT IS TIME TO REFOCUS....

Today's Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of the Teacher Sending Student: \_\_\_\_\_

Teacher's Reason for the Noon Study Hall: \_\_\_\_\_

\_\_\_\_\_

I made the following choice today \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This resulted in

\_\_\_\_\_

If you had the chance to do it all over again, what would you have done differently?

\_\_\_\_\_

\_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

This form needs to be signed and  
returned to school the next day.  
Thank you!

# HOLY SPIRIT SCHOOL AFTER SCHOOL DETENTION FORM

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_ DATE: \_\_\_\_\_

## NOTICE TO PARENTS

**Please be advised that your child will have an after school detention from 2:30 to 3:30 PM on \_\_\_\_\_.** PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE TOMORROW. FAILURE TO DO SO WILL RESULT IN THE STUDENT CALLING HOME AND SERVING THE DETENTION THAT DAY.

\_\_\_\_\_ Rough or inconsiderate play

\_\_\_\_\_ Fighting

\_\_\_\_\_ Abusive Language/Inappropriate Language

\_\_\_\_\_ Failure to comply with the directions of authority

\_\_\_\_\_ Disruptive classroom behavior

\_\_\_\_\_ Copying homework assignments or tests

\_\_\_\_\_ Misuse/abuse of books, material, facilities

\_\_\_\_\_ Inappropriate dress for school

\_\_\_\_\_ Excessive classroom talking

\_\_\_\_\_ Disrespect towards an adult

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

PLEASE CALL THE TEACHER AT SCHOOL IF YOU NEED TO DISCUSS FURTHER.

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## **Suspension/Expulsion of Students:**

Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or other school staff, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described in Diocesan Policy 5114.0. This policy is found and outlined in the School Policies and Regulations manual available in the principal's office.

- A. Suspension of 1 to 10 days – (Participation in extra-curricular activities during days of suspension is not permitted.) If a student is suspended, the principal shall notify the custodial parent or guardian by telephone and in writing and offer to have a conference with the parent or parents. Diocesan policy will be followed in the event of suspension or expulsion.

## **MIDDLE SCHOOL SATURDAY FAMILY WORKSHOP**

Participation in a Middle School Saturday Family Workshop will be required for any student who is suspended for more than one day of school. Students who are suspended two or more days will remain out of school on suspension one day and then will be required to attend the Middle School Saturday Family Workshop. This is an intervention strategy for students who have violated the school's Code of Conduct. Participation requires the student and at least one parent/legal guardian in attendance. The Saturday series is sequential and builds on the previous session.

Families must fully attend the three consecutive sessions within one month. These sessions are held on Saturday mornings' from 8:00 AM to 12:00 PM at Whitehall Public School's Rosemore Junior High School, Our Lady of Perpetual Help Catholic School, or Columbus Public School's Dominion Middle School.

Workshop activities will help students discern the impact their behavior has on their life and the lives of others.

School Revision  
06/2010

The Workshop focuses on:

- Students will practice healthy coping skills; parents will learn new strategies for relating to their adolescents.
- Students and their families will participate in exercises that help build open communication in the family.
- Family members will learn ways to better understand their family roles and responsibilities.
- Families will work together on a plan of action.

- B. Expulsion – If it is deemed that a student's continuation at Holy Spirit would not be in the best interest of the student and/or the school community, he/she will be suspended and subsequently expelled from the school. This would occur after a major violation of school and/or Diocesan policy. A specific procedure is detailed in the Diocesan Policy book and would be strictly followed. If parents consider the expulsion unjust, they may petition the Superintendent to review the decision. Please see Diocesan Policy #5114 found in the back of the student handbook.

- C. Major Violations of School Rules occurring on school grounds, in the vicinity, on buses and/or at school-related activities will result in more serious consequences. If any of the

following occur the consequences will follow the direction of the Seventh Infraction Level. These are many examples, however it does not include every possibility.

- Any actions, which are deemed contrary to the basic philosophy of the Catholic Church and/or Holy Spirit School
- Violation of the Drug and Alcohol Policy
- Violation of Weapons Policy
- Possession and/or use of tobacco
- Intimidation
- Harassment
- Stealing
- Vandalism
- Insubordination
- Fighting
- Inappropriate use of computer hardware and/or software, e.g. inappropriate website
- Words such as "I'll kill you!", "I'll shoot you!"
- Refusing to obey a direct order of any teacher or administrator
- False alarms, including fire, bomb threats, etc.
- Arson or attempted arson to any school building or property
- Actions that endanger the physical well being of self or others
- Engaging in any form of sexual activity
- Disrespectful behavior directed at a substitute teacher

### **Church Behavior:**

Parents are the primary instructors in appropriate church behavior and participation in liturgies. The practical application of this instruction occurs when students participate with their classes in Masses and prayer services. At such times the following behaviors are expected:

- ✦ Answering prayers and participating in the singing
- ✦ Attending quietly without disturbing or distracting others before and during services
- ✦ Communicating reverently

### **Fighting:**

Fighting is a disruption, violent, illegal form of behavior and will not be tolerated. Any violation of this policy renders the violators subject to an out of school suspension. Depending on the circumstances, fighting may result in expulsion. Fighting is considered throwing blows, or wrestling on the ground. This will result in an out of school suspension. Shoving, pushing, pulling on a person will result in a Noon Study Hall or an After School Detention.

### **Gangs and Gang Activity:**

Holy Spirit School attempts to create an environment that is conducive to learning and growing into mature Christian boys and girls. Any activity that advocates the lack of respect for any portion of our society is in opposition to the Holy Spirit School Code of Conduct and contrary to the teachings of the Catholic Church. The school environment is not a place for gang activity, signs, symbols, dress intimidation or violence. Any gang related activity is considered a major violation of school rules and will not be tolerated. Any student involved in gang activity will be immediately removed from class until a parent conference is held. Students involved in gang related/activity will be suspended and subsequently expelled.

### **Conduct in the Lunchroom:**

During lunch period students are expected to:

1. Obey the adult on duty
2. Display courteous table manners
3. Be respectful of others

4. Stay seated throughout the lunch period except to use the restroom
5. Talk in normal, indoor speaking tones
6. If a student has food s/he cannot eat, the items should be taken home or put on the table in the lunchroom
7. At dismissal from the lunchroom, students should clean up their eating area and wait to be dismissed by the adult in charge
8. Always walk while in the building
9. There are restroom passes to be used by the students. After asking the monitor, students may take a boy's or girl's restroom pass located at the end of each class set of tables and return it when they are finished. Using a pass enables monitors to know that someone is missing when an evacuation or drill is necessary.

Infractions of any other lunchroom regulations will result in a recess time out in the study hall area.

### **Conduct on the Playground:**

Expectations for outdoor recess are:

1. Students should use playground equipment appropriately. It is designed for use of students in Grades K through 4.
2. Once outside, students will not be permitted inside until the bell rings unless permission is obtained from an adult on duty. Students should use the restrooms before going outside in order to avoid unnecessary trips back into the building. Students are not permitted to roam the halls or linger in classrooms at lunchtime.
3. Avoid running through other's games in progress
4. Leave snow, mulch and rocks on the ground; use soft balls or playground balls only
5. Play flag football only
6. Resist from fighting, tripping, pushing, shoving and pulling on other persons or clothing
7. Use appropriate language

**Any of the above guidelines not followed on the playground will result in a Noon Study Hall.**

### **Profanity:**

In our Christian environment, the use of God's name in vain or the use of vulgar and/or disrespectful terms or actions will not be tolerated. We ask that parents reflect upon the conditions that may lead to their child(ren) hearing words that do not reflect acceptable language for an educated person. Does your child have unsupervised access to the various types of media: T.V., movies, printed materials? What type of humor is permitted in your home in the presence of your child(ren)? We cannot protect children from society, yet we can set some standards and explain that when society fails, such behavior is unacceptable in the home and school environment.

When your student is heard using obscene language, the exact words will be written in a note to the parent. In addition, the student will be given an after school detention. This note/sheet must be signed by the parent and returned to school. This information will be used to evaluate any future actions needed to be considered by the school.

### **Electronic Devices:**

Students are not permitted to have on their person or in their backpack, any type of radios, CD players, headphones, pagers, tapes, or CDs during the school day or at school functions. If this rule is violated, these items will be taken and will be returned when the parent makes arrangements with the principal to come to the school office to pick the item(s) up. If a student needs to have a cell phone, the cell phone is to be turned off and kept in the book bag. When present in the school building, all cell phones must remain in the book bag turned off. Students who choose to use their own electronic readers must have their parents read, sign, and return the *Holy Spirit e-Reader Acceptable Use Policy and Agreement Form*. Holy Spirit School and its staff are not liable for damage or theft to any cell phone

or other electronic devices that are brought on to school property. This policy also applies to the use of the cell phone or other electronic device in our after school program.

### **Respect:**

Within the school community, it is especially important that students treat one another and all school personnel with respect. Any student who refuses to obey a direct order of any teacher, staff member, noon monitor or administrator will be suspended from school for a minimum of two (2) days. Any deliberate act or threat of violence toward any member of the school staff will render the violator subject to expulsion.

### **Safety Rules for Holy Spirit Students:**

1. Students can't be in any classroom, computer lab, library, or gymnasium alone. Students may not return to a room for any reason without a designated adult present.
2. Students can't hurt others with behaviors: Punch, hit, slap, kick, spit, grab, throw at, bite, pull hair, body slam, jump on, dig fingernails, scratch trip, etc.
3. Students can't touch others.
  - ✓ Do not touch anyone, anywhere, in any way
  - ✓ Do not write on another person's skin or on your own skin
4. Students can't damage other's property: Knock over toys, write on walls/furniture, tear up, pull down, throw, steal, break, rip pages in a book, magazine, throw spitballs or any object, chewing gum on school grounds or in buildings.
5. Students can't use hurtful words: profanity, "Don't like you", "Hate you", "Won't play...", call names, put downs....
6. No bullying or intimidating behavior/gestures.

Bullying is when one person uses power in a willful manner with the aim of hurting another individual repeatedly. Holy Spirit will NOT tolerate any bullying on school grounds or at any school activity on or off campus. This includes cyber bullying. Cyber bullying will include text messages and face book postings. Any information that is brought into school as a result of a text message or face book posting will be investigated and will receive consequences. In addition, if a face book posting or text message has the any reference to Holy Spirit School, teacher, staff member or administrator the matter will be dealt with immediately. Consequences may include counseling, a parent/teacher conference, a detention, a suspension and/or an expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

### **Physical Bullying Behaviors**

hitting  
poking  
shoving  
jabbing  
vandalizing

fighting  
unwanted touching  
blocking  
stealing from

writing graffiti  
pinching  
chasing and cornering  
tripping

### **Emotional Bullying Behaviors**

making fun of  
incessant teasing  
name-calling  
belittling  
shunning

making offensive racial  
making sexual comments  
ganging up on  
mocking  
punching

Ignoring  
lying  
threatening  
putting down

7. No opening the outside school door into the building. GET a staff or faculty member to answer the door.
8. Car riders at dismissal time:

- ✓ Are to go to the gym and SIT IN THE ASSIGNED AREA
  - ✓ No standing around and waiting in the hall or gymnasium
  - ✓ No going outside to wait for parents or whoever will take the student home
  - ✓ Students are to go down to the gym when the secretary calls car riders to go to the gym
9. At dismissal, walkers:
- ✓ Will meet a designated staff member by the doors outside the Preschool Room
  - ✓ Stay with the group
  - ✓ Cross with group

### **School Bus Conduct:**

It is a privilege to ride the school bus. This service is provided to the students through the various Public School Systems. Students are expected to act as young ladies and gentlemen while riding the bus. Students who do not ride the bus regularly and those who do not live in a bus' district are not permitted to ride home with a friend.

#### **Bus Rules and Regulations:**

The bus companies Holy Spirit uses consider the following major infractions:

1. Conduct that endangers the driver
2. Throwing objects in the bus or out the window
3. Refusing to obey drivers or talking back
4. Weapons on the bus
5. Lighting matches/lighters and/or smoking
6. Fighting, scuffling or horseplay
7. Hanging out of the windows – not keeping all parts of body inside the bus

The above denotes Major Infractions and is cause for immediate removal from the bus. The length of suspension may be 3, 4, or 10 days and could be the remainder of the school year.

8. Pupils must ride the assigned bus. No unauthorized passengers are permitted.
9. Excessive noise
10. Noise at a danger point
11. Absolutely NO STANDING while the bus is in motion
12. Stay in the same seat all the way home. DO NOT CHANGE SEATS!
13. Face forward in the bus. No kneeling on seats to yell to the back of the bus.
14. Transportation of animals, pets or glass containers is prohibited.
15. No chewing gum, eating, drinking or littering
16. Profane language is prohibited.
17. Exiting other than at assigned stop

#### **For infractions (8 through (17) the following guidelines have been set up:**

- First Infraction-Written warning
- Second Infraction: 5 day suspension/Whitehall 10-day suspension
- Third Infraction:15 day suspension/Whitehall-suspension for the remainder of the year
- Further Infractions: Suspension from the bus the remainder of the year

### **Student Threats to Student Welfare and Safety:**

Any student possessing, using transmitting or concealing any object which is or can be reasonably considered a dangerous weapon or instrument of violence on school/parish grounds, school buses or at school related activities is considered in major violation of school rules and is subject to immediate suspension and subsequent expulsion.

Students possessing, using or concealing objects which are explosive or designed to start fires, or any object reasonably determined to be a threat to the safety or security of any person on

school/parish grounds, school buses or at school-related activities are considered in major violation of school rules and are subject to immediate suspension and subsequent expulsion.

A teacher, principal, administrator or a person employed in a school in the Diocese of Columbus may use a physical response to “obtain possession of weapons or dangerous objects upon a person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.” (Ohio Law 3319.41).

### **Theft:**

Stealing is against the law and will not be tolerated. Any violation of this rule renders the violator subject to a one (1) day out of school suspension. Depending on the circumstances, stealing may result in expulsion.

### **Drugs/Tobacco:**

A student shall not knowingly possess, use disseminate or be under the influence of any alcoholic beverage, tobacco product, amphetamine, barbiturate, hallucinogenic drug, marijuana, narcotic drug or controlled substance. Violations will result in an immediate telephone call to the parents (or guardian) and the student will be suspended from school. Readmission will only take place after a meeting with the student, parents (or guardian), principal and homeroom teacher has taken place and an action plan has been accepted. The assessment/evaluation plan developed by the principal and teachers may recommend the student's suspension from school for a period of up to five days. The student and parents (or guardian) must meet with the principal and teachers prior to re-entry to school in order to discuss the evaluation of the chemical dependency assessment. The student must follow all recommendations made. Any further violations following re-entry to school will result in automatic expulsion from Holy Spirit School.

### **Vandalism:**

Any student guilty of deliberately defacing or damaging school property will be required to pay for the repair or replacement necessary. Any violation of this policy renders the violator(s) subject to suspension or expulsion.

### **Weapons:**

No weapon of any kind is permitted on the property of Holy Spirit School. Any violation of this regulation renders the violator(s) subject to expulsion and the filing of criminal charges.

### **Corporal Punishment:**

Corporal punishment is NOT permitted at Holy Spirit School.

It is our intent to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be maintained. The above Code of Conduct regulations are to ensure the right of each child to learn in a safe, Christian atmosphere.

## **VI. DRESS CODE**

### **Dress Policy:**

H.S. Policy 5001

Education is a serious obligation, and it is important that we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline.

A dress code...

- Helps students resist peer pressure to buy trendy clothes
- Helps identify intruders in the school
- Diminishes economic and social barriers between students

- Increases a sense of belonging and school pride
- Improves attendance

In order that preoccupation with attire does not become an issue for the students, they will wear uniforms in accordance with the dress code outlined below. Students are to wear the full dress uniform on Mass days. Students should wear their gym uniforms on their scheduled Physical Education class days.

Students are expected to be in the correct uniform at all times. Students who are out of uniform will receive a behavior warning.

**The interpretation of the code is left to the discretion of the current administration.**

### **Dress Uniforms for Girls:**

**Jumpers** may be worn throughout the year. Girls in grades 4, 5, 6, 7 and 8 must wear the split front jumper and girls in Grades K, 1, 2, and 3 are permitted to wear the rounded collar style jumper. These can be purchased at *School Days* store. The skirt of the jumpers may be **NO** shorter than 3 inches above the knee. Please note, if a student is wearing shorts underneath their jumper, the shorts must not show below the hem line.

**Blouses:** White regulation blouses may have pointed, rounded, or button down collars or may be a plain (no logo) white polo shirt. Long or short sleeves must be worn. The blouse or polo shirt must be tucked in at all times exposing the waistband on the slacks or shorts. **The long or short sleeves must not be rolled.** T-shirts worn underneath clothing for warmth must be white in color.

**Socks** are required to be worn throughout the year for all grade levels. Solid color knee socks or tights are to be worn. No leggings are to be worn in the place of tights. No logos or prints should be on the socks. *Footies* worn for gym class must be seen. They must cover the ankles. Colors worn include: navy, red, and white. Socks will be provided for students who fail to follow the dress code.

**Shoes** are required to be worn throughout the year for all grade levels

- SOLID or ONE COLOR – brown or black (no white soles)
- NO LOGOS – The shoes are to be dress shoes.
- Saddle, tie or buckle style shoe
- Leather – no canvas
- Below ankle height – **NO BOOTS**
- No open heel shoes
- No sandals – no open toe or open heel
- No heel over 1 inch
- No gym or tennis shoes (except when wearing gym uniform)
- No clogs
- No flip flops
- No moccasins
- *Sperry* shoes must not have designs and must be brown or black

**Slacks** – Dress pants (style and material sold by the uniform store) may be worn throughout the year for all grade levels. They must be solid navy blue in color. No contrasting stitching, jeans, cargo styles, rolled cuffs, visible manufacturer's labels or tight fitting slacks. No leg warmers are to be worn during class. Absolutely no cut pants. No leggings, yoga pants, or skinny pants are to be worn.

**Shorts** may be worn during the months of August, September, April, May and June. Shorts are solid navy blue color. No denim or jean material is allowed. Shorts are **not** to be shorter than 3 inches above the knee.

**Belts** – should be worn with slacks and shorts. They are required in Grades 5 – 8. Belts must be visible at all times. No large, elaborate buckles may be worn.

**Sweaters/Sweatshirts - All grade levels may wear sweaters or sweatshirts throughout the year.**

Solid red, white or gray sweaters either cardigan style, crew neck, or sternum length. V-neck pullover or sweater vests may be worn in the classroom. **LOGOS, HOODS, or DECORATIVE TRIM** are not allowed. The gray gym sweatshirt with the Holy Spirit in red may be worn in place of the sweater. No high school sweatshirts are to be worn during the school day – the only sweatshirt that is permitted is the Holy Spirit Sweatshirt. See gym uniform for details.

**Dress Uniforms for Boys:**

**Shirts** are required to be worn throughout the year for all grade levels. Red knit or cotton blend shirts with a collar and no logos are permitted. Shirts must be tucked into the shorts or slacks at all times. We must be able to see the waistband and the belt of the shorts/slacks. T-shirts worn underneath shirts for warmth must be white in color.

**Slacks** – Dress slacks (style and material sold by the uniform store) may be worn throughout the year for all grade levels. They must be solid navy blue in color. No contrasting stitching, jeans, cargo style, rolled cuffs, visible manufacturer's labels or tight fitting slacks. No cut pants are permitted.

**Shorts** may be worn during the months of August, September, April, May and June. They must be a solid, navy blue color. No denim or jean material is allowed. Shorts are not to be shorter than 3 inches above the knee.

**Belts** must be worn with slacks and shorts. They are required in Grades 5 – 8. Belts must be black or brown only. They must be visible at all times. No large, elaborate buckles may be worn.

**Socks** are required to be worn throughout the year for all grade levels. No logos or prints should be on the socks. *Footies* worn for gym class must be seen. They must cover the ankles. Crew style socks are encouraged. Colors worn include: blue, black or white. Socks will be provided for students who fail to follow the dress code.

**Shoes** are required to be worn throughout the year for all grade levels.

- SOLID or ONE COLOR – brown or black (no white soles)
- NO LOGOS – The shoes are to be dress shoes.
- Saddle, tie or buckle style shoe
- Leather – no canvas
- Below ankle height – **NO BOOTS**
- No open heel shoes
- No sandals – no open toe or open heel
- No heel over 1 inch
- No gym or tennis shoes (except when wearing gym uniform)
- No clogs
- No flip flops
- No moccasins
- *Sperry* shoes must not have designs and must be brown or black.

**Sweaters/Sweatshirts-All grade levels may wear sweaters or sweatshirts throughout the year.**

Solid red, white or gray sweaters either cardigan style, crew neck, or sternum length. V-neck pullover or sweater vests may be worn in the classroom. **LOGOS, HOODS, and DECORATIVE TRIM** are not allowed. The gray gym sweatshirt with the Holy Spirit in red may be worn in place of the sweater. No high school sweatshirts are to be worn during the school day –the only sweatshirt that is permitted is the Holy Spirit Sweatshirt. See gym uniform for details.

### **Gym Uniform (Required for all grade levels):**

Your child is to wear the gym uniform on Physical Education Days. There will be no changing of clothes before or after class, or before going home. When wearing sweatpants in Physical Education classes, the students may wear the shorts and T-shirts under the sweatpants. When arriving at Physical Education class, students may pull off the sweatpants and sweatshirts and put them on the bleachers until gym class is over.

**T-Shirts** are to be purchased at *Sport Sales* or *School Days*. A gray T-shirt with a red Holy Spirit lettering is permitted. T-shirts must be tucked in at all times and the waistband on shirts/sweatpants must be visible at all times. T-shirts worn underneath clothing for warmth must be white in color.

**Shorts** may be worn during the months of August, September, April, May and June. Shorts are to be purchased at *Sport Sales*. Gym uniform shorts are red mesh with an elastic waist. Make sure the shorts are long enough to be no shorter than 3 inches above the knee through June. The drawstring in the shorts prevents sagging. **LOGOS** are not permitted on the shorts. For the Middle School student: if *Sport Sales* does not have shorts long enough, you may purchase the same kind at another store. **NO BIKER SHORTS** may be worn under the uniform shorts.

**Gym Shoes and Socks** – Tennis shoes may be worn with the gym uniforms. The tennis shoes must not light up. They must be laced or secured with *Velcro* and only white socks may be worn. The recommended socks are crew or knee style. *Footies* worn for gym class must be seen. They must cover the ankles. Socks will be provided for students who fail to follow the dress code.

**Sweatpants** – Red sweatpants may be purchased anywhere. Students may not wear sweatpants or pajama pants under any uniform unless they are the red sweatpants designated for gym class.

**Sweatshirts** are to be purchased at *Sport Sales*. Only Holy Spirit gray sweatshirts with red Holy Spirit letters are to be worn. High school sweatshirts are not to be worn during the day. **LOGOS, HOODS,** and **DECORATIVE TRIM** are not allowed.

### **Accessories with Uniforms:**

1. Make up – Girls' make up is not permitted for Grades K – 6. Students in grades 7 and 8 may wear light foundation and blush. No eye make-up is allowed. No lipstick is allowed. Lip gloss is not considered *ChapStick*. No body glitter is allowed.
2. Earrings – Girls may wear one pair of pierced earrings with nothing extending below the ear lobe. Girls may not wear looped earrings as it is a hazard during gym and recess. Boys may not wear earrings to school or to any school-sponsored function. No other body piercing is permitted.
3. Nail Polish – Only clear nail polish is permitted. Artificial nails are not permitted. Students' nails need to be short and rounded. Sharp, pointy nails are not permitted.
4. Hair must be neat and clean. Unnatural hair colors are not permitted at school or at school functions.
  - a. Boys' hair- All hair should be neatly cut and combed. Hair must be off the ear, above the collar, and eyebrows must be visible at all times. Hair length must be proportional around the head. No unusual hairstyles, such as "punk" cuts which protrude well above the sides are permitted. No extreme variations. No designs should be cut into the hair at the scalp. No bleached hair. In other words, no hairstyle should be distracting.

- b. Girls' hair should be neatly cut and combed so that it is out of the eyes. Highlights are not permitted. No hairstyle should be distracting.
5. Head bands and hair accessories-Head bands used to hold hair back should be simple. All hair ties, clips, ribbons, and headbands should be solid in color or made of the uniform plaid and have only school uniform colors (black, gray, white, navy, and red). Headbands with flowers or bows must be small in size (only school uniform colors). Headbands should not be distracting.
6. Bracelets-No bracelets may be worn.
7. Necklaces– Students may wear one approved religious medal inside their blouse or shirt. Lanyards or house keys worn on a necklace must remain inside the shirt/blouse. They may not be worn outside or hanging from the pocket.
8. Pins – No pins are to be worn on the uniform. During the holidays, the principal may authorize holiday pins the week prior to Christmas vacation.
9. Rings – One or two small rings may be worn on the fingers. No rings should attract attention.
10. Jackets, coats, hats or scarves may not be worn in school and during class.
11. Tattoos – May not be worn during school.
12. Contact Lenses with no visual correction are not permitted.

### **Out of Uniform Guidelines:**

**DRESS UP DAYS** – Dress up days are not days to wear blue jeans, sweats, t-shirts, tennis shoes, etc.

1. If dress shorts are worn during the warm months, socks or hose must be worn with them.
2. Dress slacks are to be worn in the proper style described on previous pages. No cargo pants.
3. Girls' skirts, shorts or dress may be no shorter than three inches above the knee.
4. If gym day falls on a dress up day, the students ARE NOT to wear their gym clothes. They are to dress up and wear their tennis shoes and white socks to school.
5. Bare midriffs are not permitted. Shoulders must be covered. Remember that we are a Catholic School that promotes modesty. Never should there be cleavage showing. The shirt/blouse must be able to be tucked into the skirt or pants.
6. Shoes must not be open toe or heel. No flip flops or sandals are permitted.

### **DRESS DOWN DAYS**

1. Students may not wear T-shirts with illustrations contrary to our philosophy (e.g. liquor, drugs, inappropriate language, put down messages, etc.). The shirt must have wording or pictures that are appropriate for a Christian, Catholic school.
2. No short shorts, biker shorts, mesh shirts, tank tops, ripped jeans or shorts or tightly fitting stretch shorts, pants, leggings, skinny jeans, regular jeans or yoga pants. Bare midriffs are not permitted.
3. No hats or caps may be worn.
4. Shoes and socks must be worn.
5. Belts must be worn for students in Grades 5 to 8.
6. Shorts may be no shorter than 3 inches above the knee.
7. No wording or pictures are to be anywhere on slacks or sweats or shorts.

A **Uniform Exchange** will be held in the Holy Spirit gymnasium several periods during the school year. The dates and times the exchange will occur will be posted in the weekly **Next Week at Holy Spirit** newsletter. When families are finished with their uniforms, they turn them in to school office and they are made available to others. When turning uniforms in for uniform exchange, please make sure they are clean and repaired with a size marked on them. **WE WILL NOT ACCEPT SLACKS FOR THE EXCHANGE.**

**Uniform Tip:** Sweatshirts and sweatpants are found daily in the gym, classrooms, and hall areas. It would be wise to write a last name in the item if one wants it to be returned promptly to the owner!

## **VII. ATHLETICS**

Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere that is conducive to the growth and development of every participant. Holy Spirit School does not facilitate grade school sports. The Parish, through the Men's Club and athletic directors, sponsors the sports program. If there are any questions or concerns about athletics, please contact the coach, followed by the athletic director, Men's Club and Pastor.

Students who are not meeting the academic standards in Math, Science, Health, Language Arts, Religion and Social Studies may become ineligible to participate in athletics.

Once deemed ineligible, the school will contact the parent for a conference so an individual contract may be written to establish goals to be achieved for academic performance and success. Parent(s) and student will attend the conference.

**FALL:** Boys & Girls Volleyball      **WINTER:** Boys & Girls Basketball  
**SPRING:** Girls Softball & Boys Baseball

When made available, students may also participate in football, soccer and track in conjunction with other area Catholic schools.

## **VIII. COMMUNICATION**

We strive to keep the lines of communication open between parents and teachers and to keep all informed of school happenings and important issues. Several of the ways in which we do this are listed below.

### **Opening of School Letter:**

This letter will be mailed to all families in August with information for the upcoming school year.

### **School Communication:**

School communication in the form of a school newsletter will be sent home each Friday in the red folder. In addition, it will be posted on the school website (**www.holy-spirit-school.com**). This communication outlines school activities and meetings that will take place the next week. Changes that are made to the yearly calendar and updates will be included in this communication.

**All information distributed at school must first have the principal's approval.** Items to be included in the Friday communication must be sent electronically to the principal by **WEDNESDAY morning at 10:00 AM each week for approval.**

### **Phone Calls & Messages:**

Generally, students who forget homework, books, and other materials for which they are responsible **will not** be permitted to call home unless asked to by the teacher. We ask parents to support

our efforts to build a sense of personal responsibility in the children by refusing to make extra trips to school for such things. Naturally, students will be allowed to use the phone for things more serious in nature, such as a lunch. Students are not permitted to call home for illnesses and the like. The school nurse or other staff members must make such contacts.

How you want your child to go home at the end of the day should be discussed BEFORE they arrive to school. All notes regarding your child's dismissal should be directed and delivered to the teacher before class begins. Calling the school office is limited to emergency use only.

### **School Messaging Alert System:**

The NSA is an emergency communications network designed to provide schools with the ability to contact parents in the event of an emergency with the click of a button or with one phone call. The NSA is a web-based application that will contact parents via telephone or computer.

### **Parent/Teacher Conferences:**

Parent/Teacher conferences are scheduled in fall and winter. If a parent feels a need for a conference at any other time, they are encouraged to call the school office. The teacher will be notified and will return the call to arrange a suitable time to meet. All middle school students are expected to attend Parent-Teacher Conferences.

### **Calendar:**

A calendar of all known scheduled school activities and programs will be given to each family at the beginning of the school year. The calendar is contained in the back of this handbook.

### **Interactive Learning Website:**

Students will have access to web-based learning at home through a website that is used by teachers to post recorded lessons, connect students to links, and continue online classroom discussions.

### **E-Mail:**

At the beginning of the year we will ask for the E-mail addresses of all school families so that teachers can communicate to parents quickly and the parents can communicate to teachers. Teachers should respond to parent E-mails within 24 hours of receiving them during the school year.

### **Questions and Concerns:**

Parents are encouraged to contact the school with any questions or concerns they have with regards to their student(s). First call the teacher to discuss your question or concern. If you are not satisfied then call the principal who will, in turn, sit down with the parent and the teacher to work out a solution to the question or concern.

Students in grades 6, 7 and 8 must talk individually to the teacher when a problem takes place. We are trying to enable students to practice life skills. Then if the problem is not resolved or the parent is not satisfied, they are then to make an appointment with the teacher. If the parent or teacher is not satisfied, they are then to make an appointment with the principal, which shall include the student, the parent and the teacher(s).

Anytime in which a parent requests a deviation from the policy or rule, be it for special excuses, uniforms, problems, homework, etc., a simple note from home will be helpful in understanding the situation. A phone call to the secretary, principal or teacher can also be helpful in keeping the school aware of important information, and may save the student from experiencing disciplinary consequences.

**Responsibility of the School to the Parents or the Non-Residential Parents:**

The school has the responsibility to communicate directly and as often as possible with the parents of each student.

1. If at any time during the school year there should be change in the marital status of the parents, the parent who is the residential parent shall notify the school office.
2. He/she shall also send to the principal a certified copy of the court order stating that s/he has legal custody of the child.
3. All official school papers, announcements, report cards, progress reports, etc., will be sent to the parent(s) responsible to the school for the fulfillment of the financial obligations unless otherwise directed by court order.
4. When there is shared custody, we will be willing to mail or E-mail the school information to both parents. However, due to the expense of the mailing we are asking each family to pay \$60.00 per year to cover this cost.
5. At the beginning of the year, the school will send a form home asking the non-residential parent to request from the school that the weekly **Next Week at Holy Spirit** newsletter be mailed or E-mailed to them. Again, due to the expense, we are asking each family to pay \$60.00 per year to cover the cost of each mailing, if requested.
6. In the absence of court order directing the administration to perform a given act, or in the absence of direction from proper authorities, our administration declines involvement in matters regarding custodial rights.

**IX. HEALTH REQUIREMENT**

**Immunization:**

1. Pupils enrolled in kindergarten through grade 8 are required to have a written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and Hepatitis B as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who have not been immunized by “a method of immunization approved by the department of health pursuant to Section 3701.13 of the Revised Code”, are to be excluded from school attendance no later than fifteen school days after admission.

**2. Minimum Immunization Requirements:**

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DtaP/DTP/DT | <p><b>Kindergartners</b><br/>5 doses of DtaP, DTP or DT, or any combination, if the 4<sup>th</sup> dose was administered prior to the 4<sup>th</sup> birthday.</p> <p><b>Grades 1-12</b><br/>3-4 doses of DtaP, DTP, DT or Td or any combination. A student who is age 7 or older, and who received Td or Tdap vaccine as the 3<sup>rd</sup> part of this immunization series, shall not be required to receive further doses of diphtheria, tetanus or pertussis vaccine.</p> |
| Polio       | <p><b>K-12</b><br/>4 doses if a combination of OPV or IPV was administered, 4 doses of all OPV or all IPV is required if the 3<sup>rd</sup> dose of either vaccine was administered prior to the 4<sup>th</sup> birthday.</p>                                                                                                                                                                                                                                                  |
| MMR         | <p><b>K-12</b><br/>2 DOSES OF mmr, Dose 1 must be administered on or after the 1<sup>st</sup> birthday. The 2<sup>nd</sup> dose must be administered at least 28 days after dose 1.</p>                                                                                                                                                                                                                                                                                        |
| Hib         | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Hepatitis B | <p><b>K-8</b> 3 DOSES OF HEPATITIS b. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the</p>                                                                                                                                                                                                                     |

|                           |                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------|
|                           | series (third or fourth dose) must not be administered before age 24 weeks                               |
| Varicella<br>(Chickenpox) | <b>K-1</b><br>1 dose of varicella vaccine must be administered on or after the 1 <sup>st</sup> birthday. |

Request a copy of the Ohio Department of Health Immunization Report form for completion and further details.

3. Exemptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause". Similarly, a pupil is exempt if he presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated". A signed statement of history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may not be substituted for the rubella vaccine. Official laboratory test results demonstrating detectable rubella antibody will be accepted in lieu of vaccination.
4. New students entering school must have immunization record requirements on file fourteen (14) days from the first day of school. Parents should be aware that a child may be excluded from school until a proper immunization record is received.

**Health History:**

1. A physical examination is required by the Diocese for admission of all kindergarten students and for any new students.
2. All kindergarten students and new students need to have completed all of the following: an Ohio School Health History form, a physician's report and a dentist's report.

**Vision and Hearing Screenings:**

Students in grades K, 1, 3, 5 and 7 will have their vision screened. Screening of hearing acuity will be done in grades K, 1, 3, and 5. Students who fail the initial vision or hearing tests will be rechecked before notices are sent home to the parents.

**Contact Lenses-** Visual correcting contact lenses may be worn by students who have verification from the dispensing licensed eye care professional. This verification must be on file with the school nurse. Contact lenses with no visual correction are prohibited. These non-correcting lenses are a health risk to the students. They may cause eye infections and/or corneal ulcers all leading to potential permanent decreased vision and/or blindness.

**Postural Screening-Scoliosis:**

Students in grade 7 and females in grade 5 will receive a postural (scoliosis) screening completed during physical education classes.

**Injury or Illness:**

In case of injury or illness, parents will be called at the judgment of the nurse or principal. If a student needs to go home because of illness or injury, permission will be granted only after contact has been made with the parent or the emergency contact person listed on the emergency card.

**Communicable Diseases:**

- a. Parents are encouraged to refer to the communicable disease chart, available at registration or through the school nurse when sending children back to school after illness. These regulations apply to both major/minor diseases and nuisance diseases such as head lice. The school nurse is responsible for complying with local regulations and will act accordingly to them. Questions as to specific regulations or advice may be referred to her.

- b. **Pediculosis (Head Lice):**  
Identification and Screening Procedure – Head lice screening is initiated by a report from the child's parent/guardian or staff person. The suspected student is screened privately. If a case is found, the entire class is screened and any siblings of any student found to have head lice. Students with a history of head lice will be screened periodically to check for re-infestation. When looking for lice, the nurse may use a disposable screening tool. The tool will be used on only one child and thrown away.

Policy – Students identified with head lice will be excluded from school until treated and all nits are removed. Prior to readmission to school, the school nurse or principal's designee must check the student.

**Emergency Card:**

An Emergency Card/Emergency Authorization Form (one per child) and an Emergency Form (one per child) will be sent home the first week of school. Please fill out both forms as one form needs to be in the school office and the other needs to be in the school nurse's office. This emergency information must be on file by the second week of school. If any information on these forms changes during the year, please notify the office.

**Administration of Medication to Students:**

5141.0 H.S.

The administering of medication is not a function of the school and as general policy; any medication including non-prescription medication should not be administered to students by the school staff.

If under exceptional circumstances a child is required to take any medication during school hours, and his/her attendance at school would not be detrimental to the health or physical well being of others, the following procedures shall be followed.

**PRESCRIBED MEDICATION**

1. The nurse must have on file a signed Medical Authorization Form from the parent or guardian releasing and holding school personnel harmless from all liability for damage or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student. A verbal or telephone request is not sufficient.
2. A physicians' verification of the necessity for the medication including:
  - a) Name of medication
  - b) Necessity for the medication
  - c) Dosage
  - d) Times or intervals
  - e) Duration
  - f) Possible side effects
  - g) The medicine must be in its original container and properly labeled.  
It must also include the student's name.
3. The medication should be delivered to the school principal, secretary or nurse. No medication should be sent to school with the child because of the temptation to share. Students may carry their asthma inhalers with them due to the possibility of a life threatening attack. However, the student must have the proper paperwork on file in the nurse's office.
4. Accurate records of the medication given must be kept in the student's file.

**NO MEDICINE MAY BE KEPT IN THE CLASSROOM OR ON THE STUDENT.**

## NON-PRESCRIPTION MEDICINE

1. Administration of non-prescription medication (over the counter and including cough drops) may be administered. ONLY if there is:
  - a) A signed form releasing and holding school personnel harmless from any and all liability for damage or injury resulting directly or indirectly from the presence of the over the counter medication in the school or its use by the student. A verbal or telephone request is not sufficient. (This is stated on the Emergency Form.).
  - b) The medication must be kept in the nurse's office until the student needs to use it.
  - c) Parent's Request Form must state:
    - 2) Name of medication
    - 3) How the medicine is to be given
    - 4) Dosage
    - 5) Medicine must be in its original container
2. The school will not administer aspirin to any student because of its connection with Reye's Syndrome.

**NON-PRESCRIPTION MEDICINE RELEASE FORM**

\_\_\_\_\_ the parent(s) of \_\_\_\_\_  
Please print parent's name. Please print student's name.  
in grade \_\_\_\_\_ release Holy Spirit School personnel from any and all liability for damage or injury resulting directly or indirectly from the presence of over the counter medication in the school or by its use by the student.

\_\_\_\_\_  
Signature of Parent/guardian Date

**EMERGENCY MEDICAL AUTHORIZATION  
(STATE OF OHIO REVISED CODE SECTION 3313.712)**

**Purpose:** To enable Parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

**PART I OR PART II MUST BE COMPLETED**

**PART I: TO GRANT CONSENT**

I hereby give consent for the following medical care providers and local hospital to be called:

Physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Dentist \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Medical Specialist \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Local Hospital \_\_\_\_\_ Emergency Room Phone (\_\_\_\_) \_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

Facts concerning the child's medical history, including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**DO NOT COMPLETE PART II IF YOU COMPLETED PART I**

**PART II: REFUSAL TO CONSENT**

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

## **X. SAFETY PLAN**

### **Philosophy:**

We, the community of Holy Spirit School, believe it is our responsibility to assist families in the child's growth as a Catholic Christian. Schools today are often confronted with an incredible array of attitudes, cultural differences and emotional and social upheavals. When a crisis strikes, even the most capable staff can quickly become overwhelmed. In an effort to minimize the fear of the unknown and the devastation that can result from a crisis, a crisis intervention team and written plan have been established.

This plan has been developed in an effort to guide Holy Spirit School staff and families in a growth-producing experience of Christian love in the event of a crisis. The plan will be adapted and implemented according to the nature of the crisis.

### **Crisis Intervention Plan:**

The principal, pastor, all faculty and staff members have a set plan if the death of a teacher or student would occur. This can be found in the green Crisis Intervention Binder held by staff members. This plan includes:

1. A morning staff meeting will take place to state facts, who what, where, when, how – giving as much detail to reduce the unknown without sensationalizing or intruding on the privacy of family.
2. Teacher Responsibilities
3. Crisis Rooms
4. Principal Responsibilities
5. Community Response People
6. Policy on Funerals:
  - a. Students may attend the funeral with parent permission.
  - b. Students may attend the funeral accompanied by a parent or by another adult designated by the parent.
  - c. If the child is leaving school for the funeral s/he must be signed out by the designated adult.
7. School Memorials:

At the death of a student or faculty member:

  1. The school will have a memorial Mass at the next all school mass.
  2. Contributions will be taken and donated to the school endowment fund.
  3. Letter of information will be sent home to each family.

### **Intruder Crisis Plan:**

1. An intruder crisis plan which includes three levels of **Lockdown Drills** has been established. This code has been established so that we immediately lock rooms and teachers account for all students. Teachers will calmly tell students, "The building is not safe at this time. Do exactly what I tell you to do!" The students should then be directed to sit under their desk with the teacher doing likewise. Students must not huddle together as they would become easier and larger targets.
2. All visitors and volunteers must sign in and wear a pass when they are in the building.
3. We also have plans for bomb threats, fire, and tornado as well as plans for families in times of need.
4. In a crisis, the Diocesan Communication Office is the Media Liaison. The school principal will be our family liaison person and our school nurse will be our grief consultant.

5. All doors of the school building are locked at all times. Students are NOT TO OPEN THE DOORS FOR ANYONE even their own parent. Staff and faculty members are authorized to open the door for persons they know. Otherwise, an office staff member must open the door.

### **Fire and Tornado Drills:**

By law, fire and/or tornado, lock down and rapid dismissal drills must be held monthly. For the safety of all, students are expected to walk quickly and silently to the proper exit or tornado area. Once outside, students assemble at designated areas on the edge of the playground. No one should re-enter the building until the signal has been given. During tornado drills, students are expected to assume a protective posture, that is, to sit with head between knees and with arms covering one's head.

### **Emergency School Dismissal Procedures:**

#### **Rapid Dismissal Drill:**

In the event, we must evacuate the building and move to the church hall, the following procedures will be followed:

- All classes will exit through doors on the north side of the building. Grade 1 will go through kindergarten, Grade 2 through Extended Day, Library through Grade 3, the Computer class through north entrance door by office, Grade 7 through 5<sup>th</sup> grade room and Music Class through the 6<sup>th</sup> grade classroom. The Art Room will go through the gym door by the parish office.
- While walking to the church hall students should remain with the teachers whose class they were attending prior to the emergency dismissal.
- The students will sit in the same places that they sit during lunch. Once in place the students are to put their heads down. The students will remain in place until released.
- Parents should go to the dismissal table when they arrive at the church. Runners from that table will find the children from the family and bring them to the dismissal table. Students will be dismissed by family.
- Parents should sign out their children on the Emergency Dismissal sign-out sheet located at the Dismissal Table. NO student may leave unless a parent or other authorized adult signs the student out.

### **Super Site Evacuation – Holiday Lanes on East Broad Street:**

- Before proceeding to our site, a secretary will call or travel to the site to make sure it is safe and can be unlocked. We will call ahead and notify them we are leaving Holy Spirit School. The students will line up in a single file line proceeding out the south exit doors of the classroom.
- Kindergarten will go through the 1<sup>st</sup> grade classroom, the 3<sup>rd</sup> grade will go through the 2<sup>nd</sup> grade room, and the 4<sup>th</sup> grade will exit through the library. The 5<sup>th</sup> grade will go through the computer room, the 6<sup>th</sup> grade through 7<sup>th</sup> grade classroom, and the 8<sup>th</sup> grade through the music room. We will proceed to Holiday Lanes down Duchene Lane.
- The teacher will lead the students with the teacher aid bringing up the rear while walking over to Holiday Lanes. The students should remain with the teacher whose class they were attending prior to the emergency dismissal.
- When the school has arrived at the Holiday Lanes, students will go with their homeroom teacher and will remain with that teacher until the students are released to their parents. Parents will go to the Dismissal Table when they arrive.

## **U.S. Department of Homeland Security-Threat Level of Red:**

As defined by the U.S. Department of Homeland Security, a Threat level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Gahanna-Jefferson City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

### **If Red Alert is issued before or after school hours:**

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until notice by the Red Alert School Team.

### **If Red Alert is issued during school hours:**

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

## **Student Safety/Safety Patrol Program:**

The safety of all students is best assured when the policies and practices explained in this handbook are followed. The discipline codes emphasizes that safety is everyone's concern and responsibility. In addition to the above precautions, the school maintains a student Safety Patrol Program. Student on patrol are to be regarded as authorities in their various duties. These responsible young people are a big help in keeping Holy Spirit a safe place for all students. Their directions at the crosswalks and school parking lot are to be obeyed by all students.

# **XI. FINANCES**

## **The Tuition Policy**

3240.0 H.S.

### **TUITION ASSISTANCE:**

All parents will sign the *Tuition and Service Agreement* for payment of tuition. Tuition and assessment rates will be reviewed each year by the School Advisory Board.

It is our belief that no Holy Spirit Parish student shall be denied a Catholic education solely because the family is unable to pay tuition.

Tuition assistance may be available to a non Holy Spirit Parish student.

There are three types of tuition assistance available:

- 1. Diocesan Tuition Assistance** Diocesan Tuition Assistance is distributed according to financial need based on information reported on the FACTS application. **To be considered for this assistance, families must complete the FACTS application by the posted due date.** No late applications will be accepted.

- 2. Parish Tuition Assistance** Parish Tuition Assistance is need-based assistance for those who applied for Diocese Tuition Assistance, yet still struggle with tuition payments. This additional assistance is distributed at the discretion of the Holy Spirit Administration based on information reported on the FACTS application. Therefore, families are strongly encouraged to file a FACTS application if the possibility of additional need is anticipated. **Parish Tuition Assistance will not be given without a FACTS application on file.**
- 3. Holy Spirit Parish Subsidy** A subsidy that is applied to the tuition of active Holy Spirit Parish members who are registered in the parish.

It is the expectation of the Holy Spirit School Advisory Board that each parish family will fulfill its moral obligation to actively support and participate in the parish. All school families will volunteer their time and talent in helping with school sponsored activities and programs, especially fundraising.

**TUITION GUIDELINES:**

1. In the spring, parents are to attend the *Tuition and Service Agreement* session to re-register their child(ren) and to sign the tuition agreement.
2. There are three tuition plans.

**PLAN 1: HOLY SPIRIT PARISH FAMILIES**

Plan 1 tuition is the per pupil cost less Holy Spirit Parish subsidy. Your family must be registered members of Holy Spirit Parish, participate in the sacramental life of the parish and, as members, regularly contribute time and talent to Parish ministries. Through weekly attendance at Mass, your family is providing financial support to the Parish in a meaningful way (in accordance with Diocesan Policy 3130.0). Your family agrees to a minimum service of 25 hours per school year, which includes 5 hours of service at Holy Spirit Parish Festival and participation in school fundraisers. Based on these guidelines, families may be awarded a full or partial subsidy.

**PLAN 2: CATHOLIC FAMILIES FROM ANOTHER PARISH**

Plan 2 tuition is the per pupil cost less Home Parish subsidy and any partial Holy Spirit subsidy awarded. Holy Spirit will send a Subsidy Request Form to your Pastor for verification and completion. If your family does not receive the recommended parish subsidy, you are responsible for paying the difference. Families under this plan agree to a minimum of 25 hours per school year, which includes 5 hours of service at Holy Spirit Parish Festival and participation in school fundraisers to be eligible for a Holy Spirit subsidy.

Parents from a parish that has a school, but who choose on their own to have their children attend Holy Spirit School for personal reasons, will pay the per pupil cost at Holy Spirit School.

### **PLAN 3: FAMILIES OF OTHER FAITHS**

Plan 3 tuition is the per pupil cost. Families under this plan may agree to a minimum service of 25 hours per school year, which includes 5 hours of service at Holy Spirit Parish Festival and participation in school fundraisers.

**Holy Spirit Tuition Plans are for K-8 only. They do not include the Pre-School program.**

3. There are three payment options available:
  - Full tuition payment in May for the following school year; OR
  - Monthly payments through participation in the FACTS program; OR
  - Following a conference with the principal and pastor, tuition payments can be set up in house with the school office.
4. Service hours are required from all families to receive tuition assistance. Service hours may be fulfilled through activities that fall under the jurisdiction of the school and are listed on the *Service and Fundraising Requirements for Holy Spirit School* form that is sign each year. The service hour opportunities examples include, but are not limited to noon monitoring, library aid work, working lunch, and working at a seasonal event such as a Lenten fish fry. Families who fail to meet the service hour requirement will be assessed a portion of their Holy Spirit grant. This assessment will be added to their tuition.
5. While we require service hours from those who receive tuition assistance, we welcome all parents, guardians, or parish members who would like to donate volunteer service to our efforts.
6. Each Holy Spirit family is required to meet the fundraising goal as set in the *Tuition and Service Agreement* on the form titled, *Service and Fundraising Requirements for Holy Spirit School*.
7. If a child(ren) is withdrawn, tuition is reimbursed/collected based through the end of the quarter that the student attended the school. Student records are released to the new school when all tuition and all fees are current.
8. In accordance with Diocesan Policy 3240.1 permanent records (including report cards) of students whose financial obligations have not been met will be withheld. In addition, without prior arrangement, Holy Spirit will not accept a student whose financial obligation to another school has not been met.
9. Any family that foresees a hardship in either fulfilling service hours or tuition payments must schedule a meeting with the principal and pastor to discuss the situation and to determine an appropriate a course action.
10. Failure to comply with the Tuition and Service Agreement may result in the child(ren) being excluded from the school.
11. When a tuition account becomes 60 days past due the child(ren) may be excluded from classes until the account is current or arrangements to pay have been made with the school office.

## **XII. FUNDRAISING**

Any tuition credits raised on behalf of Holy Spirit School, such as *Kroger Rewards*, the *STEP* Program, flower sale funds, candy sale funds, and the Washington DC trip funds will remain at the school if a student transfers to another school.

### **XIII. SCHOOL BOARD and POLICIES**

#### **Holy Spirit School Board:**

The Holy Spirit School Board is an advisory and policy making body for the school. Its primary concern is to “encourage and develop the intellectual and spiritual growth of all Holy Spirit students.” It develops, defines, and evaluates the effectiveness of policies which govern the operation of the school. While working in close cooperation with the administration, it acts in an advisory capacity to the principal and pastor in accordance with the policies and regulations of the Diocesan Office of Catholic Schools, and the constitution and bylaws of the Holy Spirit Parish Council.

The Board consists of nine voting members, who are parents/guardians of Holy Spirit students and are active members of Holy Spirit School and/or Parish. The term of office is three years, with three representatives being elected each year. Generally, meetings take place once per month. Persons who are interested in serving on the board should contact the principal for details.

Any parent or guardian who wishes to address the board may request a form for this process from the school board president.

#### **School Board and/or Diocesan Policies:**

##### **Service Activities for Students:**

1410 H.S. Revised 6/2001

In keeping with the commitment of Holy Spirit School and Diocesan policy to educate students for Christian service, the school will encourage students and provide opportunity for students to participate in service activity or charitable program of the Diocese, Holy Spirit Church and parish and our local community organizations.

The board encourages participation in those programs and/or services that would result in greater sense of selflessness and social responsibility for the student rather than in tangible rewards.

The principal in conjunction with recommendations by the staff will determine which service activities are appropriate.

##### **Guest Speakers:**

2211.23 H.S. Revised 6/2001

The School Board realizes that speakers can bring an added dimension to learning. Therefore, we encourage teachers to incorporate speakers into their class study program under proper supervision and prior approval by the principal.

Parents are encouraged to share their interests, hobbies and expertise. They should contact the principal or the classroom teacher to arrange to share their talents.

##### **Tuition Policy:**

3240.0 H.S. Revised 5/2010

(See Finance Section)

##### **Playground Supervision:**

4001 H.S. Revised 06/2001

Due to Diocesan contractual agreement and recognizing that teachers need to have adequate lunchtime, playground / lunchtime / monitors will supervise the students during the lunch period. All monitors must have a BCI report and *Protecting God's Children*. On the playground, an assigned staff member will assist the monitors for each recess.

## **Attendance Policy:**

5133.0 H.S. Revised 6/2001

The academic progress of each student depends greatly upon the punctuality and regularity of attendance. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for academic work.

Section 3321.01 of the Ohio Revised Code states that a child between six and eighteen years who misses 28 or more days whether absences are excused or unexcused or any student that has missed 15 days of school must have written statement from the doctor stating the illness and need for missing school for any subsequent absences.

Students who miss school regularly or take extended vacations on school time cannot demand the privilege of earning credits by special, individualized assistance from faculty members, "make-up" or special examinations.

## **Admission Policy:**

5119.1 H.S. Revised 6/13/2000

1. Principles – The basic purpose of Holy Spirit School is to assure that Catholic truths and values are fully integrated with the lives and academic programs of its students. Accordingly, applicants for admission should intend to participate fully in the religious programs of Holy Spirit School.
2. Definitions:
  - b. Active Parishioner - An active parishioner is one who attends Mass regularly, supports the Parish financially, and participates in Parish life and activities.
  - c. Commitment Agreement – Agrees to participate in volunteering 52 hours per calendar year for the school, 5 hours to the Festival and participate in two fundraisers.
3. Priorities
  1. Children of active parishioners
  2. Children from Parishes without a Catholic School or without an opening in their parish school
  3. Children from non-parish families with students enrolled in the school
  4. Transferred student or new enrollees
  5. Children of families of other faiths
4. Admitting Transfer Students for Grades 5, 6, 7 & 8
  1. Parent/guardian and student must schedule a conference with the principal. After an administration recommendation is returned from the previous school:
    - a. The child's Individual Education Plan (IEP) is reviewed.
    - b. An acceptable behavioral and academic evaluation.
    - c. Child's attendance is in good standing.
    - d. If transferring from another private school, verification that financial and all other commitments have been met.
    - e. Certification that the child has passed the proficiency test from the applicable grade level.
  2. After these conferences, parent/guardian will be notified in writing as to status of the student admission. This is a conditional admission. After 30 days, the progress of the student will be reviewed.
  3. Waiting Lists – Only active parishioners of Holy Spirit Parish or children from Parishes without a Catholic School or without an opening in their parish school can be included on the waiting list.

A waiting list for the current year will be created for each grade if classes are filled. As openings occur the criteria listed under Priorities will be considered in offering the position to individuals on the waiting list in that grade. Waiting lists are not carried forward. New lists are created after registration each year.

4. Dates of Enrollment

- a. School families who wish to register siblings of current students may pick up forms for registration by February 15<sup>th</sup>.
- b. Open house will take place in the school during February. Classrooms will be in session and open to view. Goals and textbooks will be on display. The school parents will provide hospitality.
- c. Information night will take place in February. The School Board sponsors this event. Presentations about the school and tours of the building will take place.

5. Enrollment Documents

- a. All custodial or guardianship papers must be made available to the school upon registration for confidential file.
- b. Diocesan registrations require custodial parents to request in writing any variance of the child's name as it appears on the birth certificate or legal support documents. The child's legal name must appear on all school records. If you wish to request a variance, you may do so in writing.
- c. The custodial parent is required to provide the principal or the person in charge of the admission with a certified copy of any child custody order or decree pertaining to a pupil. (Diocesan Policy 5119.2)
- d. Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

**Asbestos Management**      Addendum – Add to “*School Board and Diocesan Policies.*”

3510.3

In the last 1980's all buildings in the Diocese were inspected and a management plan was developed. Management plan records shall include evidence of re-inspection for asbestos at least every three years, and evidence of periodic surveillance within the last six months. Annually parents and employees are to be notified that the asbestos management plan is available for review if requested. (Last inspection 11.2014)

**Banned Substances:**

5131.1 H.S.

Holy Spirit's policy regarding banned substances is the same as Diocesan policy 51.31.1 which states: “Drugs, alcohol, tobacco, and all illegal substances and paraphernalia are defined banned on property of school/parishes of the Diocese. This also applies to all school related events held off the school property (e.g. away games).

Anyone who is using, selling or has his/her possession any of the above mentioned substances shall be brought to the attention of the building principal's designated representative shall place student safety as a priority in all individual situations.

The principal or designated representative shall notify the student(s), parent(s) or guardian(s) and school officials.

The following disciplinary actions are available to the principal:

- 1) Expulsion from school
- 2) Participation in a treatment program
- 3) In-patient treatment
- 4) Other disciplinary action deemed appropriate

**Code of Conduct:**

5144.1 H.S.

(See Code of Conduct Section)

**Harassment:**

5140.05 H.S.

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member – male or female – should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes but is not limited to, to the following:
  - ✓ Offensive sexual flirtations, advances, propositions;
  - ✓ Continued or repeated verbal abuse of sexual nature;
  - ✓ Explicit or degrading sexual or gender-based comments about another individual or his appearance;
  - ✓ The display or circulation of sexually explicit or suggestive writing, pictures or objects;
  - ✓ Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
  - ✓ Graffiti or a sexual nature;
  - ✓ Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

Not all-physical conduct is necessarily considered sexual in nature, for example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct. However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
7. Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

**Regulations and School Responsibilities:**

5140.05 & 5140.06

1. Annually at the start of the school year the Diocesan Student Harassment Policy. See back pages of this handbook.
2. Each school shall follow Diocesan procedures for timely investigation and response to complaints.
3. Each school shall periodically train administrator, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each school shall also include the Diocesan Harassment Policy for Students in the school's faculty and student handbooks.

**Medication:**

5141.0 H.S.

(See Health Requirements Section)

**Dances:**

5002.0 H.S.

(See General Information Section)

**Dress Policy:**

5001.0 H.S.

(See Dress Code Section)

**Electronic Reader Acceptable Use Policy**

6142.1 H.S.

The following guidelines apply to all hand-held electronic devices that work with wireless networking including but not limited to e-readers, tablet computers, and smart phones.

1. All e-Readers must be registered with the Holy Spirit School's Media Specialist and accompanied by the Acceptable Use Agreement Form signed by both the parent(s) and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc..
3. All material on the e-Reader must comply with the spirit and policies of Holy Spirit School.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. Holy Spirit School is neither responsible nor liable for any lost, stolen, or damaged devices.
6. Holy Spirit School will not provide any technical support or assistance with devices brought from home.
7. Students may not access personal networks or use their data plans during the school day.

8. Students will not have access to the school's server resources or internet/wireless connections unless specifically permitted and logged in by a staff member with administrative privileges.
9. Teachers and staff always have the "**last word**" regarding when devices may be used in their classrooms. They will announce when e-Reader use is permitted and may require e-Readers to be turned off at any time. Students must not use any "bring your own" technology without permission from teachers/staff.
10. Students will not use personal technologies during lunch, recess, field trips or at any other time designated by teachers/staff.
11. Students' personal technologies can be searched and/or confiscated at any time. This includes, but is not limited to, internet history, bookmarks, temporary files, documents, text messages, phone numbers, etc..

### **Field Trips:**

Holy Spirit School field trips are arranged by the classroom teacher with the approval of the principal and must fulfill the educational standards set at the individual grade levels. The drivers for the field trips will be required to fill out a driver information card as required by the Diocese of Columbus. This card will be available at the onset of the school year and kept on file (to update as necessary) for one year to verify driver eligibility. (Please note the minimal acceptable liability limit for privately owned vehicles is \$100,000 / \$300,000). All chaperones must be fingerprinted, have a background check, and have attended the *Protecting God's Children* Workshop in order to be a driver or a chaperone.

### **GUIDELINES FOR FIELD TRIPS**

1. Field trips are not to exceed four per class per year.
2. All field trips must be approved by the principal
3. Field trip permission forms must be given to each family and must include the following:
  - a) describe the trip
  - b) give the objectives of the field trip
  - c) list the materials to be brought
  - d) list the instructions that the teacher will give the students and that are also to be given by the parent, e.g., a river is dangerous
  - e) by signing this form, I (the parent/guardian) certify that I request and give my permission for (Name of student) to go on this field trip. I have given the instructions required above, and I release the teacher and school from all liability and waive all claims against them. Signature required on form.
4. Teachers are to take only those students who bring a signed permission slip from their parent/guardian.
5. Teachers are to check the validity of signatures on field trip forms.
6. Increase the number of parent supervisors when the students are younger and the risk is greater.
7. Teachers should present the rules and expectations of behavior to the students prior to the field trip.
8. All students are expected to follow the discipline code.
9. Teachers should give the adults supervising the trip the guidelines and the rules of the trip and the discipline code.
10. All students should have adult supervision **AT ALL TIMES.**
11. A driver may only take as many children as there are seat belts.
12. The drivers are expected to proceed to and from the designated destination with **NO INTERIM STOPS**, e.g. FAST FOOD RESTAURANTS.
13. Drivers are expected to have proper and current driver's licenses and insurance coverage.

14. School sponsored trips, such as the 8<sup>th</sup> Grade trip to Washington, DC will be guided by the policies and regulations set forth by the Diocese of Columbus and Holy Spirit School. All decisions regarding this trip will be made by the principal, teacher, and pastor. This trip will cover standards included in the Social Studies Course of Study.
15. Any unused funds collected from fundraising to defray the costs of any school trips will remain in at Holy Spirit in an account. This includes any funds remaining when a student transfers to another school.

### **Food Allergy Guidelines**

Holy Spirit School recognizes that food allergies, in some instances, may be severe and even life threatening. The school uses these guidelines to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

#### **Parent/Student Responsibility:**

1. Parents of students with allergies must notify the school of such allergies at the beginning of each school year through written or oral communication with the school nurse.
2. Parents of students with life threatening allergies must (a) provide the school with emergency medications; (b) execute appropriate medical authorization forms, school administration of drugs prescribed by physician forms, and parent authorization for specialized health care or emergency care of student form; (c) cooperate with the school to formulate a specialized health care or emergency care plan.
3. Parents are responsible to educate their student about managing his/her allergy at school, including, but not limited to, identifying "safe foods," by reviewing the weekly lunch menu together, and discussing the vigilance required to self monitor food products sold at special student sales, foods for classroom celebrations, and foods served on school field trips.

#### **School Responsibility:**

1. The school will cooperate in the development of a specialized health care or emergency care plan for students with life threatening allergies.
2. The specialized health care or emergency care plan will address (a) what actions will be taken to avoid exposure at school, and (b) what actions will be taken in the event of exposure. The plan shall be developed through consultation between the school nurse, the student's parents, the school principal, and the student's physician or allergist. Once created, this plan should be reviewed and updated annually by the school nurse, the student's parents, and the student's physician or allergist.
3. The school will share the specialized health care or emergency care plan with all appropriate school staff.
4. With the consent of the student's parents, the school will provide notice to the student's classmates and/or a student's classmates' parents of a life threatening food allergy in the classroom.

#### **Multimedia or Audio Visual Materials:**

(See Academics Section)

6004.0 H.S.

#### **Publishing Student Information:**

##### **Directory Information:**

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions. If proper notice is given and the parents of a student do not object, directory information may be released. Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

**Personally Identifiable Information:**

(See Diocesan Policy 5126.0 and 5126.1)

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records. The consent for release form for personally identifiable information is found at the end of the handbook.

**Plagiarism Policy:**

Revised Policy 3/14/95

(See Academics Section)

**Technology Policy:**

6142.0 H.S.

(See General Information Section)

**Wellness Policy:**

5145.0

(See General Information Section)

**School Attendance Areas:**

5117.0

The location of the residence of the student’s legal guardian is used to determine the assigned high school. Boys may also attend St. Charles Preparatory School.

Waivers will only be granted if siblings have attended the requested school, if either parent attended the requested school, if the assigned school feels it would be in the best interest of the student to attend the requested school, if the requested school has an academic program that is not available in the assigned school, or if transportation is not available to the assigned school. Waivers will not be granted for reasons related to participation in athletics. A request for a waiver must be made by the parent(s)/guardian(s) on the form provided by the Office of Catholic Schools. Signatures must be obtained at both the assigned and requested schools by the parent(s)/guardian(s). When completed the form is to be sent to the Superintendent of Schools. Waivers may be granted solely at the discretion of the Superintendent.

**Geographic Listings of Feeder Parishes:**

Bishop Hartley High School Area Parishes: All Saints Academy, Holy Spirit, Our Lady of Miraculous Medal, St. Catharine, St. Matthew, St. Patrick, St. Pius X, Seton Parish, Corpus Christi, Holy Cross, St. John/Holy Rosary, St. Dominic, St. Ladislav, St. Leo, St. Mary (German Village), St. Mary (Groveport), St. Joseph and Pickaway County.

St. Francis DeSales High School Area Parishes: St. Anthony, St. Augustine and Gabriel, St. Elizabeth, St. James the Less, St. Matthias, St. Paul, St. John Neumann, Resurrection, St. Matthew and St. Michael.

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# HOLY SPIRIT SCHOOL

## HANDBOOK ACCEPTANCE FORM

We acknowledge that we have read the Holy Spirit School Handbook and agree to abide by all rules, regulations, and procedures contained therein.

\_\_\_\_\_  
Mother / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
1<sup>st</sup> Student's Signature and Grade

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2<sup>nd</sup> Student's Signature and Grade

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3<sup>rd</sup> Student's Signature and Grade

\_\_\_\_\_  
4<sup>th</sup> Student's Signature and Grade

**Return this form to the school office.**